

Classroom Strategies for Instructors

The following information is to assist staff in understanding instructor and student responsibilities for those who have a Reasonable Accommodation Plan and provide useful classroom strategies that are effective for all students.

Instructor Responsibilities:

- Discuss the accommodation plan when a student presents one
- Adhere to student's RAP by providing stated accommodations
- Provide opportunity for student to clarify course information, assignment instructions, etc.
- Provide a detailed syllabus, include clear due dates for all assignments, projects, tests/quizzes, etc.
- Discuss concerns/issues/questions regarding a student's RAP with student and/or Disabilities Coordinator
- Follow college procedure/policy for testing center, classroom use, student interaction, etc.

General Classroom Strategies

By using **Universal Design strategies** to enhance your teaching and clarify what you expect from your students, you are ensuring access for your students with disabilities as well as supporting all different types of learners in your classroom. Often when universal design strategies are incorporated into your instructional method, you will have already met some students' specific accommodations. Here are some examples:

- Present information in multiple ways
- Reiterate important information during lectures
- Present information and instructions orally and visually
- Provide lecture information on the board, hard copy, and online with resources such as:
 - Handouts of key info
 - PowerPoint copies as printed handouts
 - Overhead copies as printed handouts
 - Electronic files on Blackboard or other server/website
 - Study guides
 - Companion websites and links for study guides and practice tests
- Provide clear, step by step instructions for each assignment or project.
- Provide a grading rubric for projects and assignments
- Provide assistance in selecting participants for group projects.

Universal Design Resources

<http://www.universaldesign.com/about-universal-design.html>

<http://www.nea.org/home/34693.htm>

<http://www.udlcenter.org/aboutudl/whatisudl>

<http://www.washington.edu/doit/universal-design-instruction-udi-definition-principles-guidelines-and-examples>

<http://www.cast.org/our-work/about-udl.html#.VcTwhK3bK3w>

<http://www.uvm.edu/~cdci/universaldesign/?Page=about-udl/guidelines-principles.php&SM=about-udl/submenu.html>

<http://aec.uoregon.edu/faculty/univdes.html>

<http://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/disaccess.html>



Your Next Steps as a College Student

Responsibilities & Strategies to be Successful

Instructor Interaction

- ✓ Discuss your Reasonable Accommodation Plan (RAP) and give your instructors a copy of your plan on the first day of class or as soon as you have a signed plan. Remember your plan is not retroactive; it goes into effect from the date you give the instructor a copy and must be renewed each term.
- ✓ Speak with the instructor prior to EACH time you wish to take a test/quiz in Room 100.
- ✓ Request that the instructor provide you with class notes (even if it's on your RAP).
- ✓ Ask for clarification on material you do not understand, but be respectful during class time (ask at appropriate, designated times and/or request to meet with the instructor privately).
- ✓ Use faculty office hours for additional help and/or e-mail contact; do not wait to ask for assistance if struggling in your course(s) - get help immediately.

Classroom Strategies

- ✓ Copy information from board, overhead or PowerPoint; re-write in your own words so you can make sure you understand the information unless otherwise specified in your RAP.
- ✓ Digitally record lectures *with the permission of the instructor*, even if digital recording of classroom lectures is in your RAP (use it for class purposes only).
- ✓ Attend class, complete all assignments and turn in on time

Organizational Strategies

- ✓ Use an agenda and create/follow a study schedule.
- ✓ Keep syllabus in the front of your notebook and write down any changes made on the syllabus.

Study Strategies

- ✓ Review classroom notes/handouts regularly and keep in a binder.
- ✓ Listen to digital recording of classroom lectures.
- ✓ Proofread papers and assignments (use the Academic Success Center/Room 100 Writing Center for help).
- ✓ Use practice tests and other preparation strategies.
- ✓ Try reading comprehension strategies such as SQ3R or KWL (information can be obtained from the Disabilities Support Coordinator).
- ✓ Try note-taking strategies such as the Cornell method/concept maps.
- ✓ Use assistive technology (if needed) and see Disabilities Coordinator to try out different software and equipment.
- ✓ Use the Academic Success Center/Room 100's Math tutoring and Writing Center services for additional help – come in right away if you need help with math or writing or study skills.