Accessibility Resource Guide for Instructors

Accessibility Syllabus Statement
An accessibility statement, directing students with disabilities to resources is required in all syllabi. Verbally referencing this statement early during the course is encouraged. Instructor may customize the statement with directions on preferred contact method regarding accommodation requests (e.g., email, office appointment, etc.). Please note that some students whose disability impacts communication abilities (e.g., autism, anxiety) may be more able to initiate communication via e-mail.

Recommended Statement:

Accommodations
The University of Wisconsin Oshkosh supports the right of all enrolled students to a full and equal educational opportunity. It is the University’s policy to provide reasonable accommodations to students who have documented disabilities that may affect their ability to participate in course activities or to meet course requirements.

Students are expected to inform Instructors of the need for accommodations as soon as possible by presenting an Accommodation Plan from either the Accessibility Center, Project Success, or both. Reasonable accommodations for students with disabilities is a shared Instructor and student responsibility.

The Accessibility Center is part of the Dean of Students Office and is located in 125 Dempsey Hall. For more information, email accessibilitycenter@uwosh.edu, call 920-424-3100, or visit the Accessibility Center Website.

Announcement
Inform students on the first day of class that you are committed to providing an accessible experience for all students. List the ways in which you plan to do this (see recommendations below). Read aloud the Accommodation Statement from your syllabus and assure students of your open door to communication regarding any needs for accommodation.
Recommendations for creating an Accessible Classroom Experience:

See creating a Universally Designed Course:  [http://udloncampus.cast.org/home](http://udloncampus.cast.org/home)

Examples:

- Course Materials
  - Provide all materials in print and electronic form. If possible, leave documents as “editable,” so that adjustments can be made by students to increase access (eg. text, font size)
  - For quick video tutorials on how to create an accessible syllabus and other course materials:
    - [Creating an Accessible Syllabus](http://udloncampus.cast.org/home)
- Closed Captioning
  - Ensure all videos have closed captioning. Many YouTube videos will be already be captioned. Click “CC” on the bottom right side of the screen to turn on captioning.
    - If you are subscribed to a YouTube Channel and/or create your own videos, visit the [YouTube Caption Support](https://www.youtube.com/tc) link to add captions.
  - Tip: Prepare videos without captioning in advance. Contact the Accessibility Center or send your video files directly to accessibilitycenter@uwosh.edu at least two weeks in advance of showing the video to the class and captioning will be added.
- Microphones
  - Microphones should be used at all times (depending on availability) and may be requested through classroom technology (classroomtech@uwosh.edu)
  - Tip: Asking “Can you all hear me?” can single out individuals with hearing impairments who prefer not to disclose their disability.
- Furniture
  - Most furniture requests will be handled by the Accessibility Center prior to the first day of class.
    - Because not all students are registered or have disclosed disabilities in advance, best practice would be to ensure that a table and chair is provided in your classroom for alternative seating on the first day of class.

For additional information and FAQ’s, see the [Accessibility Center Website](http://udloncampus.cast.org/home).