



Right click image above to see "Edit ALT Text"

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.

Grade	Percent Range
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

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.