



Syllabus Statements

This section provides a limited list of support services that are available to students. We have included sample statements you may choose to use in your syllabus. As an academic institution, we have a responsibility to maintain records of all delivered courses; thus, please submit your syllabi (which includes course student learning outcomes), at the start of each semester, including summer, to the dean's office.

Template for Course Syllabi for University Faculty (IFO working group on Faculty of Color Safety, 07.28.21)

"All students are encouraged to critically reflect on the course topics and to raise questions to the class and to the professor. Please be respectful to one another by not presenting your question in a hostile manner. Open dialogue on course content is encouraged, but attacks on classmates or me are not. Please set up a time to talk with me if you have questions about this policy or if you believe this policy is being violated. You may also report hostile, biased or threatening behavior to www.stcloudstate.edu/oea/"

There are many offices on campus that provide additional support and/or information outside of class including:

- American Indian Center: www.stcloudstate.edu/aic
- Multicultural Student Services: www.stcloudstate.edu/mss
- Center for International Studies: www.stcloudstate.edu/internationalstudies
- Additional Student Services Offices: <https://www.stcloudstate.edu/campuslife/student-services.aspx>

EAB Navigate Student Success Tool

"St. Cloud State uses the Navigate platform, which allows faculty and advisors to provide proactive and coordinated care for students. Throughout the semester, I may submit updates on students with attendance or academic concerns so that advisors can reach out to provide additional support and/or connect you to campus resources. I may also contact you through email, before or after class, or encourage you to meet with me during my office hours. Please know I'm here to support you in your academic success. You can learn more about the Navigate tool at www.stcloudstate.edu/universitycollege/navigate/student-resources.aspx"

Office (student) Hours:

"The time that I have listed as office hours is time for you. It is time that I have dedicated to be available for whatever you need. This does not mean that I will stare sadly out the window waiting for a student to come – I will be doing other work. What it does mean is that the second you show up, that work goes away and the time is yours. We can talk about the course, the department, some other topic, grad school, etc. I am available for you during that time. Additionally, if my door is open at other times, feel free to drop by – I'm in my office often. If I am in but can't talk right then, I'll let you know and we can chat at a different time."

Counseling and Psychological Services

"College can be stressful and it is normal for some students to struggle emotionally while balancing the demands of college and personal lives. If you are struggling, please stop by and see me during my office hours. Know that our Counseling & Psychological Services (CAPS) Department is available Monday through Friday 8-4:30 to assist students who need help. Don't hesitate to reach out for help. We care about you and want you to be successful both personally and professionally here at St. Cloud State University (SCSU)."



How to get an appointment or make a referral to CAPS:

1. Call 320-308-3171
2. Go to the Request an Appointment link on the website
<https://www.stcloudstate.edu/counseling/>
3. Walk in to the CAPS clinic Monday through Friday any time between 8am and 4:30pm
4. Faculty/staff can call CAPS or walk over to CAPS in person with a student for a warm hand-off (we are located in Eastman Hall, 3rd floor)
 - Faculty/staff should call ahead when possible so we can be prepared for an immediate visit with the student

After hours use any of these crisis resources:

- Local crisis line at 320-253-5555 or 800-635-8008
- [National Suicide Prevention Lifeline](#) or call 1-800-273-8255
- Crisis Text Line: Text "MN" to 741-741

Food and Housing Insecurity

"If you face challenges securing food or housing and believes these needs may affect your academic performance in this course, please contact the Case Manager housed in CAPS (Counseling and Psychological Services) at 320-308-3171 for a consult and possible assistance. Feel free to talk to me if you need assistance in accessing this resource."

For more information on the Huskies Food Pantry; or to order food and self-care items from the Huskies Pantry, access the Pantry website
<https://www.stcloudstate.edu/huskiesfoodpantry/default.aspx>; call the Huskies Pantry 320-308-5685; or e-mail the Pantry foodpantry@stcloudstate.edu.

For information and eligibility screening for community resources and support contact Bridge to Community Resources at <https://www.stcloudstate.edu/sps/community-resources.aspx> or email smmoriarty@stcloudstate.edu.

