# ACADEMIC INFORMATION

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## Academic Calendar

**Fall 2014 Semester**

New Students Move In……Thursday, August 28
Welcome Week Activities ……...Sat. Aug. 30-Fri. Sep. 5
Returning Students Move In……...Sat. & Sun., Aug. 30 & 31
Classes Begin…….Monday, September 1
Last Day to Add/Drop……Friday, September 5
Early Alerts Due ……...Friday, October 10
Fall Recess Begins……. . .Friday, October 10(10 pm)
Classes Resume…….. Wednesday, Oct. 15 (8 am)
Last Day to Withdraw……...Tuesday, October 28
Last Day to Elect S/U……...Tuesday, October 28
Thanksgiving Recess Begins…….Tuesday, Nov. 25 (10 pm)
Classes Resume……...Monday, Dec. 1 (8 am)
Last Day of Classes……...Friday, December 12
Academic Preparation…….. ..Sat. & Sun., Dec. 13 - 14
Final Examinations……...Mon. - Fri., Dec. 15 –19
Final Grades Due……...Tuesday, Dec. 23 (10 am)

WINTERIM: Tentatively, December 29, 2014—Jan 15, 2015

**Spring 2015 Semester**

Students Move In……...Sat. & Sun., Jan. 17 & 18
Classes Begin……Monday, January 19
Last Day to Add/Drop……Friday, January 23
Early Alerts Due…… Friday, Feb 27
Spring Recess Begins……..Friday, Feb 27 (10 pm)
Classes Resume……Monday, March 9 (8 am)
Last Day to Withdraw……Tuesday, March 20
Last Day to Elect S/U……Tuesday, March 20
April Recess Begins……Friday, Apr 3 (10 pm)
Classes Resume ……...Wed., Apr 8 (8 a.m.)
Last Day of Classes…….…....Friday, May 8
Academic Preparation……..….Sat. & Sun., May 9 & 10
Final Examinations……Mon.-Fri., May 11-15
Undergraduate Honors Convocation…….Saturday, May 16
SUNY Potsdam Master's Commencement…Saturday, May 16
SUNY Potsdam Bachelor's Commencement...Sunday, May 17
Final Grades Due……..Wednesday, May 20 (10 am)

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## Moodle

Moodle is the new LMS (Learning Management System) SUNY Potsdam will be transitioning to over the 2011-2012 academic year.
Moodle Support Contact Information can be found as follows:

**General Moodle Help**
**Hours Mon-Fri 8 a.m.4 p.m. by Phone: 315-267-3220**
**or email to: moodlesupport@potsdam.edu**
**Evening Hours:**
**moodlesupport@potsdam.edu**

## Class Cancellations

How do I find out if classes are canceled due to severe weather or other emergencies?

All students are highly encouraged to sign up for SUNY Potsdam's emergency notification system, NY-ALERT. To enroll:

1. Go to bearpaws.potsdam.edu
2. Log into BearPAWS.
3. Select the "Personal Information" tab.
4. Select "Emergency Alert Contact Information (NY-ALERT)".
5. Enter your emergency contact information and submit it.

If your data changes after you initially submit it, you can follow the above steps at any time and resubmit a record. While no technology delivery system is guaranteed, the College will make every effort to send you text messages, e-mails and/or phone messages in the event of an emergency. Note: For weather-related closures, phone messages will normally not be used. However, text messages and e-mails will be utilized.

**Students may also check the following announcements:**

*On-Campus*– *SUNY* Potsdam homepage, E-mail, RDs will notify RAs

*Off-Campus*– E-mail, SUNY Potsdam homepage or call (315) 267-2000

*Announcements are sent to:*

- WAIH Radio 90.3 FM SUNY Potsdam
- WPDM 1070 AM Potsdam
- WSNN 99.3 FM Potsdam
- WSLU 89.5 North Country Public Radio
- WMSA 1340 AM Massena
- PAC93 92.7 FM Ogdensburg
- WYBG 1050 AM Massena
- WICY 1490 AM Watertown
- WNCQ 102.9 FM Ogdensburg
- WIRD 920 AM Lake Placid
- WNBZ 106.3 FM Saranac Lake
- WWNY-TV - Channel 7
- WPTZ-TV - Channel 5
- News 10 Now
- WWTI - Channel 50

**Administrative process for canceling classes due to inclement weather:**

In the event of inclement weather, the President upon receipt of a recommendation from the Assistant VP for Facilities may cancel classes. This recommendation will be made as early as circumstances permit for day classes and by 2 p.m. for evening classes whenever possible.

