

Required

Instructors must include the following information on every syllabus, per NYSED, SUNY, and SUNY Potsdam requirements.

Syllabi must be reflective, comprehensive and confirm the expertise and pedagogical skill of the instructor. The [New York State Education Department](#) requires that syllabi are consistent with comparable course at comparable institution and that the content and skill expectations meet the expectation of the field's professional associations. Additionally, syllabi must demonstrate that the requirements for "time on task" meet the Board of Regents requirements [[CR 50.1\(o\)](#)], that work is college-level, appropriately rigorous, and that credit will be given only to students who have met the stated learning objectives.

A syllabus must include all of the following information:

- course description
- course objectives
- prerequisites
- credit hours and whether the course is graded numerically or S*/U*
- days, times, and locations of class meetings (as appropriate)
- course grading scale
- instructor name, office location (if appropriate), office telephone number, SUNY Potsdam email address
- days, times, and location of office hours
- course assignments
- basis of grade determination
- method of assessing student achievement, including the assessment rubrics at the course and project levels
- course attendance policy
- other course policies related to integrity of credit, as needed
- bibliographic and other resources, as needed

Recommended

Instructors should include the following recommended statements on their syllabi. They can be revised to fit the needs of the course, the students, and the faculty member.

Accommodative Services

"If you are a student with a disability and wish to discuss reasonable accommodations for this course, contact me privately to discuss the specific modifications you wish to request. If you have not yet contacted Accommodative Services, located in Sisson Hall Room 137,

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please do so in order to verify your disability and to coordinate your reasonable modifications. For more information, visit the [Accommodative Services website](#).”

Other Accomodative Services statements can be found at [Course Syllabus Statement Options](#).

Artificial Intelligence

The [SUNY FACT2 Guide to Optimizing Artificial Intelligence in Higher Education](#) has many valuable, practical, and “ready to apply” guidelines and strategies. Section 7, [Setting Expectations in Your Class](#), contains numerous sample syllabus statements. Please select and adapt a statement that fits your own course needs.

Counseling Services

“As a student at SUNY Potsdam, you may encounter various stressors that can affect your learning and academic performance. The College Counseling Center (CCC) offers a range of resources to support students in their mental health, social well-being, and overall academic experience. Students seeking to speak with a licensed mental health professional can access free services through the SUNY Potsdam Counseling Center. To connect with our services, please call 315-267-2330, email counseling@potsdam.edu, or visit us at Van Housen 131.”

Disruptive Student Policy

“In order to maintain a fair, just, and safe College community environment, students are subject to SUNY Potsdam College regulations and are expected to abide by the Potsdam Pledge, the SUNY Potsdam Academic Catalog, and the Student Community Rights and Responsibilities (the Student Code of Conduct). Anyone who disrupts the academic learning environment (e.g., classrooms, labs, office hours, online platforms, emails, or other virtual communications) will be asked to leave for the day. Disruptions may include, but are not limited to, interrupting/speaking over other people, excessive use of foul or abusive or derogatory language, and repeated getting up/leaving/returning behavior. Students who exhibit aggressive/violent behavior in or out of classrooms will be asked to immediately leave. Disruptive students may be subject to disciplinary action, potentially including administrative removal from the course.”

Food Insecurity

“The Prometheus Alumni Food Pantry is located in 119 Barrington Student Union. The hours of operation can be found on their [Facebook page](#) or Get Involved. An [Initial Intake](#) is required of all visitors. Additionally, if you are living off campus and in need of supplemental food assistance you may be eligible for SNAP (Supplemental Nutrition

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Assistance Program) benefits. To determine eligibility and to enroll, you can visit mybenefits.ny.gov or call Maximizing Independent Living Choices (MILC) at 315-764-9442 x405. The campus has a registered dietician to assist you; you can contact them through the Student Health Services student portal on BearPaws. If you have questions on any of these services or need further assistance, reach out to the [Bear CARE Program](#).”

Land Acknowledgement

“We acknowledge with respect the Mohawk Nation, the Indigenous people on whose ancestral lands SUNY Potsdam now stands. We are reminded by our presence here that we have the duty to live in harmony with one another and with all of creation. We are deeply grateful to the families and communities who care for this beautiful place. Beginning with colonization and continuing for centuries the Haudenosaunee Peoples have been dispossessed of most of their ancestral lands by the actions of individuals and institutions. We acknowledge our responsibility to understand and respond to those actions and to commit to working together to honor our past and build our future with truth.”

For more information on Land Acknowledgements, see [Land Acknowledgement.pdf \(illuminative.org\)](#).

Success Statement

“Success in this course depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. I strongly encourage you to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. Please feel free to reach out to me about any difficulty you may be having that may impact your performance in your courses or campus life as soon as it occurs and before it becomes too overwhelming. In addition, I strongly encourage you to contact the many other support services on campus that stand ready to assist you including the Counseling Center & the Case Manager, Student Health Services, Accommodative Services, and your academic advisor.”