"Keep the Pack Safe" Statement

"St. Cloud State University (SCSU), in coordination with state and local health departments, is closely monitoring the spread of COVID-19 and following the State of Minnesota's laws and guidelines to keep everyone safe. As a reminder:

If you are not feeling well, be sure to call the SCSU Medical Clinic for assistance at (320) 308-3191 or email myhealthservices@stcloudstate.edu."

LGBTQIA

"The LGBT Resource Center at St. Cloud State University promotes full inclusion of LGBT+ folk and allies and works to dismantle prejudice, discrimination, and oppression toward and within the LGBT+ community. Visit the [LGBT Resource Center](#) for more information regarding the offered support services at St. Cloud State University."



Our Husky Compact

“As our student, we make a bond with you in [Our Husky Compact](#) to prepare you to be a global citizen of the 21st Century. As a graduate of St. Cloud State, you will be prepared for a life of intellectual, professional and personal fulfillment with the skills to discover and apply new solutions to challenges and opportunities through risk-taking, innovation and imagination.

Lifelong growth and development along the dimensions of Our Husky Compact will prepare all members of the St. Cloud State community to reconsider the world around them.”

Sexual and Relationship Violence

“St. Cloud State University (SCSU) is committed to fostering a safe and inclusive learning environment for all students. If you (or someone you know) has experienced/survived any form of sexual harassment or sexual violence, including rape, sexual assault, relationship or inter-partner violence, or stalking, know that help and support are available. SCSU strongly encourages all individuals to report incidents of sexual harassment to the Title IX Coordinator:

Chocoletta Simpson, MPA
Director, Equal Opportunity & Title IX Coordinator
Office of Institutional Equity & Access
121 Administrative Services Building
Phone: 320-308-5123
Email: oea@stcloudstate.edu

Additional information and online reporting options are available [here](#).

Please be aware that if you share, verbally or in writing, incidents of this nature, as your instructor, I am required to disclose this information to Title IX Coordinator, the designated employee to coordinate the university’s efforts to comply with Title IX federal and state requirements. If you wish to speak to a confidential employee or resource, who does not have this responsibility, you can contact the following resources:

SCSU Counseling and Psychological Services https://www.stcloudstate.edu/counseling/ Open Monday-Friday 8-4:30pm	320-308-3171
SCSU Health Services Open Monday-Friday 8-4:30pm	320-308-3191
SCSU’s Gender Violence Prevention Program; Women’s Center	320-308-4958
Central MN Sexual Assault Center (Community program)	320-251-4357 800-237-5090 24-hour hotline

Your safety and success as an SCSU student are of utmost importance. If you have any questions or want additional information, please contact the Office for Institutional Equity and Access at (320) 308-5123, via email at oea@stcloudstate.edu, or in person.”

Student Accessibility Services

“St. Cloud State University is an affirmative action, equal opportunity employer and educator. St. Cloud State University is committed to a policy of nondiscrimination in employment and education opportunity and works to provide reasonable accommodations for all persons with disabilities.



Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. Please contact [Student Accessibility Services](#) or 320-308-4080, office Centennial Hall (CH) 202 to meet and discuss reasonable and appropriate accommodations for your plan. The accommodations authorized in your plan should be discussed with your instructor. All discussions will remain confidential. This syllabus is available in alternate formats upon request.”



Resources

Below are some resources you may find useful as you are planning for Fall Semester 2021.

Academic Technology Support

D2L@stcloudstate.edu is your first line of help. The System-Wide HelpDesk can answer basic questions about D2L, but there are some things that are very specific to St. Cloud State University (SCSU) where they will not be able to help.

<https://www.stcloudstate.edu/its/services/academic/default.aspx>

Virtual appointments can be made at:

<https://outlook.office365.com/owa/calendar/OnlineSupport@MinnState.edu/bookings/>

Academic Support Services

<https://www.stcloudstate.edu/academics/academic-support/default.aspx>

Bridge to Community Resources

For connections to and eligibility screening for community resources related to housing, food, utilities, childcare, mental health, legal, and related social services:

<https://www.stcloudstate.edu/sps/community-resources.aspx>

Contact information: smmoriarty@stcloudstate.edu.

