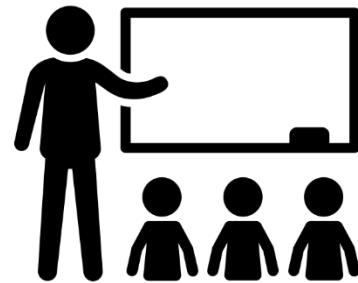


# CREATING AN INCLUSIVE CLASSROOM



## Action items for instructors

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### DEVELOP YOUR COURSE WITH INCLUSIVITY IN MIND

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#### Re-examine your syllabus

- Use inclusive language
- Establish clear goals and expectations
- Incorporate flexibility in your assignment policies
- Allow for an option of accessing material with a reduced financial burden (ie: textbook on reserve, okay to use older edition)

#### Consider your content

- Incorporate diverse characters in your stock images
- Highlight diverse contributors in the field you are working in
- Include multiple examples that all students are likely to be familiar with

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### SET THE TONE AT THE BEGINNING OF THE SEMESTER

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- Introduce yourself to your students
- Get to know your students: names, interests, values
- Set class norms and discussion guidelines

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### CONTINUE TO ENGAGE THROUGHOUT THE TERM

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#### Encourage participation and contributions from all voices

- Allow for multiple ways for students to contribute
- Keep track of who is speaking during a discussion and explicitly encourage those who haven't already spoken yet to do so
- Work in small groups or do a think-pair-share before opening discussions to the larger classroom
- Don't immediately judge answers - either shutting them down as wrong or over-praising them as the best idea ever
- Explicitly say that you would like to create an inclusive classroom and seek out feedback from your students on how you can improve

#### Check-in with your students

- Reach out to students who have filed a disability accommodation form to see how things are going
- Give students an anonymous poll to see how they're feeling halfway through the semester
- Remind students what office hours are for and encourage them to use them

#### Observe your surroundings throughout the semester

- Examine physical spaces where you will interact with students. Try to make them as inclusive as possible
- Evaluate the non-content talk in the classroom based on your class norms. Re-orient if it is inconsistent with the course culture you have set out to establish