

## Management of Residence Life Program

Potsdam's Residence Life Program is led by the Director of Residence Life and the Director of The Center for Campus Life. Professional residence hall directors (RDs) and student resident assistants (RAs) and academic peer mentors (Mentors) in the FYE program work to create a safe and comfortable living environment that is conducive to the educational mission of the College.

## Residence Hall Facilities and Services

Each residence hall is equipped with several common area spaces for all to use. These include study lounges and recreation rooms. In addition, each residence hall has a kitchenette designed for preparing occasional snacks and small dinners. Coin-operated and BEAR Express operated washers and dryers are available in each residence hall provided by MacGray. Every floor has common area, single-sex bathrooms (except areas that have suites with bathrooms, Lehman North Apartments, and the Town Houses). Every student room/suite in the residence halls is wired for computer access as part of our partnership with Time Warner through their "Road Runner" service. We offer a "port per pillow" so that every student (not just each room/suite) has the opportunity to connect to the internet. Students need to provide their own 12-25 foot Ethernet cord. Moreover, each room/suite comes equipped with a coaxial cable TV hook-up. This allows students access to over seventy cable stations also through Time Warner. Students must provide their own television sets and can purchase additional packages. Every room/suite also comes equipped ready for telephone service. Students can provide their own phone or sign one out free of charge from the TelCom Office. Voice mail and all on and off campus calling (including long distance calls in the United States) are also available and are free of charge. Each student will be assigned a voice mailbox number and a personal billing number (PBN) to make off campus calls. Each residence hall area has a variety of coin and BEAR Express operated vending machines for beverages and snacks. There is a limited amount of long-term storage space available in the residence halls throughout both the academic year and the summer. Each hall's cleaning staff maintains the public bathrooms and those found in suites as well as common areas (i.e. lounges, bathrooms, stairwells, hallways, etc.). They are responsible for the day-to-day general cleaning, but not for cleaning up excessive messes left by students. The halls have an electronic keyless entry system that is active for 24-hours a day.

# STUDENT SERVICES

## Career Planning

The Career Planning staff provides the following services to SUNY Potsdam students and alumni:

*Career Selection* – Individual counseling, career interest tests, SIGI+ and FOCUS interactive career computer systems, and career books are resources used to assist in selecting career options. This service has proven to be of value whether or not students have already chosen their academic majors.

*Career Entry* – Individual counseling and group workshops in job search strategies, resume and cover letter writing, developing interviewing skills, and designing portfolios are provided. This service includes the maintenance of reference files, job vacancy lists, resume program and job fairs.

*Career Management* – This program is primarily an alumni service in career progression, career change and career problem solving.

*Summer and Part-time Jobs* – The office has directories of summer jobs listed by career field, academic major and geographic area with requirements for applying which provide special guidelines pertaining to them. Summer and part-time jobs are posted on our Web site at [www.potsdam.edu/career](http://www.potsdam.edu/career).

*Library* – The Career Planning library contains over 200 books and videos categorized by career information, reference materials, graduate school, summer jobs and "how to" for a multitude of career fields. Books are carefully selected and continually updated.

*Graduate School Assistance* – Library references and individual assistance in planning for graduate school is available.

*Student Computer* – Computers and a laser printer are provided for student use in preparing résumés and letters, searching for jobs, designing network cards, and developing portfolio pages.

*Internet* – Through the Career Planning page on the Web, students have access to information on job vacancies, employers, careers, summer jobs, graduate schools, financial aid and all office handouts. Students also can submit resumes and apply on-line. For further information, go to: [www.potsdam.edu/career](http://www.potsdam.edu/career) or contact Career Planning at (315) 267-2344.

## College Writing Center

The College Writing Center (CWC) provides assistance for students in every facet of writing from topic development to final draft revision. Supervised by English faculty and staffed by trained peer tutors, the CWC offers individual writing tutoring, practicum opportunities for upper division students, and workshops on academic and creative writing topics. The Writery, adjacent to the College Writing Center, is equipped with Macintosh and Windows computers as well as comfortable tables and chairs where students and faculty can read, write or study. The facility is open weekdays in Carson Hall and evenings at the CWC Annex in Bowman Hall dorm. For more information contact the College Writing Center at (315) 267-3059 or check our Web site: [www.potsdam.edu/cwc](http://www.potsdam.edu/cwc).

## College Counseling Center

The College Counseling Center provides professional psychological services to students during times of personal, social, emotional and educational difficulty. Through individual or group counseling, students learn to deal more effectively with relationship difficulties, eating disorders, alcohol and other drug problems, study habits, crisis and loss situations, depression and anxiety. All of our therapists are licensed in New York State as Mental Health Counselors. The Center employs a developmental approach with primary focus on short-term counseling. All information shared in counseling is strictly confidential and fully protected under the law.

