SYLLABUS | WINTER 2025

EDAC 20: UNIVERSAL DESIGN AND ACCESSIBILITY | 4 UNITS| CRN: 36598

COURSE INFORMATION

Requisites: Advisory: EWRT 211 and READ 211 (or LART 211), or ESL 272 and 273; EDAC 245.

Hours: Lec Hrs: 48.00 |Out of Class Hrs: 96.00 | Total Student Learning Hrs: 144.00

Description: Introduction to Universal Design concept and media accessibility principles applicable across multidisciplinary areas such as instructional design, information architecture, engineering and technology, media communications, urban design, and transit systems. Benefits of inclusive design by considering the full range of human diversity: physical, cognitive, sensory, cultural and social, and the advantages of incorporating accessibility into the planning and design phase of products, services, and consumer experiences will be examined

Students will examine legal guidelines and accessible media content design strategies for various media (digital documents, videos, audio, websites), and will identify tools and techniques to extend usability for all users.

STUDENT LEARNING OUTCOME STATEMENTS (SLO)

• **Student Learning Outcome**: Examine inclusive principles of Universal Design (UD), and applications across varied disciplines such as architecture and urban design, education, engineering, multimedia, technology, and transportation.

• **Student Learning Outcome**: Identify common media accessibility barriers experienced by users with sensory impairments

• **Student Learning Outcome**: Analyze and restructure digital documents to improve accessibility

INSTRUCTOR & CONTACT INFORMATION:

Instructor: Sridevi (Shri) Lakshmanan

Lab Location: Computer Accessibility Lab (CAL), AT 203, Advanced Technology Center

Email: LakshSri@fhda.edu | **Phone:** 408-864-5816

Preferred Mode of Contact: Email is the most efficient way of contacting me.

Response Time: I try to respond to student email and questions quickly. Please allow a 24-hour response time, during the work week, Monday-Friday.

CLASS MEETING TIMES & INSTRUCTOR OFFICE HOURS

*Required Class Meetings | Zoom/Online | Synchronous: Tuesdays 10:30 am-11:50 am

Zoom Office Hours (Q&A): Tuesdays: Noon-1 pm | Thursdays: 10 am-11 am | By Appointment.

COURSE OBJECTIVES

After completion of this course, students will:

1. Examine relevance of the principles and broader goals of the Universal Design Movement

2. Examine common barriers to community participation experienced by persons with disabilities

3. Examine benefits of cultivating a Universal Design mindset and how it encompasses Usability, Accessibility, and Inclusive Design

4. Identify media accessibility barriers experienced by various users

5. Describe simple content design approaches that promote accessibility

6. Summarize best practices for enabling accessibility for various media

Required Materials: *No textbook purchase is required.* Free textbook and related resources will be provided in your Canvas modules.

Note: Microsoft Word (Microsoft 365) is required for successful completion of some course projects. De Anza students receive free access to Microsoft 365.
Visit: Microsoft 365 for Students | URL: https://www.deanza.edu/students/m365.html

GRADING

Course activities includes weekly discussions, quizzes, and projects and are listed below:

COURSE ACTIVITIES & GRADING

ACTIVITIES	POINTS
Active Participation: Attendance & Discussions	10
Reflective Journal: Weekly Reflective Analysis (11)	55
Accessibility Projects #1, # 2	10
Final Project/Quiz	25
Total Points/Percentage	100

TABLE 1 GRADING SCALE

Percentage points	Grade
97-100	A+
92-96	A
88-91	A-
85-87	B+
82-85	B
78-81	B-
74-77	C+
70-73	C
66-69	D+
60-65	D-
0-59	F

ATTENDANCE POLICY

Student success is directly linked to class attendance. We meet once a week and attendance is mandatory. Please attend all classes on time and stay till the end of the assigned session.

Failure to attend any of the lectures and classes during the first two weeks will result in your being dropped from the class. Students will be dropped from the course after four unexcused absences.

Excused Absence: If you know in advance that you will need to miss a class, please notify the instructor. If you have already missed a class, please contact the instructor as soon as possible. Valid excuses are: birth/death in the family, work-related travel, illness/medical emergencies, conference travels, jury duty, accidents, legal issues, or traveling to represent De Anza College at meetings/other events. Other excuses will be considered on a case-by-case basis. Please note that verifiable documented proof of the excuse is essential in order to grant a make-up.

