

## **Start of Semester Checklist for Faculty**

The start of each semester is a good time to go over the basics related to DASS student and accommodations. Listed below are the items faculty typically consider as they plan for a new semester with DASS students.

- ⇒ **Syllabus Statement:** Always use the current one provided by the Provost's office each semester. Professors sometimes add requirements to the approved statement. Appropriate additions include expecting communication from your student to discuss implementing the accommodations. Inappropriate additions include a firm deadline to deliver accommodation letters (such as in the first two weeks of school). Accommodations are determined year-round.
- ⇒ **Accommodation Letters:** These letters are housed on your DASS Link portal after the student initiates the request in DASS Link. Letters are unique to each student and may include information to guide your implementation of accommodations. More complex accommodations such as flexible attendance require additional forms. Please sign the letter online after you have met with the student to discuss implementation.
- ⇒ **Meetings with DASS students:** Many DASS students will be contacting you at the start of the semester for meetings to discuss their accommodations. Determine options for making these meetings go smoothly.
- ⇒ **Readings:** Make these available at the start of the semester. This is critical for students with reading disorders who spend considerably more time with reading assignments or need alt formats of texts.
- ⇒ **Extended Time:** Provide clear start and end times for all tests as opposed to estimates of how long you have designed the test to take. This will eliminate confusion when determining and providing the extended time (50% or 100%) granted to DASS students. See April 2021 issue of DASS Insider for troubleshooting specific issues related to extra time.
- ⇒ **Reduced distraction testing environment:** Determine resources for providing a quieter space for these students, preferably within your department.
- ⇒ **Allowed to audio record:** Students with this accommodation use audio recording to supplement their own note taking. This does NOT include video recordings.
- ⇒ **Peer notes:** Determine how peer notes will be requested, delivered and verified for students with this accommodation.
- ⇒ **Accessible material:** If videos/films are required, set up how these will be made available to any student, including a visually impaired student.
- ⇒ **Laptops:** Consider laptop contracts and flexible syllabi language as ways to accommodate DASS students requiring laptops for notetaking if you maintain a no laptop policy.
- ⇒ **Textbooks:** Establish reading lists early enough that other formats of your books can be ordered by DASS if necessary. Red Shelf and VitalSource are options for digital textbooks that are typically accessible by those who use a screen reader. Alt Format Texts take time to order, prepare and process. Delayed delivery of these items impacts student learning.