Calendars

Includes listings and descriptions of upcoming events and links to the Academic and Interfaith Calendars.

<https://www.stcloudstate.edu/events/default.aspx>

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) is a department within the Division of Student Life and Development that helps undergraduate and graduate students cope more effectively with personal, mental health, and academic issues that arise in their lives. Counseling and Psychological Services is the primary mental health provider for students at St. Cloud State University.

<https://www.stcloudstate.edu/counseling/default.aspx>

Location: Eastman Hall, Room 305

D2L Resources

For questions on D2L and Zoom. This site has quite a bit of information about D2L - the status of the system, a link to the system knowledge base, the D2L community site, etc.

<http://minnstate.edu/system/ims/index.html>

Food Pantry

St. Cloud State University Huskies Food Pantry provides nutritious options to students experiencing food insecurity in an effort to support learning, health, and student retention.

<https://www.stcloudstate.edu/huskiesfoodpantry/>

Contact information: foodpantry@stcloudstate.edu or call 320-308-5685.

Location: Hill Hall, Room 190. Also available at the Plymouth location.



HuskyTech

HuskyTech is the technology support center for St. Cloud State University students, faculty and staff. HuskyTech consultants are trained and ready to assist computer users of all levels, from beginner to advanced, both on and off campus.

<https://www.stcloudstate.edu/its/huskytech/default.aspx>

Location: Miller Center, Room 102

Lindgren Childcare Center

The Lindgren Child Care Center is a student service providing quality child care and support to all St. Cloud State University student parents.

<https://www.stcloudstate.edu/childcare/>

Enrollment Information for the Child Care Center:

<https://www.stcloudstate.edu/childcare/enrollment.aspx>

Location: Lindgren Childcare Center

Online Course Development

A resource to help faculty design new online or hybrid courses as well as translate face-to-face courses to an online or hybrid format.

<https://blog.stcloudstate.edu/onlineteachingresources/>

Online Instruction Resources

<https://www.stcloudstate.edu/online/faculty/default.aspx>

Registration and Financial Services

Registration and financial services provides support and information for students on registration, tuition, and financial assistance.

<https://www.stcloudstate.edu/srfs/>

Location: Administrative Services Building, first floor

School of Graduate Studies

We are here to support graduate students in getting started and completing their graduate programs. This page contains links to support the graduate school journey.

<https://www.stcloudstate.edu/graduatestudies/students/default.aspx>

SGS Pass Academy This initiative supports graduate students in achieving their goals through accessing workshops and experiences that contribute to personal, professional, and academic development.

<https://www.stcloudstate.edu/graduatestudies/students/professional-dev.aspx>

SGS Forms All the fully online forms needed to manage the graduate student experience.

<https://www.stcloudstate.edu/graduatestudies/forms/default.aspx>

Location: Administrative Services 101



SCSU Career Center

The Career Center provides resources and support to students in exploring, finding, and preparing for careers. Examples of assistance include building resumes, mock interviews, finding jobs, workshops, and more.

<https://www.stcloudstate.edu/careercenter/>

Location: Centennial Hall, Room 215

Student Accessibility Services

Student Accessibility Services is St. Cloud State's program to provide accommodations for students with disabilities. The goal of the program is to offer students with documented disabilities equal access to SCSU courses, programs, and events through a collaborative process to provide appropriate and reasonable accommodations.

<https://www.stcloudstate.edu/sas/default.aspx>

Location: Centennial Hall, Room 202

Student Code of Conduct

<https://www.stcloudstate.edu/studenthandbook/code/default.aspx>

Division of Student Affairs

Student Life and Development is committed to:

Advocacy and Support

Diversity and Inclusion

Transformational Learning Experiences

Holistic Development

Health and Well-Being

Community Building and Leadership

<https://www.stcloudstate.edu/sld/about-us/default.aspx>

Location: Atwood Memorial Center, Room 110

Student Services

<https://www.stcloudstate.edu/campuslife/student-services.aspx>

Placement Testing Services

Placement testing to help students determine course placement:

<https://www.stcloudstate.edu/placementtesting/default.aspx>

Contact: placementtesting@stcloudstate.edu

Location: Centennial Hall, Room 351

Writing Assistance

The Write Place offers free support and help for the writing and reading done in and outside school. Students can make an appointment with one of the writing coaches and can get help on writing their papers for class, from how to start, to editing and documenting sources.