The President will notify the Provost and Office of Public Affairs of the decision, at which time the Office of Public Affairs will notify the campus community via email and call all local radio stations. A notice will also be placed on the SUNY Potsdam homepage under "News and Events." The Provost's office will telephone the offices of the Deans of the three schools and Continuing Education and University Police, who will telephone others who may need to know as quickly as possible.

The decision to cancel classes does not presume cancellation of other events on campus; these will be determined on an individual basis by the sponsoring offices. When such events are cancelled, sponsors should notify the offices of Public Affairs, the President, and the Provost, as they often receive inquiries about such matters.

It is rare that classes are canceled for problems related to weather. However, due to the varying road conditions that occur in communities around the county, you should use your own judgment before venturing out in severe weather conditions and call your professor to make arrangements for any missed classes.

# ACADEMIC INFORMATION

## Office of Field Experience and Teacher Certification

The Office of Field Experience and Teacher Certification is responsible for Student Teaching placements and the placement of students in their Pre-Student Teaching field experience. To declare an Education Major, students access the Declaration of Education form on-line at http://www.potsdam.edu/EDUC/educadvising/. This website includes advising forms for all undergraduate Certification programs. Student Teaching applications are on-line at www.potsdam.edu/academics/SOEPS/fieldexperiences/apply.cfm.

**New York State Teacher Certification**

The New York State Department of Teacher Certification is a sub-division of the New York State Department of Education. The only responsibility of the certification department is to license individuals to teach at the elementary level and the adolescence levels in the state of New York. The certification department issues qualified candidates initial certificates, professional certificates, and to holders of provisional certificates, permanent certificates.

Students at The State University of New York at Potsdam who complete an approved program of study at this institution that leads to teacher certification will be recommended through the Office of Field Experiences for the appropriate teacher certificate.

To be recommended for the initial certificate, which is required to be employed in the state of New York, all of the following requirements must be completed.

- Complete an approved program of study that leads to certification
- Complete Health 230 (CA, SAVE), a two-credit course on drugs and alcohol, the identification and reporting of child abuse, and violence prevention and intervention
- Complete successfully the three New York State Qualifying Exams
- Be fingerprinted and receive clearance from the New York State Education Department
- Complete a certification application- this is not done until you complete all of the above requirements

To be recommended for professional teacher certification, which must be obtained five years from the effective date of the initial certificate and which must be obtained to continue to be licensed in the state of New York, the following two requirements must be completed.

- Complete a relevant master's degree
- Complete three years of paid teaching

Once the master's degree has been completed and three years of paid teaching have been completed, then the holder of the initial certificate must complete a certification application in order to receive the professional certificate.

The three years of paid teaching can be either as a full time employee or as a substitute. One full year equals 180 substitute days.

Once the professional certificate has been obtained, the holder of the professional certificate must complete 175 hours of documented professional development every five years in order to keep the professional certificate.

Current New York State Education Department regulations have no mechanism in place that will permit a time extension for completing the requirements for the professional certificate or completing the 175 hours of professional development every five years in order to keep the professional certificate. However, regulations constantly change. For the most up to date requirements, you should contact the certification officer in the Office of Field Experiences, Room 111 Satterlee Hall.

If you currently hold a provisional certificate, then you must meet the requirements for the permanent certificate within five years of the effective date of the provisional certificate. The following requirements must be met to obtain a permanent certificate.

- complete a relevant master's degree program
- complete two years of paid teaching
- complete an approved two-hour violence prevention and intervention workshop, it not already completed, if the effective date of your provisional certificate was prior to September 1, 2002
- complete the applicable Content Specialty Test
- complete the video if your certification area requires it
- submit an application for permanent certification

The State University of New York at Potsdam offers several master's degree programs that fulfill the requirement for the professional certificate and the permanent certificate. Contact the Graduate Admissions Office to seek information in regards to graduate programs offered.

The State University of New York at Potsdam can only recommend to the New York State Certification Office those candidates who have completed Potsdam's approved program of study. If you have not completed our approved program of study but still meet the minimum requirements for licensing in New York State, you will need to access the on-line certification application which can be accessed only through your personal TEACH account. To create an account, you need to go to www.nysed.gov/tcert.

**New York State Teacher Certification Exams (NYSTCE)**

There are three qualifying exams that are offered seven times during the calendar year. You can register for the exams by mail or through the testing center website, www.nystce.nesinc.com. Currently the fee for each test is $88. Each test consists of 80 multiple-choice questions and an essay. A passing score is 220 out of a possible 300.

