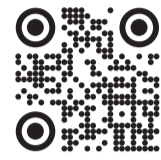


Inclusive Teaching



Here are some tips and ideas for fostering an inclusive classroom atmosphere that promotes open dialogue. They should help you to create an environment where every student feels at ease contributing. Recognizing the uniqueness of teachers and students, not every suggestion will apply universally. This guide offers a variety of ideas for you to experiment with in class and to urge you to reflect on potential biases that might influence your teaching.



Preparations

Syllabi and Classroom Materials

- Include diverse perspectives through course materials and examples.
- Feature a balanced representation of female, junior, and diverse scholars in reading lists (you can check e.g. gender balance with this tool: jsumner.shinyapps.io/syllabustool).
- Incorporate work from scholars beyond top, often Western, universities.
- Include studies with diverse regional focuses.
- Implement varied class formats, such as group assignments or written input, which tends to foster more inclusive discussions and to build confidence.
- Allocate room in seminar planning for student input, e.g. proposing readings or topics of interest.

Assignments

- Clearly communicate assignment expectations, recognizing that not everyone may be familiar with paper or essay structures.
- Incorporate brief written assignments to provide students with alternative ways for contributions in the classroom.
- Use varied assignment types like policy memos, data-driven tasks, creative essays, etc., within a course to cater to different talents.
- Enhance syllabi with information on resources for students with different needs (e.g. psychological counselling services, disability office @UZH).



In the Classroom

Welcome Diverse Perspectives

- Set the tone from day one by expressing the value you place on participation from everyone.
- Encourage students to share all of their thoughts and perspectives.
- Involve students in creating guidelines for respectful participation and student-to-student interactions and clearly communicate these rules.
- Reflect whether majority rule for making decisions in the classroom is fair, considering different needs of students.

Personalize Engagement and Accessible Support

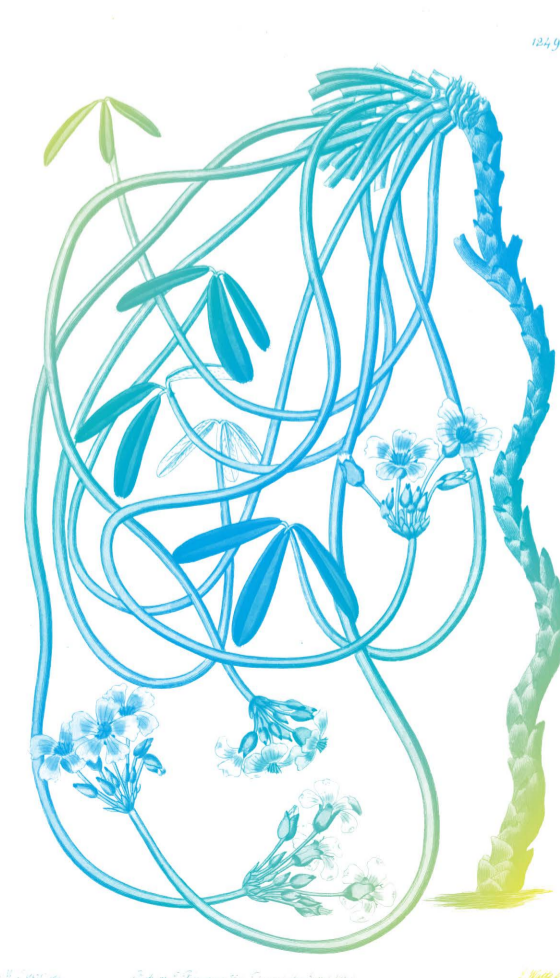
- Use students' names and offer the option to share preferred pronouns (e.g. offering to add pronouns to name tags).
- Let students know they can contact you (also after class and via email) if in need of support or advice.
- Encourage shy students personally and respectfully (e.g. talk to them after class).

Foster Open Collaborative Communication

- Encourage questions and open thinking, both from students and yourself.
- Allow students time to prepare responses by facilitating pair discussions before plenary discussions.
- Diversify participation by avoiding reliance on the same volunteers.
- Progress from individual reflection to group sharing, leading to plenary discussion, fostering collaborative problem-solving.
- Explore inclusive tools like writing down/collecting answers to ensure everyone contributes, promoting a dynamic and open classroom.
- Explain and establish rules for constructive and respectful peer feedback (provide concrete examples).

Effective Feedback

- Cultivate curiosity with thoughtful questioning, embracing diverse backgrounds, and steering clear of assumptions about students' background.
- Critique ideas, not individuals, to maintain a positive atmosphere.
- Open-Ended Inquiry: Frame discussions with "What questions do you have?" instead of "Do you have any questions?" to prompt active engagement.
- Summarize vague or lengthy comments to enhance clarity for everyone.
- Encourage dialogue among students by redirecting comments and questions to peers.
- Demonstrate your own openness to criticism by leveraging anonymous polls for immediate feedback and valuable suggestions.



Optimize Classroom Setup

- Arrange seating in a circle or "U" shape for seminars to enhance face-to-face discussions.
- Encourage front-row seating in large lectures for a more connected experience.
- Incorporate visual and audio elements to cater to diverse learning preferences (remember some students might be colorblind or have other issues regarding the accessibility of learning material).



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