The Center also provides outreach programming and workshops designed to assist students with the developmental tasks of the college years; achieving independence, identity and intimacy. The Counseling Center supervises a cadre of well trained student "Wellness Advocates" that provide assistance to students, especially during after hours when the Center is closed. It should be pointed out to perspective students that resources in the local area for psychiatric treatment are extremely

limited and that the College has no psychiatric providers on staff. For more information, contact the College Counseling Center at (315) 267-2330 or stop by our office located at 131 Van Housen Hall.

## Computing & Technology Services

Computing & Technology Services (CTS) provides support and leadership for SUNY Potsdam in all areas of information technology including desktop computing, networking, telephone services, administrative systems and instructional technology. Our main office is located in Stillman Hall, Room 209. We encourage you to contact us with any questions you may have. For additional information about CTS, go to [www.potsdam.edu/cts](http://www.potsdam.edu/cts) or e-mail: [cts@potsdam.edu](mailto:cts@potsdam.edu).

### Computer Purchase Programs

Students, faculty and staff are eligible for educational savings on a wide variety of personal computers and software. Prices are usually lower than the best mail order or internet offerings on the latest models. This popular purchase program includes both Macintosh and Windows based computers, printers, installation services, and all major software packages. Students interested in this program are strongly encouraged to take advantage of special pricing during the summer and/or spring semesters. Entering students who have signed a letter of intent to enroll in a course of study are eligible for the purchase programs as well. For further information, contact The College Store at (315) 267-2573.

### Campus Computer Account (CCA)

Once admitted to the college, every student is assigned a Campus Computer Account (CCA). The CCA is used for campus e-mail, logging onto campus computers, Blackboard, publishing web pages and proxy access to campus restricted web sites. The same username and password is used for all of the above services.

- Login to computers in all labs and classrooms around campus
- Use various application programs provided by the College
- Access your SUNY Potsdam e-mail account at:  
<http://bearmail.potsdam.edu>;
- Access Blackboard (the campus learning management system)
- Store computer files on central storage (Helios)
- Publish web pages on the College's web server
- Change your CCA password by going to the Web site at:  
<https://account.potsdam.edu>

### Blackboard

Blackboard is the official course management system at SUNY Potsdam, allowing professors and students to collaborate in an online learning environment. To obtain course documents, syllabi, a personal calendar and a wide variety of activities and information that is available twenty-four hours, seven days a week.

To access Blackboard, go to <http://blackboard.potsdam.edu>. At the login screen, enter your Campus Computer Account (CCA) username and password. You will be taken to the "Welcome" page where you can see your announcements and any Blackboard courses you are participating in. Your professor may have already enrolled you in the course or may ask you to self-enroll.

Blackboard is an easy tool to use. If you do have questions, please read the FAQ section of the Blackboard login page or click on the Help

button at the top of the page. This is a special Web site designed to assist students with Blackboard. You can also contact the CTS Helpdesk at (315) 267-2083 or e-mail your questions to [bbsupport@potsdam.edu](mailto:bbsupport@potsdam.edu).

### BearPAWS

BearPAWS is the web interface for students to view academic records and register for classes as well as other college services. Students will receive login information in their new student packets, distributed by the Admissions Office. Visit the BearPAWS home page at <http://bearpaws.potsdam.edu> to log in.

Once you are logged into BearPAWS, some of the many features will allow you to:

- Search the College Class Schedule and register for (or drop) classes
- View your personal class schedule
- View holds
- View your college transcript
- View your student billing and financial aid information
- View your addresses and update temporary or local addresses
- Sign up for room preferences and roommates
- Sign up for meal plans and Bear Express debit accounts
- View your telephone and voice mail account information as well as your user's guide
- Register your vehicle
- Sign up for new student services including orientation, First Year Interest Groups (FIGs), prepackaged books and micro fridges.

### BearMail

Communicating with students is an integral part of life at SUNY Potsdam. Faculty and administrative personnel use this e-mail address to contact students with important announcements and information. It is required that every student use their SUNY Potsdam e-mail account on a regular basis throughout their educational experience. Your SUNY Potsdam e-mail address is [username]@potsdam.edu. To access BearMail, go to <http://bearmail.potsdam.edu>.

### Wireless Network at SUNY Potsdam (W@SP)

The wireless network at SUNY Potsdam is a standard 802.11b/g implementation of wireless. This service is free to all students. For more information and an up-to-date map of wireless campus locations, go to <http://wireless.potsdam.edu>.

Look for the wireless hotspot logo in areas that support this service.



