Accessible Syllabus Rubric

Accessibility in the Classroom Final Project

**[Type Your Name Here]**

## **Table 1: Required Syllabus Elements**

| Element | Description | complete |
| --- | --- | --- |
| 1. Color contrast | * Creates adequate contrast between text and background |  |
| 1. font type | * Uses accessible font type (e.g., Arial, Calibri, Helvetica, Georgia, etc.) |  |
| 1. font size | * Uses accessible font size |  |
| 1. font color | * Uses accessible font color |  |
| 1. font style | * Uses accessible font style (e.g., bold, italic, capitalized) |  |
| 1. heading styles | * Uses heading styles to structure content |  |
| 1. list styes | * Uses bulleted or numbered list styles to structure lists |  |
| 1. hyperlinks | * Uses descriptive hyperlink text and indicates so if a link leads to a file |  |
| 1. images | * Provides alternative text for images |  |
| 1. tables | * Uses simple tables with designated header rows and captions |  |
| 1. videos | * Uses descriptive language and captions; provides transcript |  |
| 1. file names | * Syllabus has meaningful file name, as do any documents linked within the syllabus |  |
| 1. disability resources | * Lists institution’s Disability Services Statement and contact information for Disability Support Services |  |

## **Table 2: Optional (Recommended) Syllabus Elements**

| Element | Description | complete |
| --- | --- | --- |
| 1. technical assistance | * Offers clear information of when, where, and who to contact for technical assistance |  |
| 1. instructor information | * Includes multiple options for communicating with instructor |  |
| 1. communication | * Sets clear expectations for how long students should wait to receive replies to email/voicemail |  |
| 1. learning objectives | * Provides between three and five course learning objectives * Provides instructions for how students are expected to meet the learning objectives for the course |  |
| 1. course outline/schedule | * Lists full course outline and describes expectations for each lesson |  |

## **Comments/Notes**

* [This is space for you to write comments or notes.]