Note: The example below is a skeleton which shows how the different styles and other accessibility features can be integrated into a real syllabus. A real syllabus can be as long as you need and include all information relevant to your course.

ALLY 200: ACCESSIBLE DOCUMENT STRUCTURE (HEADING 1 STYLE=TITLE)

Summer 202x

CONTACT AND LOCATIONS (HEADING 2 STYLE)

INSTRUCTOR (HEADING 3 STYLE)

- Instructor: Gillian Smith-Jones
- Email: gsj000@psu.edu

TEACHING ASSISTANT

- TA: Robert G. Rodriguez
- Email: rgr000@psu.edu

MEETING TIMES AND LOCATION (HEADING 3 STYLE)

In Canvas from June 1, 202x to Aug 15, 202x.

ABOUT THIS COURSE (HEADING 2 STYLE)

This theoretical course would teach instructors the background for accessibility guidelines and introduce workflows for creating accessible content from the beginning.

OBJECTIVES (HEADING 3 STYLE)

- Learn how accessibility guidelines improve access for users for disabilities, and enhance content for all users.
- Review policy guidelines for accessible content.
- Create an accessible document in a number of formats including Word, PowerPoint, Canvas and Sites at Penn State.
- Discuss unique challenges to creating accessible content in a particular discipline.
GRADING SCALE (WITH A TABLE OR A LIST)

Whenever possible, keep the grades and in one vertical line.

LIST VERSION

- A 95 – 100%
- A 90 – 94%
- B+ 87 – 89%
- B 83 – 86%
- B− 80 – 82%
- C+ 76 – 79%
- C 70 – 75%
- D 60 – 69%
- F 59% and below

TABLE VERSION

Note that the first row labels each column and is designated as the Header Row. Select the table, then check the options in the table Design/Table Design (Mac) tab in the Ribbon to be sure. New tables have this option checked by older tables or copied tables may not.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 – 100%</td>
</tr>
<tr>
<td>A</td>
<td>90 – 94%</td>
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<tr>
<td>B+</td>
<td>87 – 89%</td>
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<tr>
<td>B</td>
<td>83 – 86%</td>
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<td>B−</td>
<td>80 – 82%</td>
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<td>C+</td>
<td>76 – 79%</td>
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<tr>
<td>C</td>
<td>70 – 75%</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
</tr>
</tbody>
</table>
| F     | 59% and below          

ADDITIONAL SECTIONS HERE (E.G. EXAMINATION POLICY, ACADEMIC INTEGRITY, DISABILITY STATEMENT, BIAS STATEMENT, COUNSELING STATEMENT, ATTENDANCE, ETIQUETTE...) (HEADING 2 OR 3)

See Faculty Senate Syllabus Requirements to learn about Penn State syllabus requirements. Other headings can be added as needed for a course.

SCHEDULE

See the Schedule Sample document for possible options.