

**DOES YOUR DEPARTMENT/PROGRAM PROVIDE AN
INCLUSIVE ENVIRONMENT?**

IS IT *UID* FRIENDLY?

Complete this checklist to find out.

Universal Instructional Design (UID) ensures an inclusive environment for all students.

“The basic premise of Universal Instructional Design is that curriculum should include alternatives to make it accessible and applicable to students with different backgrounds, learning styles, abilities and disabilities.” (Center for Applied Special Technology, n.d.)

By following the 7 principles* below, you can make your curricula accessible to all.

****Adapted from Chickering & Gamson (1987) 7 Principles for Good Practice in Undergraduate Education***

UID INCLUSION CHECKLIST		Accomplished	
1. Creating a welcoming, respectful learning environment		Now	Future
	Send welcome email to students prior		
	Create introductory exercises that are personable, friendly and encourage humor		
	Learn students’ names		
	Be open to meeting with students		
	Let students know from the outset that the environment is inclusive and that all “voices” are heard		
	Encourage questions		
	Compliment student participation		
	Develop materials with student input		

2. Addressing essential department/program components		Now	Future
	Provide programs and services that meet the department’s intended learning outcomes		
	Discuss with students the components of the program/services and how they relate to their educational experience		

3. Communicating clear expectations & providing constructive feedback		Now	Future
	Post comprehensive user-friendly materials online		
	Post online video of department/program director explaining policies and procedures		
	Provide clear written and audio explanations of policies and procedures online		
	Request feedback from students on the programs and services throughout the semester rather than only at the end of the semester		

Universal Instructional Design Checklist

UID INCLUSION CHECKLIST		Accomplished	
4. Providing natural supports (including technology) for learning to enhance opportunities for all learners		Now	Future
	Post all reading materials and website links online		
	Provide all handouts and evaluations in 12-14 pt. san serif font		
	Provide all PowerPoint slides & handouts in UID format (i.e., few words per slide, san serif font, large bold print) with no more than two slides per page for handouts		
	Be available to students via email, phone, website, and in person for assistance		
	Ensure that all programs, events, and educational opportunities are accessible to all students		
	Allow for ample time for written work (forms to be completed, etc.)		

5. Using presenting methods that consider diverse learning styles, abilities, ways of knowing, and previous experience and background knowledge		Now	Future
	Utilize a constructivist approach to teaching by providing information and having students construct meaning from new information based on prior knowledge and experiences		
	Utilize multi-modal teaching techniques including, lecture, large group discussion, small group discussion, pair and share, role playing, case studies, games, exercises, guest speakers, panels, movies, videos, podcasts, vodcasts.		
	Use open captioned videos, DVDs, and video streams		
	Consider the learning styles of your current students and use appropriate teaching strategies		

6. Offering multiple ways for students to demonstrate their knowledge		Now	Future
	Offer students the option of papers, presentations, PowerPoint's, online presentations, teams, poster sessions, role playing, websites, games, exercises, case studies, online discussions, individual and group projects		

7. Promoting interaction among students and between you and the students		Now	Future
	Be available and encourage conversation and assistance via email, phone, discussion board, chatrooms, and in person.		
	Encourage students to develop peer learning communities		

List other ways you might ensure inclusion . . .