

# COD Accessible Syllabus Template Guide Draft

Revised August 23, 2019

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# How to use COD’s Accessible Syllabus Template

All of the information on this syllabus is what is considered best practice by the state of California. The only exceptions to this are the sections that have the word [optional] after the heading. It is your choice to use, or not use, these optional sections in your syllabus.

## Important

* It is an instructor’s legal obligation to provide accessible materials to all students. If you choose not to use the accessible formatting on this template, you must still provide your students with an accessible alternative.
* The document formatting has been set to be accessible to students who use assistive technology. Changes are not recommended.
* If the section is marked as [optional], you may delete the entire section that you choose not to use.
* Once your syllabus is completed, any remaining information shown in [brackets] can be deleted.
* If you add images, describe them in the [alternative text](#_Pictures/Images_1).
* Run the [Accessibility Checker](#_Checking_Accessibility_1) once your syllabus is completed.
* Delete the first 6 pages of instructions from this template.
* Delete the [Example College of the Desert Syllabus](#_Example_College_of).

## Document Structure and Headings

The document structure for accessibility is similar to the structure of an outline. This template already uses an accessible heading structure and changes are not recommended.

## Font

It is recommended to use Verdana, or a similar font, and a font size of 12 points or larger. Avoid using any kind of italics, highlighting or bold font to indicate meaning, as it will not be detected by assistive technology used by individuals with disabilities.

## Adding Text

### Copying and Pasting Text

When copying text from other documents it may also copy the formatting. To ensure the accessible syllabus template formatting remains, use the paste option Keep Text Only.



1. Highlight the text you want to copy. Copy the text by typing Ctrl + c.
2. Place the cursor on the line where you want to insert the text. Do not attempt to paste over existing text.
3. Right click, then from Paste Options, select Keep Text Only.
4. Delete any sample or unneeded text.

### Restoring Text

If text is accidentally deleted or the heading structure/template format is changed in error, type Ctrl + z, or click the Undo arrow button located above the ribbon as many times as needed until the text or formatting returns.



## Page Breaks

To move text to the next page, press Ctrl + Enter to add a page break (do not add extra paragraphs/returns).

## Lists

Use numbered/ordered and bulleted lists to emphasize a point or a sequence of steps with the list feature (do not enter numbered lists manually).

1. Select the Home tab on the ribbon.
2. Choose the Numbered List or Bulleted List option from the Paragraph group.

## Links

Word automatically creates a hyperlink when a user pastes a URL onto a page. The hyperlinks need to be renamed so the link text will make sense to individuals with disabilities. If the document will be printed, the URL does not need to be renamed.



1. Select a hyperlink, right click, and select Edit Hyperlink or type Ctrl + k.
2. Change the text in the Text to Display field to a more meaningful description. Then select OK to save the changes.

## Pictures/Images

If using photos or logos in your syllabus, be sure to add meaningful and brief alternative text descriptions.

  

1. Right-click on the image. Select Format Picture or Edit Alt Text (2019).
2. In the Format Picture pane (2016), select Layout & Properties. Then choose Alt Text. In 2019, the Alt text pane opens directly.
3. Enter alternative text in the Title (if applicable) and Description fields.

## Color

### Color Contrast

* Word 2019 checks documents for most types of text color contrast issues.
* You can also download the free [Colour Contrast Analyzer](https://developer.paciellogroup.com/resources/contrastanalyser/) to test color contrast of text and images.

### If Using Color to Convey Meaning

Combine text, shapes, and color to communicate meaning, for example:

* The words Correct in green and Incorrect in red
* Green box with a white check mark 🗸 and a red button with a white X

## Checking Accessibility

When you have completed the syllabus, check the document’s accessibility.

 

1. Select File > Info > Check for Issues > Check Accessibility (2016). In 2019, choose the Review ribbon, then Check Accessibility.
2. The accessibility checker presents errors, warnings, and tips for making repairs.
3. Select issues to see Additional Information at the bottom of the task pane.

## Questions?

Please contact Marvin Gabut or Craig Donahue in the Berger Faculty Innovation Center for assistance using this template.

