

Classroom Accommodations: Strategies and Best Practices

When working with a student for accommodation please consider the following:

- Meet individually, privately, with the student to discuss classroom accommodations related to all course assignments (review the syllabus) write agreements directly on the accommodation letter date and initial/sign.

OR

- Accept the letter when presented (before/after class), date receipt of letter, and tell student that you will review it and email student within the week.

Review all accommodations listed related to your specific course all course components (review the syllabus) and write agreements directly on the accommodation letter or compose email notating the provision of accommodations.

Online Examples:

From: Professor P
Sent: Someday, Fall Semester
To: John Smith <jsmith@student.college.edu>
CC: Brett Haduch <bhaduch@college.edu>
Subject: Accommodations for POFT 1301.NT1

Good afternoon student,
I reviewed your Semester Accommodation Letter from SAS. Below are the accommodations outlined in the letter and the ways these can be accommodated in POFT 1301.NT1. This is an online class so some of the accommodations are not applicable. If at any time I can be of assistance, please do not hesitate to call or email me.

Note Taking Accommodations: Lecture outline, copy of PowerPoint slides, use of recording device, use of laptop, and/or peer note sharing

Look in Blackboard under the What Do I Study Button for Tips For Success, Power Point presentations and Chapter Summaries for Chapter 1-7 in the textbook

Extra Time: Extra time for exams, quizzes, lab practicals, in-class writing assignments, and computer based tests. Extra time is calculated as 1.5 times the amount of testing time as classmates. This is not an extension of the due date.

None of the tests or quizzes in POFT 1301.NT1 are timed so you have as much time as you need to complete them. The written assignments are all due on Sunday night at 11:45 p.m. of the week they are assigned.

Distraction Reduced Examinations: Please work with the student to ensure testing in a less distracted environment.—*Not Applicable*

Preferential Seating: Allow for a seat at the front/back of class, or near door.—*Not Applicable*

From: Math Professor
Sent: Someday, Fall Semester
To: Jane Smith <jsmith@student.college.edu>
CC: Brett Haduch <bhaduch@college.edu>
Subject: RE: Accommodation Letter

Letter Received!

For your accommodations, please see below.

- You are in the second half of this developmental math course, so a calculator is allowed. It must be 4-function calculator only.
- When a medical issue occurs, just shoot me an email with anything from the hospital and I'll be happy to work with you. I can extend due dates or remove late penalties as these situations arise.
- I will arrange tests to give you 135 minutes, starting on the next exam. Your final has been set to 180 minutes.
- Online classes will give you your own testing environment; the final will be in the testing center, which should accommodate this need.

If you need anything else, please do not hesitate letting me know!

From: Chemistry Professor
Sent: Someday, Fall semester
To: John Student <jstudent@student.college.edu>

Cc: Student Accessibility Services <SAS@college.edu>

Subject: Fall Accommodations for CHEM 1405_HY01

Hi John,

Student Accessibility Services reached out to me on Wednesday 8/18 concerning your fall semester accommodations. I wanted to take the time to discuss how I plan to implement your accommodations for Fall 2021 and provide you with directions for how to proceed regarding your accommodation letter.

Distraction Reduced Examinations: Please work with the student to ensure testing in a less distracted environment (the ACC Testing Center).

For CHEM 1405_HY01, exams will be taken during the first 80 minutes of class time on designated dates in the course schedule (to be handed out on 8/24 in class). You are permitted to take exams in the ACC testing center, but you will need to notify me up to 1 week before each exam to remind me to make sure exam materials are delivered to the testing center.

Extra Time: Extra time for exams, quizzes, lab practicals, in-class writing assignments, and computer based tests only. Extra time is calculated as 1.5 times the amount of testing time as classmates. This is not an extension of an assignment due date.

For CHEM 1405_HY01, exams taken in the testing center will be granted the extended time accommodation, giving you 120 minutes of time for exams. As such, the extended time accommodation is granted for exams taken in the testing center.

Speller / Spell Check: Please allow the use of a spell check device, or do not penalize the student for spelling errors - must not interfere with the objective being tested.

For CHEM 1405_HY01, spell checkers are permitted except for our chapter on naming compounds and writing formulas; however, handouts and formulas are provided with the names of elements and ions in naming.

