

Ten Practical Universal Design Tips...

These suggestions will help to reduce unnecessary barriers to teaching and learning while maintaining academic rigor.

1. **Fluctuate instructional methods** by providing illustrations, multiple examples, graphs, and handouts
2. Give **shorter tests and exams** more frequently
3. Put **course content online**, including syllabi, notes, study guides, and PowerPoint presentations
4. Enhance lectures through using **small group discussions**, and **cooperative learning** strategies
5. Develop **guided notes** that can be posted online to keep students (and instructors) on task and aware of key concepts
6. Permit **alternative assignments** for students to demonstrate subject knowledge
7. Develop a **comprehensive syllabus** with clearly defined course policies and requirements, assignment due dates, and a clear accommodation statement
8. Offer alternative and relevant reading assignments in **electronic format**
9. **Link course concepts** by relating new information to previous concepts or using real-life examples
10. Establish and keep face-to-face and email **office hours**