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## Office of Field Experience and Teacher Certification

LAST-Liberal Arts and Sciences Test: This test is a general knowledge test.

ATS-W-Assessment of Teaching Skills-Written: This test measures pedagogical skills and related topics.

CST-Content Specialty Test- This test is specific to the content area in which a person is seeking certification. For those seeking early childhood and childhood certification it is the multi-subject content specialty test and is similar to the LAST in that it assesses general knowledge.

The recommended sequence for taking the tests is LAST, CST, and ATS-W.

If you currently hold a provisional certificate in a specific area and are seeking permanent certification, then you must also complete the ATS-P, Assessment of Teaching Skills-Performance, if your certification area requires it. The current fee is $145 and videos can only be submitted three times a year. The video application can be done by mail, on-line or through the testing center website. If you are not certain as to whether or not you need to complete the video, please contact the certification officer in Room 111 Satterlee Hall.

**Policies Related to Student Teaching:**

Some of the master's degree programs require a student teaching experience. The ensuing list is specific to those students who must student teach as part of their approved program of study.

**Student Teaching Checklist**

- Read the Guide to Student Teaching and refer to our website, www.potsdam.edu/academics/SOEPS/fieldexperiences.
- Check your Potsdam e-mail account daily. This is our main method of communicating with you.
- Schedule an advising session with your education advisor.
- Complete Part I of the on-line application by the established deadline.
- Attend the mandatory informational meeting which you will select when you complete Part I.
- MST students must return one copy each of the Approved Program of Study from to room 117 Satterlee Hall and room 111 Satterlee Hall.
- The form is needed so that an audit can be done at various stages of your course work.
- If you have a desire to student teach abroad, then refer to international education.
- Know and adhere to all the conditions contained in the student teaching contract that you signed at the mandatory informational meeting.
- Overall GPA requirements: graduate student 3.0; undergraduate student 2.5 in major or specialized area; and undergraduate student 2.75 in education major.
- Complete Part II of the student teaching application by the designated deadline found on our website.
- Refer to the Guide to Student Teaching for registration directions.
- Visit Student Health Services for information on Health Fee Waiver eligibility.
- Establish a reference file in Career Planning.
- Once you receive your placement, go to the website to access your supervisor's orientation schedule.
- Introduce yourself to both your supervisor and your sponsor teacher.
- View mandatory seminar dates, syllabus, and agenda on the website.
- Go to BearPaws to input your address and phone number during your student teaching semester.
- Access/complete Student Evaluation of College Supervisor Form on the web.
- Access/complete Student Teaching Exit Survey on the web.
- Complete Health 230 (CA, SAVE), a two-credit hour course that includes the identification and reporting of child abuse and violence prevention and intervention workshops.
- Complete the state exams.
- Submit completed certification application to room 111 Satterlee Hall.
- Submit application for degree to the graduate office, room 117 Satterlee Hall.
- Never seek a pre-student teaching or a student teaching placement on your own
- Copies of the three state exams as well as verification of fingerprint clearance must be submitted to the Office of Field Experiences before your application for certification will be submitted to Albany.

**Notations**

The School of Education and Professional Studies does not approve of courses being taken during the student teaching semester.

If you feel that your past experiences might be able to be substituted for field experiences, then an appeal must be filed through the graduate office. The School of Education and Professional Studies discourages employment during the student teaching semester.

Student Teaching Prerequisites:

The following requirements for MST candidates must be met prior to being placed in a student teaching position.

- An overall grade point average of 3.0 in graduate courses;

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- Full admission to the graduate program (including completion of all the prerequisite courses);
- Read and understand policies in the Graduate Catalog and the Guide to Student Teaching;
- A signed Approved Program of Studies Form must be on file with the Office of Graduate Studies and the Office of Field Experiences;
- Submission of the Application for Student Teaching prior to the deadline date and attendance of all required meetings; and
- Complete all the required courses prior to the student teaching semester.

The following requirements for undergraduate candidates must be met prior to being places in a student teaching position.

- Completion of all education courses with a 2.0 and overall 2.75 GPA;
- Completion of the majority of specialized courses and/or major courses with a 2.0 and an overall of a 2.5 GPA in specialization and/or major; and

## On-line Learning

SUNY Potsdam offers a variety of graduate and undergraduate Distance Learning courses, coordinated by the Office of Extended Education. More than thirty online and hybrid courses were delivered during the 2009 Summer Session, with many more under development. Courses are offered during the Fall and Spring semesters, Winterim, and Summer Session.