## Accessibility Resources

* [College of the Desert Accessibility Resources and Training](http://collegeofthedesert.edu/fs/Pages/Accessibility-Resources.aspx)

# College of the Desert (Enter Course Name) Syllabus [Heading 1]

## Course Title & Course/Section Numbers [Heading 2]

[Text in this section is Normal style, and left indented 0.25 in]

## Units [Heading 2]

[Text in this section is Normal style, and left indented 0.25 in]

## Term [Heading 2]

[Text in this section is Normal style, and left indented 0.25 in]

## Class Meeting Dates [Heading 2] [optional]

[Text in this section is Normal style, and left indented 0.25 in]

## Class Days/Times [Heading 2]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

## Class Location [Heading 2]

[Text in this section is Normal style, and left indented 0.25 in]

## Instructor [Heading 2]

[Text in this section is Normal style, and left indented 0.25 in]

## Contact Information [Heading 2]

* [Text in this section uses a bulleted list, and left indented 0.25 in]
* Phone:
* Email:

## Office Hours and Location [Heading 2]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

## Course Catalog Description [Heading 2]

[Add short description from the catalog, text in this section is Normal style, and left indented 0.25 in]

## Course Pre-requisites, Co-requisites or Advisories [Heading 2] [optional]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

## Student Learning Outcomes [from course outline of record] [Heading 2]

1. Outcome one

2. Outcome two

3. Outcome three

## Course Objectives [from course outline of record] [Heading 2] [optional]

1. Course objective
2. Course objective
3. Course objective

## Course Content [from course outline of record] [Heading 2] [optional]

1. Course content
2. Course content
3. Course content

## Required Materials [Heading 2]

* Textbook or OER (Open Educational Resource)
* Supplemental Materials (notebooks, Scantrons, index cards, etc.)
* Access to the internet is required for this course.

## Graded Components [short descriptions, format choice 1] [Heading 2]

* Participation: (describe)
* In-class assignments: (describe)
* Project/Paper: (describe)
* Lab: (describe)
* Quizzes: (describe)
* Exams: (describe)
* Final Exam: (describe)

## Graded Components [long descriptions, format choice 2] [Heading 2]

### Participation [Heading 3]

[Describe, text in this section is Normal style, and left indented 0.25 in] or

* [Describe, text in this section uses a bulleted list, and left indented 0.25 in]

### In-class Assignments [Heading 3]

[Describe, text in this section is Normal style, and left indented 0.25 in] or

* [Describe, text in this section uses a bulleted list, and left indented 0.25 in]

### Project/Paper [Heading 3]

[Describe, text in this section is Normal style, and left indented 0.25 in]

or

* [Describe, text in this section uses a bulleted list, and left indented 0.25 in]

### Lab [Heading 3]

[Describe, text in this section is Normal style, and left indented 0.25 in] or

* [Describe, text in this section uses a bulleted list, and left indented 0.25 in]

### Quizzes [Heading 3]

[Describe, text in this section is Normal style, and left indented 0.25 in] or

* [Describe, text in this section uses a bulleted list, and left indented 0.25 in]

### Exams [Heading 3]

[Describe, text in this section is Normal style, and left indented 0.25 in] or

* [Describe, text in this section uses a bulleted list, and left indented 0.25 in]

### Final Exam [Heading 3]

[Describe, text in this section is Normal style, and left indented 0.25 in] or

* [Describe, text in this section uses a bulleted list, and left indented 0.25 in]

## Grade Weights or Point System [Heading 2]

* [Use bullet points to list grade weights or a point value for each graded component, left indented 0.25 in]

## Instructor Drop Policy [Heading 2]

[See the attendance policy in the catalog and include a statement if you do not drop students that it is their responsibility to drop themselves, text in this section is Normal style and left indented 0.25 in]

## Academic Integrity [Heading 2]

In accordance with College of the Desert’s Student Code of Conduct, cheating and plagiarism will not be tolerated. Incidents of cheating and/or plagiarism will result in a failing grade on the work and a report filed with the Office of Student Life.

## Classroom Conduct [Heading 2]

* [Describe, text in this section uses a bulleted list, and left indented 0.25 in. Include a policy on classroom use of electronic devices.]

## Disabled Students Programs and Services [Heading 2]

College of the Desert views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities for all students. Disabled Students Programs and Services (DSPS) is the office that collaborates with students with disabilities to provide reasonable accommodations. Please contact the DSPS office at (760) 773-2534, dspsinfo@collegeofthedesert.edu, or visit CSSC Room 101 for more information. Once registered with DSPS, students will be provided with a DSPS Faculty Notification Letter that can be shared with faculty.