CELLPHONE & MOBILE DEVICE USE

Cellphone and mobile device use such as tablets and laptops are reserved for course-related tasks. Be courteous to your classmates. Please step out of the classroom to tend to any urgent voice calls.

STUDENT CODE OF CONDUCT

All De Anza students are obligated to abide by the [Student Code of Conduct & Student Rights & Responsibilities | Administrative Policy 5510, Effective 1/20/06.](#)

Foothill and De Anza Colleges consider the following principles essential to their educational mission and community life:

1. Mutual respect between students, faculty and staff;

2. Pursuit of studies with honesty and integrity;

3. Respect for College and personal property; and

4. Compliance with all rules and regulations.

Students are expected to become familiar with and understand the behavioral expectations and standards of the District. Misconduct in these areas shall subject the student to college disciplinary action, as outlined in [AP 5520 - Student Due Process and Discipline](#).

ACADEMIC INTEGRITY

The two most common kinds of academic dishonesty are cheating and plagiarism. The Academic Honesty Policies defines plagiarism as "representing somebody else's words or ideas as your own." If it is determined that a student has engaged in cheating or plagiarism, it may "constitute grounds for a failing grade, probation, suspension, or expulsion." Please refer to De Anza College's Policy on Academic Integrity

AI CLASS POLICY

Course activities such as weekly discussions, reflective posts, and Final Projects are designed to foster peer interactions and collaborative learning, stimulate interest in the discipline and allied areas, and enrich your learning experiences.

If you plan to use Artificial Intelligence (AI) Tools, please review AI Class Policy below:

For the purposes of this class, AI tools include, but are not limited to, generative AI tools like ChatGPT, Gemini, and Claude. AI *also includes* translation tools like Google Translate and writing assistants like Grammarly.

If you use ANY of these tools, please cite them appropriately.
Refer to MLA Guidelines: ***How do I cite generative AI in MLA style?***

Note: AI tools can generate false or misleading information. Please cross-reference information generated by AI tools with other vetted sources. *Please reach out with any questions.

LEARNING RESOURCES, BOOKS AND WEBSITES

Resources to help students avoid the pitfalls of copying, improper paraphrasing and improper citation use.

- The DSS Tutoring Center offers one-to-one and drop-in peer tutoring for De Anza College courses in a wide variety of subjects (based on Tutor availability).

- Help in writing and reading is also available in the Writing and Reading Center (WRC) in ATC 309.

- Turn-it-In Plagiarism Detection: www.turnitin.com

- Academic Dishonesty, Whitley & Keith-Spiegel

- Understanding Plagiarism: A Student Guide to Writing Your Own Work, Menager-Beeley and Paulos (ISBN 0-618-66297-9)

- The Computer Accessibility Lab (CAL), AT 203, houses useful Assistive Technologies (AT), and supports students' unique learning styles and needs. Training is available. Contact instructor to set up an appointment. **|** Email: LakshSri@fhda.edu **|** Phone: 408-864-5816

VALUABLE CAMPUS RESOURCES

Life at college can get complicated. Students juggle various responsibilities, and it is possible to feel overwhelmed, lost, experience stress, anxiety or depression, or struggle with relationship difficulties.

FREE and completely confidential services by Psychological Services help students cope with difficult emotions and life stressors. Psychological Services is staffed by experienced, professional psychologists and counselors, familiar with college student needs. For more information, contact: http://deanza.edu/psychologicalservices/ | Ph.: 408-864-8868.

ACCESSIBILITY

De Anza College views disability as an important aspect of diversity and is committed to providing equitable access to learning opportunities for all students. Disability Support Services (DSS) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

- If you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact DSS to arrange a confidential discussion regarding equitable access and reasonable accommodations.

- If you are registered with DSS and have accommodations set by a DSS counselor, please be sure that your instructor has received your accommodation letter from **Clockwork** early in the quarter to review how the accommodations will be applied in the course.

- DSS strives to provide accommodations in a reasonable and timely manner, some accommodations may take additional time to arrange. We encourage you to work with DSS and your faculty as early in the quarter as possible so that we may ensure that your learning experience is accessible and successful.

DSS LOCATION & CONTACT INFORMATION

RSS Building, Suite 141 **|** Phone: 408-864-8753 | Email: DSS@deanza.edu

DSS Webpage | URL: https://www.deanza.edu/dsps/dss/