These web-based courses are delivered through the Blackboard Course Management System hosted by the College. Designed with a student-centered approach, faculty members facilitate content delivery and activities to actively engage students in discussions, collaboration, group work, and critical thinking. Two types of Distance Learning courses are offered: (1) online and (2) hybrid (a mix of online and on-campus sessions/meetings).

For more information please visit the Online Learning web site http://www.potsdam.edu/academics/online, or e-mail the Distance Learning Coordinator at online@potsdam.edu. Additional information is available at the Office of Extended Education, Raymond Hall Room 206, telephone (315) 267-2166 or (800) 458-1142.

# ACADEMIC INFORMATION

## Summer Session

Spending the summer in Potsdam? There are a few good reasons for staying here during the summer months. First, the weather during June, July and August is beautiful. Just as the climate is much more inviting, so is the environment. In the nearby Adirondack Mountains, there are great places to camp, canoe and hike. Even though Potsdam is fairly quiet during the summer, excitement can be found in Lake Placid, Montreal and Ottawa. All three are less than two hours away.

Another great reason to stay in Potsdam during the summer months is to enroll in courses offered in one of our several summer sessions. If you are an undergraduate student, Summer Session is a good time for you to fulfill course prerequisites, lighten your load for the upcoming fall semester, take a travel or other type of special interest course that is not offered during the regular fall or spring semesters, retake a course to achieve a higher grade, or to make sure that you earn your degree and graduate on time.

Our summer sessions are of varying lengths, typically beginning the week after spring graduation and ending in the middle of August.

Registration for credit courses is surprisingly easy. Fax, mail or walk-in registration is available through the Office of Extended Education, located in Raymond Hall, Suite 206. In addition, web registration, through BearPaws, is available to all matriculated graduate and undergraduate students. Additional information, including course schedules and registration, can be found on the www.potsdam.edu/academics/ExtEd/ web site.

Financial aid is available to students enrolling in Summer Session credit courses. Each aid program requires that a student be matriculated in a degree program and registered for a minimum of six credit hours. It is important to contact the Financial Aid Office (267-2162) as far in advance as possible to confirm your eligibility and to complete the necessary forms.

Just in case there is a rainy or cool day, Maxcy Hall's facilities are available Monday - Friday while classes are in session. Also open during the summer is the Advising Center, Bursar's Office, the Student Union, the Counseling Center, Financial Aid Office, Office of Graduate Studies, Registrar's Office, Student Health Services, the Library, the Levitt Computer Center and the College Bookstore. On-campus housing, as well as food service, is available for students during all summer sessions. Consult the Summer Session Schedule Bulletin for a complete listing of services, locations and time schedules.

In addition to over 70 undergraduate and 80 graduate courses, sports, music and language camps, as well as numerous conferences, seminars and workshops on a variety of topics are offered. Examples of camps are the French Language Camp, Basketball Camp, Swim Camp and the very popular and well-known Crane Youth Music Camp. Fax, telephone, mail or walk-in registration for non-credit courses, conferences and camps is available through the Office of Non-Credit, Conference and Special Programs, located in Van Housen, Room 389. The telephone number is 267-2167 or (800) 458-1142. Additional information, including course and camp schedules and registration, can be found on the www.potsdam.edu/community/noncredit/ web site.

## Winterim

Winterim is a two-week mini-session typically offered in January prior to the beginning of the regular spring semester. Typically between 30 and 35 graduate and undergraduate credit courses are offered. Students enroll in Winterim for many reasons. The three most prominent reasons are: "To be able to graduate on time; to lighten the course loads for the spring semester; and to complete needed pre-requisite courses or required general education elective courses." Additional reasons that Winterim has proven to be very beneficial with students is to: "Take a course that would not otherwise fit into a student's fall or spring schedule; enroll in a special interest/unique topic course that is not offered in regular semesters such as domestic and international travel courses; and to take a course of personal interest."

The Winterim schedule of classes is available in mid to late October with Web registration beginning in the first part of November. The full schedule and related information is also available under the Extended Education Web-site. Since Winterim is a "stand alone" session, the official College New York state and out-of-state resident/non-resident undergraduate and graduate per credit hour tuition rates apply. Housing in campus dormitories and special meal plans are available for students for an extra charge.

For further information regarding course schedules, registration procedures, etc., please contact The Office of Extended Education at (315) 267-2166 or (800) 458-1142. The information can also be found on the College's web site at www.potsdam.edu/academics/ExtEd/winterim/.

The office is located on the second floor of Raymond Hall in Room 206.