## Veteran Students [Heading 2] [optional]

[optional] Welcome Veterans! If you have any special circumstances (e.g., VA appointment, upcoming deployments, drill requirements, or disabilities), you are welcome and encouraged to communicate these, in advance if possible, to the instructor.

## International Students [Heading 2] [optional]

[optional] Studying (enter course subject) in a foreign language is challenging. Therefore, all international students may use official translators during exams. Cell phones cannot be used as translators. Also, if you have any questions about definitions or content please see me after class, come to my office hours, or make an appointment to talk to me.

## Additional Student Resources [Heading 2]

* Library Services, Tutoring and Counseling can all be accessed through your student Canvas website at: [MyCOD](http://collegeofthedesert.edu/pages/mycod.aspx) (<http://collegeofthedesert.edu/pages/mycod.aspx>)
* Internet Links and Resources

## Important Dates [Heading 2]

* (add date): Last day to Add
* (add date): Last day to Drop and qualify for a refund
* (add date): Last day to Drop without a “W”
* (add date): Last day to Drop with a “W”
* (add date): Final Exam

## Tentative Lecture and Assignment Schedule [Heading 2] [optional]

All lectures and assignments may be modified at the instructor’s discretion.

### Week 1 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 2 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 3 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 4 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 5 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 6 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 7 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 8 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 9 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 10 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 11 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 12 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 13 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 14 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 15 (Add Dates) [Heading 3]

#### Lecture Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 16 (Add Dates) [Heading 3]

#### Final Exam [Heading 4]

* [Location]
* [Date and time]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

## Lab Schedule [Heading 2] [optional]

All labs and assignments may be modified at the instructor’s discretion.

### Week 1 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 2 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 3 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 4 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 5 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 6 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 7 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 8 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 9 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 10 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 11 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 12 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 13 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 14 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 15 (Add Dates) [Heading 3]

#### Lab Topics [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

### Week 16 (Add Dates) [Heading 3]

#### Final Exam [Heading 4]

* [Location]
* [Date and time]

#### Assignments/Due Dates [Heading 4]

* [Text in this section uses a bulleted list, and left indented 0.25 in]

# Example College of the Desert Syllabus

## Course Title & Course/Section Numbers

Public Speaking COMM 001/1234

## Units

3.0 units

## Term

Spring 2019

## Class Meeting Dates

March 1, 2019 - May 24, 2019

## Class Days/Times

* Friday 12:30 PM – 3:20 PM

## Class Location

LA 11

## Instructor

Professor John Smith

## Contact Information

* Phone: (760) 123-4567
* Email: jsmith@collegeofthedesert.edu

## Office Hours and Location

* Wednesday 12:00 PM – 2:00 PM
* Friday 11:00 AM – 12:00 PM
* COM 100

## Course Catalog Description

This course emphasizes theory and the practice of basic techniques for successful public communication. Students learn to develop an effective interpersonal style of public communication. Informative, expository, persuasive, extemporaneous, and impromptu forms of speaking are covered.

## Course Pre-requisites, Co-requisites or Advisories

* Prerequisite: None
* Advisory: ENG 001A
* Limitation on enrollment: None

## Student Learning Outcomes

1. Analyze audience to select effective rhetorical strategies.
2. Demonstrate effective outlining in organization, thesis construction, and support with credible research.
3. Demonstrate effective nonverbal delivery.
4. Evaluate speeches by providing appropriate feedback.

## Course Objectives

1. Demonstrate an understanding of speech organizational skills.
2. Demonstrate an ability to analyze an audience.
3. Demonstrate the ability to research and integrate data from outside sources into both prepared and impromptu speaking situations.
4. Demonstrate effective presentational skills.
5. Evaluate public speeches.
6. Practice listening critically and objectively.