Note Taking Accommodations: Copy of visual presentation slides, use of recording device, use of laptop, and/or peer note sharing (NCR Paper available upon request).

For CHEM 1405_HY01, all items are posted in Blackboard

Math Accommodation - Calculator Use: For testing purposes only - Instructor approved, must not interfere with the objective being tested. (Consideration: divide test, part A calculator not allowed and part B calculator allowed)

For CHEM 1405_HY01, calculators are always permitted (scientific or graphing).

I have attached the letter (the PDF File) from the SAS for you to sign. If you could, please sign the letter and send the signed digital copy back to me as soon as possible. Accommodations are not granted until both you and I sign the letter and have the letter returned to SAS office. Once I have your copy, I will sign and forward to the SAS office.

I look forward to meeting you next week,
Prof. Chem

Other Course Examples:

ENGL 1301:

Extra Time & Distraction Reduced Testing

Final Only (no in-class written assignments due same day), your final will be placed in the Testing Center and you will have 3 hours (180 minutes) to complete the test.

Note Taking Accommodations

What brief Power Point slides I use will be posted in Blackboard, all grading rubrics will be handed out in class to all students.

No SCANTRON / Computer Use

Scantron N/A, most written assignments submitted for this class are expected to be done on the computer or in the computer lab NOTE: the final exam is a Blue Book Essay and explicit instructions will be provided to the Testing Center – you may use the computer for your essay, but spelling and grammar check must be disabled.

SOCI 1301

Solitary Examinations: Please work with the student to ensure testing in a separate environment / individual testing room within the ACC Testing Center.

Extra Time: Extra time for exams, quizzes, lab practicals, in-class writing assignments, and computer based tests only. Extra time is calculated as 1.5 times the amount of testing time as classmates. *This is not an extension of an assignment due date.*

There are 2 exams in this course that are the full class period (80 min). Test dates will be announced in class and the class date before the test will be a test review - I expect you to tell me on test review day if you would like to take your test in the Testing Center. Please work directly with the Testing Center for scheduling.

Note Taking Accommodations: Copy of visual presentation slides, use of recording device, use of laptop, and/or peer note sharing (*NCR Paper available upon request*).

Copies of all presentation materials and handouts are available online, if I change any materials last minute I will have a copy for you or will post online within 24 hours for class. Do to the sensitivity of course discussions I oppose the use of a recording device – this is the reason for comprehensive test review prior to exams (to which you are welcome to use a recording device). You stated that you will not use a laptop for notetaking, and opted against the use of a volunteer note taker.

Preferential Seating: Allow for a seat at the front/back of class, or near door.

Please feel free to sit where you are most comfortable, let me know if I need to arrange seating to meet your needs.

GEOL 1403 Lecture and Lab

Extra Time:

Lecture: Per Syllabus - there are 5 unit tests at 60 min each - there will be lecture before the exam and you are expected to be present, exams are typically on Thursday - you have elected to take them in the TC so they will be placed in the TC on Wednesday after 1pm and will be picked up Thursday by 5pm – per accommodation letter, contact the TC to schedule your exams.

Lab – Per Syllabus - there will be 5 lab practicals that you will have to complete in the lab (unable to recreate in TC), 10 minutes per station to identify materials and answer questions - you will participate as all other students and have 5 additional minutes to revisit each station at the end.

Distraction Reduced Examinations:

Lecture - arranged with the TC.

Lab – unable to provide.

No SCANTRON: You are able to write directly on the exams.

Frequent Breaks / Physicality: You have agreed to sit toward the back of the class on the side closest to the door.

Note Taking Accommodations:

Lab- N/A

Lecture – Per Syllabus ***I do not provide notes nor will I provide a copy of the PowerPoint side shows. No audio, video or digital recording/pictures permitted.*** To comply with the Office of Disability Services I will provide you with handout of slides or lecture notes the day of class (DO NOT SHARE with peers). A laptop to take notes is permissible.

Books in Alternative Format:

Lecture - Electronic text (ebook) is available, the required text is not a new edition, please coordinate with the Office of Disability Services.

Lab – materials provided in class.
