A guide that teachers and staff can consider, to help make Trinity College Dublin a diverse, equal, and inclusive place for everyone –
a student's perspective

Engage

Help

Inspire

Provide

Understand

Include

Adapt

Encourage

Background

This handbook was created by a student who is involved with the Trinity Access Programme and the Disability Service. This student hopes that this handbook can guide teachers and staff on different actions that can be taken to enhance different aspects of college life.

As part of the Trinity Inclusive Curriculum Summer Student Partner Programme, we looked at the Universal Design for Learning Framework (AHEAD, 2017).

This handbook draws heavily on the UDL Framework, so connections can be noted throughout!

Multiple Means of Engagement	Multiple Means of Representation	Multiple Means of Action/Expression
Stimulate motivation and sustained enthusiasm for learning by promoting various ways of engaging with material.	Present information and content in a variety of ways to support understanding by students with different learning styles/abilities.	Offer options for students to demonstrate their learning in various ways (e.g. allow choice of assessment type).

Mix Up Class Formats

When studying a challenging topic, a 50min lecture using PowerPoint may not be optimal for all students.

- Why not mix up class formats and include;
    - Questions on assigned readings
    - Open discussions
    - General question and answer sessions
    - Guest speakers
    - Student presentations.

    - **Alternative formats** such as these can help to keep the attention and interest of the student and, encourage greater class participation.

Introduce Different Learning Resources...

Academic language, methods, approaches and concepts can be difficult to understand.

Why not consider offering **additional learning tools** such as; podcasts, YouTube videos, worksheets, activity sheets and summary sheets.

These resources should help students to understand, analyse, and interpret key concepts, ideas, and topics more easily.

And Forms of Assessment...

Traditional forms of assessment may not suit every student.

Here are some alternatives formats that students can try instead of the usual essay, report, or exam paper;

- Open-ended question essay submissions
- Podcasts
- Video productions
- PowerPoints
- Blogposts

Allowing students a choice in their assessment can;

- **Help students better demonstrate their learning**
- **Reduce stress around assessments**
- **Increase engagement and enthusiasm**
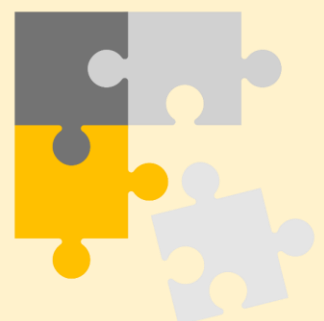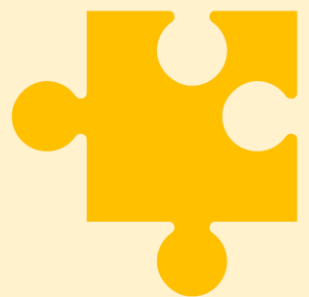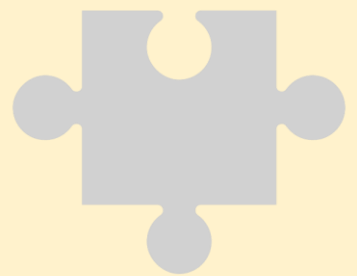
Extend Communication Lines

Whether it be in person or online, it can be hard for a student to ask a question while in front of their peers, lecturers and/or TAs.

By…

- Hosting office hours

- Increasing teaching personnel numbers

- Using discussion forums on Blackboard

- Encouraging general conversation at the beginning and end of class and tutorial time

You can help to;

- **Capture and retain the focus, interest, and engagement of the student**

- **Strengthen the staff-student working and learning relationship**

- **Create a more inclusive, positive, and bright learning environment for everyone.**

Recognise Diverse Needs

Students may have additional responsibilities outside of college such as having;

- A part-time job
- Caregiving commitments
- Travel

These activities may not always fall in line with the college timetable and scheduled class times.

An early class might suit some whereas a later afternoon might suit others.

Please remember and understand:

- **Students may have no choice but to miss class from time to time due to commitments such as these.**

Continued...

It is important to respect every student and their situation and to be aware that a student's presence in the classroom might sometimes be affected.

However, by;

- Providing lecture recordings
- Providing class notes
- Holding additional office hours

You can help to;

- Alleviate pressure on students and,
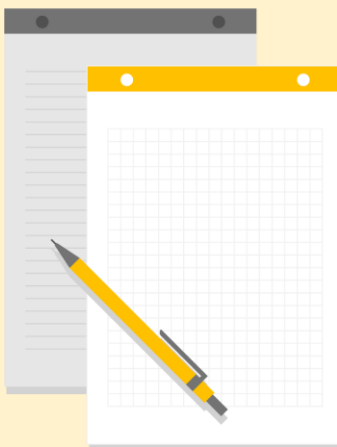- Encourage students to remain engaged and focused on their college work

Feedback, Feedback, Feedback!

- Students may have issues, concerns, ideas and/or suggestions for their classes and tutorials, assignments and submissions, or on admin in general!

- Therefore, it could be beneficial to **hold regular feedback sessions** and/or **to send out regular feedback forms.**

- This can help ensure that;
  - any issue a student may have can be addressed and resolved immediately.
  - your class/module runs more effectively and efficiently and, is an enjoyable experience for everyone involved!

Bibliography

- AHEAD, 2017. Universal Design For Learning The UDL Framework Explained. [Online] Available at: https://www.ahead.ie/udl-framework [Accessed 24 August 2021].