TIMES NEW ROMAN SYLLABUS TEMPLATE

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. You can remove all content and the styles will remain.

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. Check with your college or academic unit for the recommended grades.

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>
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<tbody>
<tr>
<td>A</td>
<td>95 – 100%</td>
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<td>A</td>
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<td>B+</td>
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</tbody>
</table>

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. Check with your academic unit for specific language.

Schedule

See the "Schedule Samples" document for possible options.