

ICT 316-201: Spring 2023

Universal Access: Information and Working Environments

Instructor: Dr. Allyson B. DeVito

Office Address: 304 Blazer Dining/345 Lucille Little Library Building (LCLI): [Campus Map](#)

Email: allydevito@uky.edu

Office Phone: 859-218-3348 (Email is the best way to reach me, and I usually respond within 24 hours.)

Office hours: Please email me to set up a time. I can usually meet virtually any weekday if you email me the day before. I plan to be in 304 Blazer Dining most Tuesdays and Thursdays from 3-4 p.m. However, email me ahead of time to confirm.

Zoom Virtual Meeting Link: [Dr. DeVito's Zoom Room](#)

Course Description: Universal design is a holistic concept that can be applied to everything from computer software to electronics to dishes. It is the idea that accessibility and usability standards should be blended together to create information that anyone can access. More specifically, web accessibility refers to the inclusive practice of removing barriers that prevent interaction with, or access to information on websites. When websites are correctly designed, developed and edited, all users have equal access to information and functionality. The focus of the course is on how web accessibility can be implemented successfully in working environments by creating digital resources online that all consumers can use. In this course, you will learn how information must be presented that is flexible and adaptive to different users' needs or preferences, accessible through a variety of different technologies and why it is easier and more cost effective to design websites and social media content correctly the first time than re-designing it later.

Course Objectives:

- Describe why web accessibility is important in IT environments
- Identify issues and guidelines on accessible web design
- Identify assistive technologies used for websites and components of web accessibility
- Identify web accessibility legislation
- Compare and contrast accessible and inaccessible websites and social media content
- Design a web accessibility audit for an actual business's website and social media content and prepare a written and/or oral report with recommendations.

Required Texts:

Approachable Accessibility: Planning for Success by Martine Dowden and Michael Dowden

Additional required readings, videos and webinars will be available on Canvas in each week's module.

Course Assignments

Participation Assessments:

Knowledge Checks (5-20 points each): Based on the assigned readings and videos, you'll complete a weekly knowledge check with questions based on the information provided in the module.

Graded Discussions (10-20 points each): Based on the assigned readings and videos and your informed opinion, you will respond to a weekly discussion topic. Topics can include identifying universal design and accessibility concepts, accessibility problems, comparing laws and guidelines around the globe, exploring assistive technology, differences between "must, should and may" for developing content, finding issues on existing websites and social a media, etc.

Other Engagement and Participation Activities: These assignments won't happen every week but could include smaller assignments designed to prepare you for your learning assessments outlined below.

Learning Assessments:

Web Accessibility Legislation Research (50 points): To illustrate the legal implications of not making information accessible, we will review court cases related to accessibility. Students will research and write about recent cases and provide updates.

Creating Accessible Content (100 points): Based on what you've learned about creating accessible content, you will create several accessible documents, presentations and multimedia content.

Options for Final Course Assignment (you will choose one):

Compare and Contrast Accessible and Inaccessible Websites/Social Media Content Report (100 points): Students will be given examples of businesses with accessible and inaccessible websites and social media content. They must then determine which websites contain accessible and inaccessible content and cite specific examples. The report should discuss these findings and also highlight possible reasons for the type of content used along with suggestions for improvement.

Web Accessibility Audit (100 points): Students will perform a web accessibility audit of information presented online via a business's website and social media. In examining the web content, students will utilize the guidelines and information they have learned to compile the following items into a report that shares what they have learned and what recommendations they have made. The following should be included in the audit report.

- Executive summary including a list of the common issues along with a prioritization of the severity and impact of the accessibility issues found
- Estimated level of effort needed for the remediation
- List of areas that do not meet the Section 508, ADA, WCAG 2.0 guidelines
- Specific recommendations, including code examples, to fix the issues and improve product accessibility. Recommendations are defined as high, medium and low priority.

Grading Scale:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- E = Below 60

Course Policies**Submission of Assignments**

All assignments should be submitted via Canvas. Prepare and submit all assignments on time. No late assignments are accepted. All assignments are due at 11:59 p.m. EST on the day specified on Canvas.

Attendance Policy

This is an online course, which requires asynchronous class discussion via Canvas to facilitate a sense of community. Canvas will also be used for making course announcements, distributing reading materials, submitting assignments and posting grades.

Course related communications will occur mainly in Canvas (online discussions, questions and answers, etc.). In addition, all announcements will be posted in Canvas. Students are required to check the course shell in Canvas on a regular basis. Failure to receive such announcements cannot be used as an excuse for not being informed. I welcome emails sent to my UKY.EDU email account. Please feel free to email me via allydevito@uky.edu if you have any questions or concerns. In ordinary circumstances, it is expected that the instructor will respond within 24 hours during weekdays. Please expect a delay during weekends and holidays.

Excused Absences

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, (e) Interviews for full-time job opportunities post-graduation and interviews for graduate or professional school, and (f) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations Due to Disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. Please initiate the accommodation process by submitting an [online Intake Form](#) or by contacting the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. DRC staff will discuss possible accommodations with you and provide you with a Letter of Accommodation. Once you receive your Letter of Accommodation, please set up an appointment to see me or stop by during scheduled office hours to discuss how your accommodation will be addressed. The DRC is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them by phone at (859) 257-2754, at the [DRC email](#), or find information on the [DRC website](#).