### Internet2 Access

SUNY Potsdam is part of the NYSERNet Research and Education (R&E) network, which provides high-performance network connectivity for a statewide community of universities, colleges, corporate and federal research labs, libraries, museums, and K-12 schools. The network has external connections to various national and international R&E networks including Internet2's national IP R&E network.

## Kellas Helpdesk

The primary function of the Helpdesk is to resolve service requests and to assist faculty, staff, and students with campus computing related problems. Students having problems with campus computer accounts or related services should report these problems to the Helpdesk. You can visit the Helpdesk in Kellas 100, send e-mail to [helpdesk@potsdam.edu](mailto:helpdesk@potsdam.edu), or call (315) 267-2083. The staff will assist in answering any questions you may have or, if necessary, will refer you to the appropriate office.

Hours of operation are Monday through Friday from 8:00 a.m. to 4:30 p.m. and CTS provides limited Helpdesk services after normal business hours when classes are in session as well.

## TelCom Office

The TelCom office handles all telecommunications services for faculty, staff, and students at SUNY Potsdam. These services include but are not limited to, local, long-distance, cellular, inbound toll free and calling card services. The TelCom office may be reached by calling (315) 267-3000 or e-mailing [telcom@potsdam.edu](mailto:telcom@potsdam.edu).

## Residential Cable Television & High-Speed Internet Services

Time Warner Cable provides video and high-speed internet service to all students living in our Residence Halls. Tampering with and/or unauthorized use of the TV cable and/or the high-speed internet modem is expressly forbidden. This offense will be subject to College disciplinary action. For information on other services offered by Time Warner Cable, go to <http://www.potsdam.edu/TW>.

## Center for Diversity

SUNY Potsdam is a student-centered institution that is committed to diversity within its student body, staff, curriculum, programs and services. The Center for Diversity exists to assist all students, with an emphasis placed on students of color and diverse backgrounds, in their educational and personal transition and development at SUNY Potsdam. The Center is comprised of the Campus Civility Center, Collegiate Science and Technology Program (CSTEP), Office of Native American Affairs, North Country Science and Technology Program, and the Potsdam Akwesasne Talent Search (PATS). The goal of the Center is to provide educational and social programs and services to help students meet their personal, academic and professional goals.

In continued effort to afford students empowering opportunities, the Center for Diversity staff provide academic and personal advising and referrals to other campus services. The Center also coordinates diversity training sessions, skill development workshops and leadership opportunities to assist in the college-wide appreciation for multiculturalism and diversity. Check us out on the Web at [www.potsdam.edu/diversity](http://www.potsdam.edu/diversity).

## Collegiate Science and Technology Entry Program

The Collegiate Science and Technology Entry Program (CSTEP), is a New York State Education Department initiative designed to provide services to students from underrepresented populations or economically disadvantaged backgrounds who are seeking careers in the sciences, mathematics and technological fields and/or the licensed professions.

With a twenty year record of success, the program features individualized student contact and support, and puts a strong emphasis on students

gaining hands-on experience in their chosen field prior to graduation (e.g. internship, research, co-op, etc). CSTEP works to connect students with experiential opportunities here at SUNY Potsdam, throughout New York State, and across the U.S.

CSTEP offers student participants counseling support, academic and career advising, internships, faculty mentored research, tutoring, conference opportunities, job shadowing, and industry site visits. In addition, workshops on portfolio development, resume writing, graduate school preparation, study skills, as well as other academic support programs are offered throughout the year.

To be eligible for CSTEP membership, a student must be:

1. a New York State resident and enrolled full time at SUNY Potsdam;
2. interested in a career in the sciences, mathematics, technological, or health fields and/or any of the licensed professions of New York State;
3. a member of an underrepresented population (including African American, Alaskan Native, Latino/Hispanic American, or Native American) or must meet income guidelines set by New York State, and;
4. be maintaining at least a 2.5 cumulative GPA.

For additional information and further assistance, please contact the CSTEP office at (315) 267-2192, stop by Sisson 216 or visit our Web site at: [www.potsdam.edu/cstep](http://www.potsdam.edu/cstep).

## North Country Science and Technology Entry Program

The North Country Science and Technology Entry Program (NCSTEP), is a New York State Department of Education initiative designed to provide services to junior high and high school students from underrepresented populations or economically disadvantaged backgrounds who are seeking careers in the sciences, mathematics and technological fields and the licensed professions.

For additional information and further assistance, please contact the NCSTEP office at (315) 267-2622, stop by Sisson 236 or visit our Web site at: [www.potsdam.edu/ncstep](http://www.potsdam.edu/ncstep).

## Potsdam Akwesasne Talent Search

The Potsdam Akwesasne Talent Search Program (PATS) is a federally funded TRIO program that provides academic enrichment and social support, as well as, informational services to economically disadvantaged and/or potential first-generation college students.

