

Waubonsee Community
College Access Center for Students
with Disabilities

Statement on Access and Accommodation in Instruction Programs

We believe in the right of all academically qualified students to pursue an education at Waubonsee Community College. We also believe that no individual personal characteristic that is not directly related to educational attainment can be used to exclude individuals from participation in our educational community. We, therefore, affirm that disability or any other form of difference should not pose barriers for individual inclusion in Waubonsee Community College educational-vocational programs. We further affirm that Waubonsee Community College will strive to provide all academically qualified students with an accessible, accommodating and supportive teaching and learning environment.

Accommodation for Full Inclusion of All Students in Teaching and Learning Activities

I. Before the Course

If possible, have a detailed course syllabus available prior to registration. Identify in the syllabus where or not the course is being offered in an accessible classroom facility.

II. Beginning the Course

- a. Accommodation procedures should be discussed with all students at the earliest opportunity. Course syllabi could include a written statement explaining accommodation procedures for students with disabilities. For example, the following statement may be useful:

*"I wish to fully include persons with disabilities in the course. Please let me or Access Center for Students with Disabilities know **if** you need any special accommodations in the curriculum, instruction, or assessments of this course to enable you to fully participate. I will try to maintain the confidentiality of the information you share with me."*

- b. If possible, clarify orally and in written form, course expectations (e.g. grading, material to be covered, due date).

C.

Encourage all students with special needs to contact Access Center for Students with Disabilities Student Center, Room 201, at extension 2564.

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III. Curriculum and Instruction Modifications

The following instructional tips maybe helpful to you in working with students with disabilities who are enrolled in your class(es).

- A. Be flexible in terms of assignments, tests, etc., depending on the needs of the students.
- B. Outline the material to be covered that period and summarize key points.
- C. Present new material or vocabulary by handout, on the overhead or written on the blackboard. Terms used in context convey greater meaning.
- D. Give assignments both orally and in written form to avoid confusion.
- E. Allow students to tape-record the lectures.
 - F. Become familiar with the services and assistance available to you and to your students through the Access Center for Students with Disabilities.

Additional Instructional tips for online instructors and information providers.

- A. Create "Chunks" of information. Units within modules should be presented in 15-20 minute chunks. Or use the 3-click rule.
- B. Use person first lexicon. (student with disability not disabled student).
- C. Make pages printable - this gives access to scanners and text-readers.
- D. In the syllabus, clearly state the length of time each unit should require.
 - F. Add unit specific suggestions. (how to study, best log on times, method of contact, due dates, sequence of information)
- F. Add a library or LRC link.
- G. Know how to verify disability registration with ACSD.
- H. Be familiar with reasonable accommodations.
 - 1. Know what resources are available to you (CTL T, ACSD, Instructional Support, Counseling, etc.)
- J. Repeat important information.
 - K. Make sure tests and high point value assignments really demonstrate learning and are necessary.
 - L. If you decide to refuse an accommodation request, be prepared to show why it would be a burden or why it would alter the nature of the program or curriculum.

Further resources can be found at these sites: <http://distance-educator.com> [The Knowledge Book]

<http://www.aln.org> [Asynchronous Learning Network]

<http://illinois.online.uillinois.edu> [Online Education Ltd.]

<http://www.section508.gov> [Section 508: Information on Accessibility Standards]

<http://www.w3.org> [Web Accessibility checkpoint]