



Optional Syllabus Statements

This document contains a list of sample syllabus statements you may want to add for your course as they apply. Each statement is labeled as Heading 3. When copying statements to your course syllabus, this heading may need to be changed based on the structure of your syllabus.

If you would like to share and contribute to this list, please email celt@stonybrook.edu with your sample syllabus statements.

Digital Accessibility

Accessibility

Stony Brook University is committed to ensuring a supportive, inclusive, and equitable learning environment for all members of our community, which includes upholding the principles of [Title II of the Americans with Disabilities Act \(ADA\)](#). As a student in this course, it is important to recognize your role in ensuring that all classmates, including those who use assistive technologies, can fully engage with and comprehend the course content. Therefore, any digital materials you create and share, such as assignments, presentations, or shared documents, must be designed to be digitally accessible using the most up to date version of the [WCAG 2.1 Level AA guidelines](#). Accessible practices include, but are not limited to, providing alternative text for images, using clear heading structures, and ensuring captions for any video or audio you incorporate. Guidance and assistance in making your digital content accessible can be found on the [Accessibility Resources for Students](#) page. For additional support, please visit [Deque University](#).

Classroom Policies

Attendance Policy

Check with your department for specific department policies

To optimize your success, you are expected to attend all classes in this course for the semester. However, I understand that sometimes things happen that may cause you to miss a class session. For this, I allow two unexcused absences for the semester with no reduction in participation points. If you expect to be absent for more than 2 class sessions, please reach out to me as soon as possible so we can discuss.

Cell Phone/Electronic Device Statement

Electronic devices such as laptops and tablets are allowed to be used during class for note taking purposes. Please be considerate of your classmates as other uses of electronic devices can be distracting to your peers during class. Since some students prefer to use laptops or

tablets in class and others find this distracting, there will be a designated section in class for those of you who wish to use an electronic device to take notes.

Late Work Policy

All assignments are due on the due dates indicated on the syllabus. However, I understand that sometimes things happen that may cause you to miss a deadline. In these instances, you may use your "No Question Asked" coupon slip in your syllabus. These slips allow you to submit an assignment up to 4 days late without penalty. You can use these for any assignment and for any reason. You do not need to provide me with the reason. Make sure to include the "No Question Asked" coupon slip with your assignment when submitting on Brightspace.

Once you have used your "No Questions Asked" coupons, point deductions will occur for any assignment submitted after the deadline.

If you have extenuating circumstances (ie hospitalization) that will cause you to miss more than 2 deadlines, please reach out to me so we can discuss.

Academic and Student Success

Academic Success & Tutoring Center

Free academic support services including one-on-one and small group course-based tutoring, one-on-one skill-based tutoring, peer assisted learning (Supplemental Instruction), and public speaking courses are available for undergraduate students. Learn more about these services by visiting the [Academic Success and Tutoring Center website](#)

Diversity/Inclusion Statement

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

-sample from [Brown University](#)

Names and Pronouns

This institution recognizes the importance of a diverse student body, and we are committed to fostering equitable classroom environments. You are invited to share how you want to be referred to both in terms of your name and your pronouns (he/him, she/her, they/them, etc.). I will do my best to address and refer to all students accordingly and will support you in doing so as well. In this classroom, we will respect and refer to people using the names and personal pronouns that they share.

-Adapted from University of Maryland LGBTQ+ Equity Center

University Libraries

Need research help? SBU librarians are available to help you engage with all types of information. Librarians can teach you how to use effective search strategies, use the library's online databases, find resources on the open web, evaluate websites, cite your sources, avoid plagiarism, understand AI, and more. Helpful links:

- [Main library website](#): explore [databases](#) and [research guides](#).
- [Ask a Librarian](#): get in touch with a librarian through chat, email, or [request a consultation](#).

Wellness

There is a general Wellness and Support statement on all of the syllabus templates. There is a link on this statement to our Syllabus Addendum that contains the statements below. However, if you would like to include these statements on your syllabus, please feel free to do so.

Class Absences

In the event of a short-term absence from class, students are encouraged to communicate immediately and work directly with instructors. However, if a student is struggling with an extended absence due a hospitalization, family illness or death, they are encouraged to reach out to the Student Support Team.

[Student Support Team \(SST\)](#)

The SST is committed to supporting the emotional, physical and intellectual wellness of all Stony Brook University students. If you are not sure how or where to get help or are facing a challenge that is impacting your academics, including assistance with basic needs support, the Support Team will provide proactive consultation and refer to other on-campus resources, as needed..

[Counseling and Psychological Services \(CAPS\)](#)

CAPS offers Individual, group therapy, psychiatry (medication management) and case management resources to assist with care coordination. To book an appointment please visit the [WolfiePortal](#) or call 631-632-6720. Students experiencing emotional crisis can call the CAPS Crisis Line to speak to a counselor 24 hours a day, 7 days a week at (631) 632-6720, choose option 2 or (855) 509-5742.

You can also access virtual Scheduled Counseling and TalkNow services (24/7) by visiting [TimelyCare webpage](#) or downloading the TimelyCare app (iOS or Android) to register with your name and Stony Brook email address.

[Center for Prevention and Outreach \(CPO\)](#)

Events and activities to help you learn creative ways to cope with stress as well as gain skills and awareness to empower your health and overall well-being as well as the safety of those in our community. CPO also provides free health products, including menstrual hygiene, safer sex, cold & flu, and sun safety kits.

[Student Health Services \(SHS\)](#)

Comprehensive primary physical health care services for all students, including medical & dermatology care, sexual & reproductive health, dietician/nutrition services, HIV risk reduction/PreP, full-service onsite pharmacy and laboratory, and a self-care clinic with free over-the-counter medications. You can also access virtual Scheduled Medical and MedicalNow services (24/7) by visiting timelycare.com/stonybrook or downloading the TimelyCare app (iOS or Android) to register with your name and Stony Brook email address.

[The CARE Team](#) (Consult. Assess. Respond. Educate.)

Worried about a peer and want to help them connect to resources? The CARE Team uses a supportive, individualized approach to address concerning behavior that may pose a threat to student health and safety. You can report concerns using a form on the website, or contact the CARE Team at (631) 632-CARE or care@stonybrook.edu.

[Survivor Advocate 631-457-9981](#)

The Survivor Advocate & Prevention Associate provides confidential, trauma-informed support to Stony Brook students who experience any kind of sexual or relationship violence, including harassment, assault, dating violence, and stalking.

Additional Technology Statements

AI Policy

For various examples of syllabi statements for AI use in your class, please refer to our [Generative AI webpage](#) and this [Syllabi Policies for AI Generative Tools document](#).

Stony Brook Email

It is important that you use your Stony Brook University email address as this email is used for all University-related communications. All announcements and correspondence will be sent to your Stony Brook email address so plan on checking this email account regularly for course-related messages. Go to [Stony Brook Google Mail](#) and sign in with your NetID and password.

VoiceThread

We will be using VoiceThread in this course. VoiceThread is an educational tool that allows you to view and share multimedia presentations. We will be using VoiceThread for discussions and you will also be using it for some assignments and presentations. In this program, you can upload slides, images, and videos, and then annotate with audio, video, or text.

*Please note: VoiceThread does not work well with Safari. Please use Chrome or Firefox as your browser.

To get acquainted with VoiceThread, I recommend reviewing the following video tutorials:

- [What is VoiceThread? VoiceThread in Education](#)
- [How to Comment on a VoiceThread](#)
- [How to Submit an Assignment](#)

For other [Technology Statements please visit DoIT's webpage](#)