The program's purpose is to encourage participants to enter postsecondary education programs (technical/community colleges and four-year institutions). PATS purpose is achieved with a variety of services that are provided to students in grades six through twelve throughout St. Lawrence County, Franklin County and the Akwesasne Mohawk Reservation.

The PATS network, linking North Country secondary schools, colleges and community agencies, serves as a resource to Potsdam and the North Country communities.

For additional information and further assistance, please contact the PATS office at (315) 267-2762.

## Native American Affairs

The Office of Native American Affairs was created to serve as a center of emphasis for the SUNY System Northern Consortium Native American Initiative. The office provides direct assistance to the students and the College, with special interest placed on Native Americans.

It is the expressed goal of the office to provide educational and social programs and services to help Native American students meet their personal and professional goals. In addition to their direct support, the staff provides referrals to appropriate campus offices and support services.

The Office of Native American Affairs serves to increase campus awareness of Native American cultures and contemporary issues, while providing quality educational, cultural, and social programs for the College, the North Country community and the near-by Akwesasne Reservation. The department seeks to increase the recruitment and retention of Native American students at SUNY Potsdam and throughout the North Country.

For additional information and further assistance, please contact the Center for Diversity at (315) 267-2184.

## Student Health Services

SUNY Potsdam's Watkins Student Health Center, located in Van Housen Hall, is accredited by the Accreditation Association for Ambulatory Health Care. This accreditation means that the College health services has met or exceeded nationally recognized standards for health care and that we are committed to providing high quality care to all students. In addition to serving as a clinic for students who need health care, Student Health Services makes significant contributions to the physical and psychological health of the entire campus community. The following highlights some of the services that SUNY Potsdam's health center provides:

- primary care providers who evaluate and treat illnesses;
- frequently prescribed medications on-site
- on-site laboratory services
- reproductive health
- allergy shots
- nebulizer treatments for asthma
- physicals for college athletes, travel abroad and employment
- confidential and anonymous HIV testing and counseling
- psychological screening and referral
- lipid panels
- glucose testing
- BP screening
- smoking cessation counseling
- annual Wellness Fair for campus and community
- flu clinics
- Self-Care Center for colds and flu
- on-site student insurance representative
- review and maintenance of health care records for each student
- assure compliance with New York State Mandates regarding immunizations
- health education in the form of active and passive programming, peer education and the maintenance of a resource library available to all students

For an appointment, please call (315) 267-2377.

## Student Success Center

SUNY Potsdam's Student Success Center (SSC) provides students with one-stop access to a centralized, integrated group of student service offices. All offices are located in Sisson Hall. Center personnel work together to assist students in understanding and meeting the College's requirements and in obtaining timely, accurate information and assistance. Staff in all offices strive to guide and encourage students to effectively use available resources in order to promote students' success at SUNY Potsdam and beyond.

For more information, contact the Director of the Student Success Center by calling (315) 267-2580 or e-mail [duranttj@potsdam.edu](mailto:duranttj@potsdam.edu). Check us out on the Web at [www.potsdam.edu/ssc](http://www.potsdam.edu/ssc).

### Student Success Center Course Descriptions

**FY 100 – First Year Success Seminar (1)** This course is designed to accelerate students' transition to SUNY Potsdam. FYSS provides students with the opportunity to become integrated into the life of the campus by exploring the academic standards of the College, learning to manage their academic progress, and, most importantly, making a connection with the College, its faculty, staff and students. In addition, FYSS provides support for first year students by exploring problems and issues common to the first year experience.

**FY 150 – Metaskills (1)** This is an 8-week course designed to assist students with study skills and developing a sense of responsibility for their education.

**FY 215 – Career Development (1)** This course allows students to explore career interests and skills, research occupational and graduate school information and set objectives. The course is particularly aimed at sophomore students who are undeclared, but is appropriate for any student who is uncertain about his or her career path.

### Academic Advising

Each matriculated student is assigned an academic adviser who will give advice to assist the student toward timely graduation. However, the ultimate responsibility for understanding and completing degree and graduation requirements lies with the student, not the adviser. All non-matriculated students enrolling for 9 or more credit hours, and all matriculated students, must consult with an adviser before they will be permitted to register for classes each semester. A student's primary adviser will then release the advising hold, allowing the student to access the online registration system.

Students are assigned an adviser soon after their arrival on the SUNY Potsdam campus, usually reflecting the student's area of interest. If students have concerns about their adviser assignment, or have questions about academic requirements that their adviser cannot answer, they may contact the following offices: Arts and Sciences Advising Coordinator in Dunn 103 or Academic Advising in Sisson 128 if they are in the school of the Arts and Sciences, Teacher Education Advising Services in Satterlee 111 if they are in Education, and Crane Advising in Bishop C222 if they are in The Crane School of Music.

