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.]