INSTRUCTOR RESOURCES
ACCOMMODATION DETAILS

Attendance

Additional travel time – May require additional travel time. May arrive a few minutes late/leave a few minutes early without penalty.

Disability-related absences – Occasional class absenteeism- Any leniency of attendance and classroom participation grading policies within the context of course requirements is supported by the student’s documentation. The student is responsible for: notifying you on the same day of the absence, completing any missed work within a mutually agreed upon period of time and completing all course requirements. If absenteeism is considered to be excessive, the instructor and/or student should contact the DRC. More information can be found on the Instructor Fact Sheet: Relaxation of Attendance Requirements.

Auditory

Assistive listening device – Use of an assistive listening system. As the instructor, you will need to wear a transmitter with a microphone. The student will be wearing a receiver.

Captioning services – Service of a captionist during all class or lab-related activities.

Captioned video – Use of captioned videos, if you incorporate videos as part of your curriculum. Please contact the DRC if you need information about the availability of captioned videos.

Interpreting services – Service of a sign language interpreter during all class or lab-related activities.

Classroom

Accessible classroom furniture- Access to accessible classroom furniture.

Educational Assistant – May require service of an Educational Assistant during class and/or lab-related activities. Your assistance in identifying an Educational Assistant, who would be employed by the DRC, may be requested.

Preferential seating – Preferential classroom seating (e.g. front row seating, front row center seating, the best location in the classroom given the room set-up and your method of presentation).

Service animal- Accompanied by a service animal.

Use of chair – Use of chair during all class or lab-related activities.
**Course Work**

**Additional time to complete out-of-class assignments** - Authorized additional time to complete out-of-class assignments. It is the student’s responsibility to discuss his/her situation with you so that you and the student can negotiate an acceptable amount of additional time in the context of established course requirements and deadlines. Re-established deadlines must be negotiated in advance of the initial deadline.

**Advance notice of assignments and deadlines** - May require advance notification to include due dates, topic, content, etc. for all projects and out-of-class assignments. This is necessary for the implementation of proper organizational and time management strategies utilized by this student.

**Alternative format of classroom materials** - May require access to classroom materials (e.g. syllabus, handouts) in an alternative format. Please contact the DRC if you need general information about alternative formats (e.g. electronic files, large print) options or specific information about the needs of this student.

**Participation plan** - May require your assistance in the development of a plan to address classroom participation (e.g. calling on student only if hand is raised, making eye contact with student prior to calling on him/her, asking questions that can be answered with relatively few words) within the context of your course requirements.

**Presentation plan** - May require your assistance in the development of a plan to address classroom presentation requirements, considering factors such as order, practice opportunities, audience size and grading criteria, within the context of your course requirements.

**Print copies of oral instructions** - May require print copies of oral instructions.

**Lecture**

**Access to print copies of overheads and/or PowerPoint presentations** - May require access to printed copies of all overheads and PowerPoint presentations used in classes, lectures, discussions, and/or labs.

**Note-Services** - May require Note Service. Your immediate assistance in identifying a Note-Supplier, who would be employed by the DRC, would be appreciated. More information can be found on the Note-Services Accommodations webpage.

**Permission to audio record lectures** - Permission to audio record all classes, lectures, discussions, and/or labs.

**Use of laptop for note-taking purposes** - Permission to use a laptop for note-taking purposes.

**Use of Livescribe note-taking pen** - Permission to use a Livescribe pen for note-taking purposes.
Medical/Health

Additional breaks – Additional breaks (e.g. stand in place, stand up to stretch), as needed, from sitting for extended periods of time.

Eat/drink in class – May need to eat or drink in class.

Monitor glucose – May need to monitor glucose levels during class.

Use of restroom – Access to restroom facilities without penalty.

Professional Programs

Build-up of case load– Access to a lighter initial caseload to afford additional time per patient with a build-up of patient load during the course of the internship/practical experience. The student will be at a full patient load by a designated week established in advance by the clinical instructor.