## Course Content

1. Principles of human communication
2. Theory and techniques of public speaking in society, including ethics, and the use of presentation aids
3. Critical analysis of public discourse
4. Types of public speaking
5. Listening skills
6. Elements of effective public speaking, including analysis of communication situation, ethics and diversity, audience, occasion, purpose, selection of subject matter, research, evidence evaluation, organization, presentation skills, and evaluation of communication effectiveness

## Required Materials

* O’Hair, D., Rubenstein, H., & Stewart, R. *A Pocket Guide to Public Speaking*. Boston: Bedford/St. Martin’s.
* Access to the internet is required for this course.

## Graded Components

* Participation: In-class
* Outlines: Informative, Persuasive, Special Occasion
* Quizzes: Audience Analysis, Organization, Research, Delivery, Visual Aids, Informative, Persuasion, Logical Fallacies, Special Occasion
* Exams/Speeches: Informative, Persuasive, Special Occasion,
* Final Exam/Speech: Impromptu

## Grade Weights or Point System

* Participation: 5%
* Outlines: 15%
* Quizzes: 45%
* Exams/Speeches: 30%
* Final Exam/Speech: 5%
* F = 0% - 59%
* D = 60% - 69%
* C = 70% - 79%
* B = 80% - 89%
* A = 90% - 100%

## Instructor Drop Policy

The instructor does not drop students. It is a student’s responsibility to drop this course if needed.

## Academic Integrity

In accordance with College of the Desert’s Student Code of Conduct, cheating and plagiarism will not be tolerated. Incidents of cheating and/or plagiarism will result in a failing grade on the work and a report filed with the Office of Student Life.

## Classroom Conduct

* Be on time for class.
* No food or drinks (except for water) allowed in class.
* All cell phones must be turned off during class.
* Be respectful of other class members and their presentations.
* All assignments must be appropriate for the entire class.
* All assignments should be the original work of the student.
* No assignments should be recycled from other classes.

## Disabled Students Programs and Services

College of the Desert views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities for all students. Disabled Students Programs and Services (DSPS) is the office that collaborates with students with disabilities to provide reasonable accommodations. Please contact the DSPS office at (760) 773-2534, dspsinfo@collegeofthedesert.edu, or visit CSSC Room 101 for more information. Once registered with DSPS, students will be provided with a DSPS Faculty Notification Letter that can be shared with faculty.

## Veteran Students

Welcome Veterans! If you have any special circumstances (e.g., VA appointment, upcoming deployments, drill requirements, or disabilities), you are welcome and encouraged to communicate these, in advance if possible, to the instructor.

## International Students

Studying Public Speaking in a foreign language is challenging. Therefore, all international students may use official translators during exams. Cell phones cannot be used as translators. Also, if you have any questions about definitions or content please see me after class, come to my office hours, or make an appointment to talk to me.

## Additional Student Resources

* Library Services, Tutoring and Counseling can all be accessed through your student Canvas website at: [MyCOD](http://collegeofthedesert.edu/pages/mycod.aspx) (<http://collegeofthedesert.edu/pages/mycod.aspx>)

## Important Dates

* February 4: Last day to Add classes
* February 4: Last day to Drop and qualify for a refund
* February 10: Last day to Drop without a “W”
* April 26: Last day to Drop with a “W”
* May 24, 12:00 PM: Final Exam

## Tentative Lecture and Assignment Schedule

All lectures and assignments may be modified at the instructor’s discretion.

### Week 1 (March 1)

#### Lecture Topics

* Introduction

### Week 2 (March 8)

#### Lecture Topics

* Speech Delivery & Style

### Week 3 (March 15)

#### Lecture Topics

* Speech Delivery & Style

### Week 4 (March 22)

#### Lecture Topics

* Research Methods

### Week 5 (March 29)

#### Lecture Topics

* Informative Speech

### Week 6 (April 5)

#### Lecture Topics

* Informative Speech

### Week 7 (April 12)

#### Lecture Topics

* Persuasion and Logic

### Week 8 (April 19)

#### Lecture Topics

* No Class – Spring Break

### Week 9 (April 26)

#### Lecture Topics

* Persuasive Speech

### Week 10 (May 3)

#### Lecture Topics

* Persuasive Speech

### Week 11 (May 10)

#### Lecture Topics

* Special Occasion Theory

### Week 12 (May 17)

#### Lecture Topics

* Special Occasion Theory

### Week 13 (May 24)

#### Final Exam

* COM 100
* May 24, 12:00 PM

#### Assignments/Due Dates

* Impromptu Speech due May 24