When students officially declare a major or a minor, the department chair assigns them an adviser in that department. Students will have an adviser assigned for each major and minor they declare and will need to see each adviser every semester before registering. Advising should be a continuing process not limited to selection and approval

of courses. Students should discuss with their academic adviser any academic difficulties in their classes, problems outside of class that affect their academic performance, career planning issues, and special academic opportunities such as internships, study abroad, cross-registration, departmental awards, and honor societies. Students should also consult with their adviser before making important academic decisions, such as withdrawing from a class, selecting the S/U grading option, or attempting a semester credit overload. The academic adviser receives copies of transfer credit evaluations, senior audits and can access early alerts and course summaries on BearPaws.

Note: Each student is responsible for satisfying requirements for graduation as listed under College, general education, and major /minor requirements. This shall include notifying the Registrar's Office in the event any course, whether failed or passed, is repeated and regular consultation with an assigned adviser.

For more information on Academic Advising, please call (315) 267-3266 or stop by Sisson 128.

### **Adult Learner/Non-Traditional Student Advising**

Non-Traditional students are usually 24 years of age or older; have had at least a two-year break in their education; hold a GED rather than high school diploma; and are married, or single with dependents.

Adult Learner/Non-Traditional students are represented on campus through the office of the Student Success Center (SSC). There is also a Non-Traditional Student Lounge located in Carson Hall where students can relax, study or hold meetings. The Adult Learner Adviser facilitates programs, advises students, answers questions and provides useful information on commuting/carpooling, childcare, tutoring, and computer technology assistance. For more information, please contact the Academic Support Coordinator, in Sisson Hall 116, (315) 267-3447.

Omicron Psi Omicron is the national honor society chartered expressly for Non-Traditional students. In the spring of each year, a number of non-traditional students who meet the national association's criteria are inducted into this prestigious honor society. National scholarships are also available for which members may apply and range from \$200 to \$1,000. For more information, please contact the Academic Support Coordinator, in Sisson Hall 116, (315) 267-3447.

### **Accommodative Services**

SUNY Potsdam is committed to the full inclusion of all students who can benefit from educational opportunities. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the College endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified students with disabilities to participate in all educational programs, services, and activities. The College will also strive to ensure that a person with a disability who is otherwise qualified will not, on the basis of that disability, be denied full and equal access to and enjoyment of academic and co-curricular programs or activities or be otherwise subjected to discrimination under programs or activities offered by the College.

The Office of Accommodative Services (OAS) provides academic accommodations for all qualified students who have documented learning, emotional, and/or physical disabilities and have need for accommoda-

tions. Accommodations can include such services as note takers, text readers, alternative testing arrangements or loan of some equipment.

A student with a disability requiring reasonable academic accommodations should make the specific request for such assistance to OAS. It is the responsibility of the student to identify him/herself as having a disability and to inform OAS that an accommodation is necessary. The student must submit written documentation of the disability and the need for accommodations from an appropriate authority. Accommodations will be determined on an individual basis.

OAS will assist students requesting non-academic auxiliary aids or services in locating the appropriate campus offices to address the requests. Personal care needs are the responsibility of the student.

For additional information on Accommodative Services, please call (315) 267-3267 or stop by Sisson 111.

### **First Year Transitions/Orientation**

The staff in the Office of First Year Transitions is responsible for organizing orientation for all first year students and coordinating sections of the First Year Success Seminar course offered to first year students. Orientation is one of the most significant activities for first year students. Over 95 percent of first year students participate in orientation.

Attending orientation accomplishes a number of critical functions:

1. It provides students with a relaxed and informal atmosphere in which to become comfortable with the campus and to become acquainted with professors and advisers;
2. It offers the students the opportunity to register for classes;
3. It enables students to learn about the policies and procedures of the College;
4. It offers time for social opportunities and the chance to meet other new students.

The First Year Success Seminar is a one-credit course designed specifically to give ambitious first year students an accelerated transition to SUNY Potsdam. The seminar provides the student with the opportunity to become integrated into the academic life of the campus by exploring campus programs, services and technologies. Together, these experiences will provide students with the inside track needed to develop their own academic skills and learning strategies necessary to be successful at SUNY Potsdam.

For more information, contact the Office of First Year Transitions at (315) 267-2735 or stop by Sisson 128.

### **Student Conduct and Community Standards**

The Office of Student Conduct and Community Standards works closely with students, faculty, staff, and the local community on conflict resolution, appropriate citizenship, academic integrity, and other quality of life issues. It is the goal of the office, through coordination of the judicial system, to help students learn to think proactively concerning their behavior and its effect on others. The desired result is that students will accept both the responsibility and consequences for their behavior and will strive to make appropriate choices. In addition, the Office of Student Conduct and Community Standards coordinates the College's research and programming related to student use and abuse of alcohol

and other drugs. For further information, go to [www.potsdam.edu/studentconduct](http://www.potsdam.edu/studentconduct).