Appointments are encouraged: <https://stcloud.mywconline.com/>

For hours, locations and resources: <https://www.stcloudstate.edu/writeplace/default.aspx>



Tutoring Services

Tutor.com is a free online tutoring tool available to students in all Minnesota State Schools. The System Office has purchased 15 hours of Tutor.com tutoring for every student each year. It is available on the [D2L Brightspace](#) homepage under “Resources” tab. Students can work with a tutor 24/7 in more than 40 subjects (e.g., in Math, Science, Social Studies, English, Foreign Languages), and on study strategies, reading, note-taking, or time-management strategies. Please ensure that your students know about this valuable tutoring service. Faculty interested in training or additional information should contact the Dean of University College at <mailto:universitycollege@stcloudstate.edu> or Greg Jorgensen at <mailto:gsjorgesen@stcloudstate.edu>

University Library

The University Library provides a wide array of services such as study rooms, computer labs, quiet spaces, and more. The library provides online access to books, articles, and research papers available to SCSU students. For more information on how to chat or set up an appointment with a librarian: <https://stcloudstate.libguides.com/ask-a-librarian> And, did you know the library has textbooks for checkout? Check out our TAPS program to find out if we have the book or materials for your course: <https://www.stcloudstate.edu/library/borrow/reservetextbooks.aspx>
<https://www.stcloudstate.edu/library/default.aspx>

- **Check your email to see if we have your text book for free**

Location: James W. Miller Learning Resources Center



To the campus community:

In order to successfully create a safe, welcoming, and respectful campus community, it is vital that the university community understand and utilize the Minnesota State [1B.1 Policy](#) and [1B.1.1 Complaint Procedures](#) to resolve issues of harassment (including sexual harassment), discrimination, and retaliation on the basis of race, sex, color, creed, religion, age, national origin, physical/mental disability, marital status, sexual orientation, gender identity, gender expression, veteran status, reliance on public assistance, or membership/activity in a local commission.

Additionally, Minnesota State [1B.3 Sexual Violence Policy](#) and [1B.3.1 Sexual Violence Procedure](#) are used to address reports of sexual harassment and discrimination including sexual assault, sexual violence, and stalking allegations.

Chocoletta Simpson is the individual who serves as the Title IX Coordinator for the campus. Contact information for the Title IX Coordinator is as follows:

Chocoletta Simpson, MPA

Vice President of Equity and Inclusion, Title IX Coordinator

Administrative Services 121

St Cloud, MN 56301

Phone: 320-308-5123

E-mail: oea@stcloudstate.edu

All reports of gender-related discrimination, harassment, and student concerns surrounding access to educational opportunities based on sex (gender) that are reported to faculty, staff, and student staff must be reported to the Title IX Coordinator. This includes all reports involving sexual assault, sexual violence, rape, stalking, relationship or domestic abuse/violence, cyber harassment, sexual harassment, and other reports related to gender discrimination. Please note, the examples listed above are not intended to be an exhaustive list.

Confidential Reporters, those who are not required to report incidents of actions listed above, are limited to:

- [Medical Professionals](#)
- [Licensed Counselors](#)
- [Gender Violence Advocates](#)
- Clergy

In order to ensure a safe campus, we encourage individuals to submit reports online using the following web-based forms or in-person:

- [Report of Sexual Assault, Sexual Violence, Domestic or Inter-Partner Violence, and Stalking](#)
- [Report of Discrimination and Harassment](#)

The Office for Institutional Equity & Access takes every concern and potential complaint of students and employees seriously. We welcome the opportunity to talk with students and employees about any issues or workplace concerns. We are able to provide supportive measures and individualized services, as appropriate, to the reporting party (complainant) or responding party (respondent) regardless of whether or not a formal



complaint has been filed.

Faculty, staff, and students should feel free to call us at 320-308-5123 or email oea@stcloudstate.edu if you have any questions. We are here to help.

For more information about our office and the services that we provide, please contact us directly or visit our website at [Office for Institutional Equity & Access](#).