Computer/Internet Access

Students must have regular access to a computer with a reliable Internet connection and audio capabilities. Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students on [UK's downloads site](#). If you have need technology assistance, visit the [UK Technology Help Center](#) website or call 859-218-4357 (HELP). As additional contact is Distance Learning Library Services: Carla Cantagallo, DL Librarian, (859) 218-1240, Email: carla@uky.edu
Website: <http://libraries.uky.edu/dlls>

Title IX Information

The University of Kentucky faculty are committed to supporting students and upholding the University's non-discrimination policy. Discrimination is prohibited at UK. If you experience an incident of discrimination, we encourage you to report it to [Institutional Equity & Equal Opportunity \(IEEO\) Office](#), 13 Main Building, 859-257-8927.

Acts of Sex- and Gender-Based Discrimination or Interpersonal Violence

If you experience an incident of sex- or gender-based discrimination or interpersonal violence, we encourage you to report it. While you may talk to or share information with a faculty member, instructor, TA, or RA, understand that as a "Responsible Employee" of the University, these individuals MUST report any acts of violence (including verbal bullying and sexual harassment) to the University's Title IX Coordinator in the IEEO Office (859-257-8927). If you would like to speak with someone who may be able to afford you confidentiality, the [Violence Intervention and Prevention \(VIP\) program](#) (Frazee Hall – Lower Level; VIP Center ; 859-257-3574), [the Counseling Center](#) (106 Frazee Hall, UK Counseling Center; 859-257-8701), and [University Health Service](#) (830 S. Limestone; Student Health; 859-323-2778) are confidential resources on campus.

Statement on Diversity, Equity, and Inclusion (DEI)

The University of Kentucky is committed to our core values of diversity and inclusion, mutual respect and human dignity, and a sense of community ([Governing Regulations XIV](#)). We acknowledge and respect the seen and unseen diverse identities and experiences of all members of the university community (<https://www.uky.edu/regs/gr14>). These identities include but are not limited to those based on race, ethnicity, gender identity and expressions, ideas and perspectives, religious and cultural beliefs, sexual orientation, national origin, age, ability, and socioeconomic status. We are committed to equity and justice and providing a learning and engaging community in which every member is engaged, heard, and valued.

We strive to rectify and change behavior that is inconsistent with our principles and commitment to diversity, equity, and inclusion. If students encounter such behavior in a course, they are encouraged to speak with the instructor of record and/or the [Office of Institutional Equity and Equal Opportunity](#). Students may also contact a faculty member within the department, program director, the director of undergraduate or graduate studies, the department chair, any college administrator, or the dean. All of these individuals are mandatory reporters under University policies.

Resources Available to Students

The University of Kentucky is proud to offer myriad resources (Bias Incident Support Services, Counseling Center, Disability Resource Center, Libraries, Martin Luther King Center, Office of LGBTQ* Resources, Veterans Resource Center and the Violence Intervention and Prevention Center) to its students, many of which are listed at [this link](#) with more information.

[Academic Policy Statements: Visit this link for more information about the policies listed above.](#)

Class Conduct

Ask Three, Then Me

I receive hundreds of emails every week, many from students asking questions that could easily have been answered by reading the syllabus or asking a classmate. Thus, BEFORE emailing me, please follow these steps:

1. Consult the class schedule and syllabus.
2. Check Canvas.
3. Confer with three classmates.

If you still don't know the answer to your question, you may email me. I won't reply to a question that could be answered by following these steps.

Responsible Technology Use

Email: During the semester, you will receive emails from me with updates and reminders. You are expected to regularly check your official UKY email address. I will only respond to emails that are written using proper grammar. This includes using correct punctuation within and at the end of sentences, spelling words correctly, and using proper capitalization. Writing emails to your friends/family can be informal, but when you start writing emails to your instructors, professors and potential employers, they should be well written with as few mistakes as possible.

When corresponding with me, please (a) use a descriptive subject line, (b) include a respectful greeting (e.g., "Hi, Dr. DeVito, Hello, Dr. D, etc."), and (c) fully sign your name. Please send all email correspondence to the email address provided above and put ICT 316 in the subject line each time.

Typically, I will respond to your email within 24 hours, although my response time will be slower on weekends.

Canvas Policy

Please become familiar with [Canvas](#). Important announcements and updates will be distributed through our course site, and your assignments will be submitted through Canvas as well. Make sure you check Canvas daily for any course updates or important announcements. Things happen throughout the semester, and I try to be responsive to student requests, which means that the daily schedule is likely to change during the semester. You will be responsible for checking the online syllabus and schedule before beginning your homework for each of our class meetings for any changes or updates. I will post all assignments and rubrics on Canvas. It's a great idea to download the Canvas app for your electronic devices, so you can keep track of assignments and deadlines.

Military Members and Veterans

We recognize the complexities of being a member of the military community and also a student. If you are a member of the military or a military veteran or dependent, please inform your instructor if you are in need of special accommodations. Drill schedules, calls to active duty, mandatory training exercises, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you are aware of a complication, we will work with you and put you in contact with university staff members who are trained to assist you. Please contact the Coordinator of the University of Kentucky Veterans Resource Center at (859) 257-1148 for additional assistance. Visit <http://www.uky.edu/veterans> for more available resources.

Civility and Professionalism

Students must learn to meet the standards of professional behavior and treat each other with respect. Critical inquiry is important, but attacking other persons, verbally or otherwise, is not accepted. Students must learn to receive and act on constructive criticism, be reliable and responsible, polite and respectable of others, and focus on producing above quality work.