## Campus Ministry

The goals of the Campus Ministry are to enhance spirituality on campus, to be of service to those who have spiritual needs or wants, to encourage and give guidance to those who desire participation with a particular place of worship with the community, and to be available in times of spiritual needs. The campus minister builds connections between the College and local faith communities in an effort to create and promote opportunities for students to explore and express their spiritual nature.

## International Education Program

### National/International Exchange Programs and International Student Services

The Office of International Education and Programs coordinates the National Student Exchange Program to 48 states, 3 territories and universities in Canada, and administers overseas academic programs. Study abroad and international exchange programs are an integral part of the SUNY Potsdam academic climate. Students may choose from the programs administered by the College in Australia, England, France, Germany, Mexico, Sweden, Tunisia, Vietnam, and other countries, and from more than 400 overseas programs available through the SUNY consortium. For further information, call (315) 267-2507. See also "Special Academic Opportunities" page 59.

International students currently on campus are served by the Coordinator of International Student Services, who monitors federal immigration and naturalization policies and procedures. The Coordinator also certifies student compliance with the USCIS regulations, reports student information through SEVIS and coordinates the international health insurance program. There is a fall/spring orientation program that affords international students an opportunity to become acquainted with the campus and to meet other new students. International Student Services is also an issuing office for the International Student Identification Card (ISIC) which provides significant discounts for travel and merchandise both within the U.S. and abroad. For further information, please call (315) 267-3150 or stop by the first floor of Sisson Hall.

## Experiential Education

The Experiential Education Office (EEO) administers the College-wide Internship Program and Volunteerism Program and assists in the development of community service sites for the Service-Learning Program.

### Internship Program

The Internship Program exists to provide students with the opportunity to complete an internship placement for course credit. The program is an academic program in which students may receive 1-12 academic credits working in conjunction with a faculty sponsor and interning at an appropriate work site related to their major. The internship may be completed in the fall, spring or summer semester and may be paid or unpaid. The Internship Program is a collaborative effort among students, faculty and employers. This collaboration gives students the opportunity to gain career-related experience at a worksite related to

their major or academic program in combination with an academic component facilitated by a faculty sponsor.

Guidelines for completing an academic internship are as follows:

1. Students must be registered at SUNY Potsdam and must have junior or senior standing (60 credit hours earned towards graduation). Transfer students must have completed a minimum of 12 credit hours at SUNY Potsdam. Note: Some departments or specific internships may have additional requirements.
2. Students must have a minimum cumulative grade point average of 2.5 when applying for an internship. Note: Some departments or specific internships may require a higher cumulative GPA.
3. Each student must complete a Learning Agreement Form (LAF) and an Internship Proposal before starting the internship. The LAF and the Internship Proposal must be thoroughly completed and submitted to the Experiential Education Office. The LAF outlines learning objectives, academic assignments, job descriptions and deadline dates. The Internship Proposal outlines hours, internship description, training, purpose for completing the internship and the student's expectations of the internship as it relates to his/her major and degree. The site supervisor, faculty sponsor, department chair, academic advisor, and the internship coordinator must approve the Learning Agreement Form.
4. To receive academic credit the student must complete an academic component. The student and the faculty sponsor will negotiate the content of the academic component. Academic component requirements depend upon the number of credit hours requested and the stated learning objectives and should complement the job description and the intern's responsibilities at the internship site.
5. Grades will be determined by the faculty sponsor based upon the completion of assignments and evaluations from the site supervisor, as outlined in the Learning Agreement Form. A determination is made by the faculty sponsor prior to the beginning of the internship as to whether the internship is graded numerically or as satisfactory/unsatisfactory (S/U).
6. The maximum amount of credits that may be earned for all internship placements is 12 credit hours toward the 120 academic hours required to graduate. The national standard for internship credit is a minimum of 40 hours of contact with the site plus an academic component for each academic credit requested. (Ex. 120 contact hours at the internship plus an academic component equals 3 academic credit hours.) The faculty sponsor must determine the number of credits and whether the credits can count toward a major before the student begins the internship.

### Volunteerism Program

The Volunteerism Program has been established to give students the opportunity to connect with the campus and the local community of Potsdam. The Experiential Education Office views volunteerism as an excellent way for students to give freely of their time and expertise in order to make a difference. It is a program designed to give back to the community by lending a helping hand to people and organizations. While the volunteerism program does not offer credit to students, they are recognized with a certificate noting the project to which they volunteered and the number of hours volunteered.