Designated time for chart notes completion– Access to a designated time (e.g. after each appointment) and/or a low distraction environment in which to complete chart-notes during the course of the internship/practical experience.

Preferential scheduling– Consideration given to the student’s schedule in light of ongoing medical care needs. The student may have scheduled medical appointments to address treatment and diagnostics vital to continued health.

Preferential site selection– Consideration given to his/her placement for his/her clinical rotations/internship sites. The proximity of the location should be as close as possible to the student’s home or ongoing medical/health practitioners.

Reduced Course Load

Eligible for a Reduced Course Load. The student should discuss a program plan in advance of registration with his/her academic advisor or program advisor. More information can be found on the Reduced Course Load Information Sheet.

Testing - (in-class or online timed assignment, quiz, lab, or exam)

If you cannot administer this accommodation, the DRC has an Accommodated Testing Service that will arrange the testing. The student is responsible for initiating this process. More information can be found on the Instructor Fact Sheet: Testing Accommodations.

Alternative format:

Can submit written or typed responses in place of scantron-recorded answers

Large print: Arial or Times; Font: 12-48 pt. Electronic version in Word or accessible PDF file is required from instructor in order to provide alternative format access to student.

Paper/pencil test instead of computer-based– Authorized access to a paper/pencil version of the exam instead of a computer-based version, as appropriate.
**Assistive Technology**

Kurzweil, Dragon, JAWS, Zoom Text, Other. Electronic version in Word or accessible PDF file is required from instructor in order to provide alternative format access to student.

**Aide**

**Reader**- Use of a reader (other possibilities: access to a pre-recorded audio file, access to voice output software).

**Scribe**- Use of a scribe (other possibility: access to voice input software).

**Allowances**

**Access to restroom**- Access to restroom facilities during exam.

**Additional breaks** – Additional breaks (e.g. stand in place, stand up to stretch), as needed, from sitting for extended periods of time.

**Additional time for take-home exams**- Access to additional time for take home examinations. Factors to consider in the assignment of an appropriate amount of additional time include: the amount of time it is anticipated that students will need to complete the exam and the amount of time it would be expected that students would spend working to complete the exam.

**Basic 4-Function calculator**- Authorized use of a basic 4-function calculator, when appropriate, on in-class all examinations and quizzes and/or in-class written assignments. If the student is taking the exam at the DRC testing office, use of the calculator must be approved on the Accommodated Test Request (ATR) form.

**Computer for essay exams or essay portion of exams**- May require the use of a computer for essay exams an essay portions of exams. The DRC has computers without Internet connectivity available for this purpose.

**CCTV**- May require the use of a CCTV during all in-class examinations and quizzes and in-class written assignments.

**Flexible scheduling of exams**- Authorized preferential scheduling of exams.

**Food/Drink**- May need to eat or drink during exam.
Memory Aid - Authorized use of a memory aid(s) when appropriate. The aid(s) must be pre-approved by you before use on a test. If the student is taking the test at the DRC testing office, use of the aid(s) must be authorized on the Accommodated Test Request (ATR) form. The aid(s) can either be delivered with the test or the student can bring the aid(s) to the test. If the student is bringing the aid(s), either initial the aid(s) or advise the testing office what aid(s) you have approved. The aid(s) will be collected after the test and returned with the test. More information can be found on the Instructor Fact Sheet – Memory Aid.

Monitor glucose – May need to monitor glucose levels during exam.

Multiple choice scratch paper- Authorized use of multiple choice scratch paper to facilitate the elimination of choices during computer-based exams.

Spell-checking device- Authorized use of a dictionary or spelling-related device (e.g. Franklin Speller, word processor with spell-check), when appropriate, on all in-class examinations and quizzes and/or in-class written assignments.

Setting

Low distraction or separate environment

Extended Time

Time and one-half, Double time, Double time and one-half, Triple time, Three and one-half time, or Quadruple time.