Inclusive Instruction…by Design!
Incorporating UDI in a Syllabus

This worksheet can serve *as a guide* for creating and revising a syllabus. You are not limited to the ideas expressed here and are encouraged to use them to expand your thinking about inclusive instruction. This tool can serve as an action plan to document your efforts to develop a universally designed syllabus.

Syllabus Component	UDI Principle(s)
_____ **Course and instructor information** - semester; year; course title; number; unit value; meeting times and location; prerequisites; instructor's name and contact information; office hours; course management system information (e.g., URL, online "chat " times, etc.)	3
_____ **Course description and outcomes** • Official catalog description and *your* description • Course/learning objectives; relevant college and/or professional certification standards • Learning outcomes	1
_____ **Course policies** • Community of Learners • Late and missing assignments • Exams and quizzes; make-ups • Extra credit • Time extensions for assignments	1, 3, 4
_____ **Course requirements** • Format and preparation • Attendance; absences; class participation • Readings; assignments; presentations	1, 3

• Acceptable sources; stylistic requirements in written work (e.g., MLA, APA) • Course materials including required text(s) and additional readings	

Course schedule
    • Readings/assignments with page numbers
    • Quizzes, exams, projects
    • Due dates for *all*
	1, 3

Course grading
    • Number of points/% of total points according to type of assessment (e.g., attendance, class participation, homework, quizzes, exams, projects, papers, etc.)
    • Grading rubric(s); rubrics for class presentations
    • Link to examples of student work for course assignments
	1, 3, 4, 9

College policies
    • Academic integrity/Honor Code
    • Accommodations for students with disabilities
    • Inclusivity/Full Participation
    • Religious holidays; inclement weather
    • Grading (e.g., incompletes)
	8, 9

Additional Resources
    • Campus resources
    • Links to online course related materials
    • In case you're interested!
	4

McGuire & Banerjee, 2008; revised, McGuire & Rodesiler, 2011; McGuire & Lombardi, 2015