Guidelines for completing a volunteer opportunity are as follows:

1. Visit the Experiential Education Office to discuss possible volunteer

opportunities or go to [www.potsdam.edu/eo](http://www.potsdam.edu/eo) and click on the BearTracker link to search our database for volunteer sites.

- Contact volunteer site(s) to establish an agreement for volunteer work and assignments. Pick up a volunteer button from the Experiential Education Office to wear to your volunteer site.
- Fill out a commitment form and return it to the Experiential Education Office once your volunteerism commitment has been fulfilled. Forms can be picked up in 114 Sisson Hall or from our Web site. Just click on the Volunteer Program link.
- At the conclusion of the volunteer experience, the Experiential Education Office will send each student a "Certificate of Completion." *Note: All volunteer hour log forms must be returned to the Experiential Education Office by the last day of classes each semester to ensure timely mailing of certificates.*
- The Experiential Education Office will send each volunteer an evaluation via e-mail to complete regarding their volunteer experience.

### Service-Learning Program

The Service-Learning Program was created to give students the opportunity to combine an educational experience with an organized service activity enabling students to gain further understanding of their course work and an improved sense of civic responsibility. Service-Learning provides students with an opportunity to deepen their learning, see course content in a wider community context, and develop essential skills for becoming aware and active citizens. Service-learning brings books to life and life to books. The Experiential Education Office works with faculty members who are offering Service-Learning courses to establish and identify sites where students complete their service activity. Students may locate a list of Service-Learning (SL) courses available each semester by searching the course catalog. For more information, please call (315) 267-2570.

### Experiential Education Resources

In addition to the Internship, Volunteer and Service-Learning Programs, the Experiential Education Office offers the following resources to students:

Resume and cover letter preparation through an online program called OptimalResume; a searchable database called BearTracker to access internship and volunteer sites; an internship library containing over 30 resources regarding internships; the Experiential Education Office Web site which includes resources for all our programs; a program guide for establishing an internship or volunteer experience; a semester newsletter; and, individual appointments to assist students with the entire internship process from start to finish.

For more information on any of these programs please call (315) 267-2803, or e-mail [eo@potsdam.edu](mailto:eo@potsdam.edu) or log onto: [www.potsdam.edu/eo](http://www.potsdam.edu/eo).

### Learning Lab

The Learning Lab provides a variety of academic support services for all students. Walk-in tutoring is available in general study skills and in some disciplines, e.g., math and writing. Students may also request one-to-one and/or group peer content tutoring in any 100- to 300-level course. A small bank of computers is available for general use. Both iMacs and Windows computers are equipped with internet access and Microsoft Office. Workshops, presentations and review sessions

are also sponsored by the Learning Lab. For more information, please call (315) 267-3447.

## SUNY Potsdam Childcare Center

SUNY Potsdam Childcare Center is a non-profit, privately run childcare facility centrally located on campus in Merritt Hall. The Center accepts children for care from six weeks through school age, after school, vacation and snow days. Staff members are carefully screened and well trained; many hold degrees in early childhood education. The Center serves children of faculty, students and staff, providing a safe, loving environment with child-centered programs, and meals prepared at the Center. Space is limited, so it is very important to contact the Center as soon as a need for childcare is known. For more information, contact the Center's Director at (315) 267-2391 or log on to the Web site: [www.potsdam.edu/spccc](http://www.potsdam.edu/spccc).

## Special Programs

### Bridges

The Bridges Program at SUNY Potsdam is a one-year, special admissions program for students who are not academically eligible for regular admission. Bridges provides basic support services to enhance first-year academic success. The transitional program includes academic advising, personal counseling and course registration assistance provided by the Director of Special Programs and other services such as group content tutoring and learning skills workshops provided through the Student Success Center. All Bridges students sign a learning contract which will specify program requirements. See page 15 for admission information.

### Educational Opportunity Program (EOP)

EOP is a special admissions program for students who are not academically eligible for regular admission. Applicants must also be economically eligible for program services while demonstrating the potential for academic success. Program services include counseling, supplemental instruction, workshops, tutoring, additional financial assistance, fall orientation program and a freshman seminar. See page 16 for admission information and page 24 for financial aid information. For additional information please call (315) 267-2335 or go to [www.potsdam.edu/eop](http://www.potsdam.edu/eop).

### Student Support Services Program

Student Support Services (SSS) is a federally funded TRIO program designed to enhance academic skills and increase retention and graduation rates of eligible students. Services include peer tutoring, academic planning, academic monitoring, study skills assistance, technology training, counseling, cultural activities and graduate school planning. Through coordination with other campus offices, the program also assists participants with career planning and financial aid counseling.

Eligible students:

- Are U.S. citizens or permanent residents;
- Are first-generation college students and/or meet certain family income guidelines and/or have a documented learning or physical disability, as well as;
- Have a demonstrated academic need for services.

Special Note: students with disabilities who require classroom accommodations should apply for them through the Office of Accommodative Services.

For more information, please contact the Director of Student Support Services by calling (315) 267-2745 or e-mail [fisherdg@potsdam.edu](mailto:fisherdg@potsdam.edu).

## University Police

The University Police Department's mission is to provide a safe and secure environment for all persons on the College campus, and to protect the rights of each individual as we carry out our mission.

The University Police Department at SUNY Potsdam currently has eight police officers, two Lieutenants, and a Police Chief. The department is responsible for enforcement of federal, state, and municipal laws as well as vehicle and traffic laws. We ensure that the members of the College community comply with all campus rules and regulations. Services offered by University Police include personal safety and crime prevention programs, vehicle jump-starts and lock out assistance, campus escorts and emergency assistance. The University Police Department administers the campus parking program, to include vehicle registrations, parking fee collection and parking ticket appeals. We provide these services 24-hours per day and seven days a week, because we are committed to the safety and security of all employees, students and visitors to the campus. For more information, visit our Web page [www.potsdam.edu/police](http://www.potsdam.edu/police) or call us at (315) 267-2222.

# ACADEMIC POLICIES AND PROCEDURES

## Policies Relating to Academic Performance

### SUNY Potsdam Academic Honor Code

#### I. Academic Integrity

Throughout their history, institutions of higher learning have viewed themselves and have been viewed by society as a community of persons not only seeking the truth and knowledge, but also seeking them in a truthful and ethical fashion. Indeed, the institution traditionally trusted by the public and the one to which individuals most often turn for unbiased factual information is the university. Thus, how a university behaves is as important as what it explores and teaches. SUNY Potsdam expects all members of its community to conduct themselves in a manner befitting this tradition of honor and integrity. Enrollment at the College requires a commitment to the principles of the SUNY Potsdam Academic Honor Code both in spirit and in adherence to rules and policies. The Academic Honor Code makes SUNY Potsdam a better and more enjoyable place as it affords to each member of the SUNY Potsdam community the trust and freedom that honesty promotes.

Personal honor, integrity and respect for the word and work of another are the basis of the Academic Honor Code. Thus, it is the responsibility of every student enrolled in SUNY Potsdam to adhere to and uphold this Code in pursuit of academic integrity. The Academic Honor Code furthers this effort by prohibiting lying, cheating and stealing.

This Code applies to all academic programs, faculties and departments at the College both graduate and undergraduate. More detailed standards of academic conduct may be set forth by each of the schools and individual faculty members. It is the responsibility of every member of the academic community to be familiar with and supportive of the Academic Honor Code.

#### II. Academic Honesty Pledge

On all academic work done by students at SUNY Potsdam, the pledge below is either required or implied. Furthermore, this statement is regarded as an indication that the student understands and has complied with the requirements and assignments as set forth by the course instructor and as stated in this Academic Honor Code.

*"On my honor: I will not give nor receive any inappropriate assistance on any academic work in accordance with the SUNY Potsdam Academic Honor Code and the directions given to me by each course instructor."*

#### III. Basic Standards of Academic Integrity

Specific acts that are considered to be academic dishonesty and that are prohibited by this Code include, but are not limited to:

1. **Cheating:** using unauthorized notes, study aids or information on an examination; altering graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name.
2. **Plagiarism:** presenting, as one's own the distinctive ideas, facts or words of another (in part or in whole) without appropriate acknowledgement of the source. Issues of plagiarism apply to any type of work including, but not limited to, exams, papers, any writing or printed text, computer programs, web sites, art, music, photography or video.
3. **Fabrication:** falsifying or inventing any data, citation or information.
  - a. *Citation:* any attribution to, or use of, a source (real or invented) from which the referenced material was not obtained, including use of a quoted reference from a non-original source while implying reference to the original source.
  - b. *Data:* presenting data that were not gathered in accordance with standard guidelines defining appropriate methods for data collecting; generating data and failing to include an accurate account of the method by altered or contrived manner in such a way as to be deliberately misleading.
  - c. *Information:* providing false information in connection with any inquiry regarding academic dishonesty.
4. **Multiple submission:** submitting identical or substantial portions of similar work for credit more than once, without prior explicit consent of the course instructor(s) to whom the materials being or has been submitted.
5. **Obtaining or providing an unfair advantage:**
  - a. Gaining or providing access to examination materials prior to the time authorized by the instructor.
  - b. Stealing, destroying, defacing or concealing library materials or other shared-use materials.
  - c. Providing materials, information or other assistance on an academic assignment without authorization from the instructor(s).
  - d. Gaining or providing access to previously given examination