Higher Education Administration Program

Stony Brook University
School of Professional Development

New Student Orientation – Summer & Fall 2016
Our Agenda

- Curriculum overview
- Enrollment information
- Reminders, to do list, and campus resources
- SPD policies and deadlines
- Academic and online student expectations
- Required library workshops
- Volunteer, student employment, leadership, and networking opportunities
- HEA welcome breakfast and GA interview day
- Q&A
Who We Are

• Welcome to the School of Professional Development!
• Master of Arts and Advanced Graduate Certificate (AGC) in Higher Education Administration
• Program focus on student affairs and higher education administration
• More than 250 students currently enrolled
• 220 proud alumni/ae
• 28 adjunct faculty members
Curriculum Overview

- 36-credit Master of Arts degree
- 18-credit Advanced Graduate Certificate

**Face-to-Face:** 14-week term, Monday-Thursday evenings - 3 hour classes (generally 5:30 p.m. start)

**Online via Blackboard:** 10-week, rapid paced term - starts at beginning of fall, spring, and summer I

- Courses accessible on Blackboard one week prior to start of term
- Textbook details listed on SOLAR under each course

- Summer 2016 classes begin: **Tuesday, May 31**
- Fall 2016 classes begin: **Monday, August 29**
Core Courses – 18 credits

HEA 501 - Foundations of Higher Education Administration

HEA 502 - Survey of College Student Development Theory

HEA 503 - Leadership in Higher Education

HEA 504 - Research and Assessment in Higher Education

HEA 521 - Diversity and Higher Education

HEA 595 - Project Seminar (not required for AGC)
Elective Courses
18 credits for Master of Arts
3 credits for Advanced Graduate Certificate

HEA 510 - Technology in Higher Education
HEA 520 - Advising and Counseling in Higher Education
HEA 522 - Crisis Management and Prevention in Higher Education
HEA 523 - Student Affairs Administration
HEA 524 - Enrollment Management
HEA 525 - The Contemporary Undergraduate
HEA 526 - Career Counseling and the Psychology of Work
HEA 527 - Community College Administration (new course)
HEA 530 - Legal Issues in Higher Education
Elective Courses

continued

HEA 531 - Finance Issues in Higher Education
HEA 532 - Facilities Management in Higher Education
HEA 533 - Intercollegiate Athletics in Higher Education
HEA 534 - Philanthropy in American Higher Education
HEA 535 - International Higher Education
HEA 540 - Critical Issues in Higher Education (summer institute only)
HEA 560 - Comparative University Systems (study abroad course)
HEA 586 - Practicum – special permission required for AGC students
HEA 587 - Advanced Practicum
Practicum

• 3-credit internship at a college or university; must be unpaid
• Open to students pursuing the Master of Arts degree
• Required for students who do not have at least one year of professional higher education experience or are not currently employed in higher education
• Excellent opportunity to gain practical experience and strengthen resume
• Work with site supervisor and Stony Brook practicum coordinator
• Options in fall and spring
• 150 total hours – approximately 10 hours per week
• Online course component with some written assignments and discussion boards
Summer Institute

• HEA 540 – Critical Issues in Higher Education
• 3 credit course instructed by Dr. Timothy Ecklund
• Hybrid course – some online work in early July
• Stony Brook West campus – Monday, July 18 – Friday, July 22, 9 a.m. – 5 p.m., with some evening activities
• Guest speakers, alumni reception, opportunity for online and face-to-face students to meet
• On-campus residence hall and hotel options
Study Abroad

- HEA 560 – Comparative University Systems
- 3 credit course instructed by Dr. Frank Shih
- Abroad trip in late May/early June
- China program – May 21 – June 4, 2016
  - Visit to several Chinese universities, Beijing, and Shanghai
- Florence, Italy – summer 2017
  - Visit to several Italian universities, including Florence University of the Arts
Enrollment

• Resolve any holds/blocks and enroll as soon as you are eligible
• Each semester, you will need to “agree” to the financial responsibility statement prior to registering – no paper bills are mailed
• Enrollment dates are listed in SOLAR
  Fall and Summer - Early April
  Spring and Winter - Early November
• Courses are reserved for HEA students during early enrollment
• Do not over-enroll
Enrollment

• Summer enrollment is open starting **April 6**

• Check your starting fall enrollment appointment date/time on SOLAR

• If you wish to enroll in a course(s) this summer, please e-mail spd@stonybrook.edu with your name and SB ID #, saying you are an HEA student, and ask that you be activated to enroll in summer 2016. This request will be processed **within 2 business days** in order to allow you to register.

• Must enroll in HEA 501 in fall 2016 (not offered in summer)

• Register by MAY 1 for summer and fall courses
Transfer Credit Policies

Grade of B or better required.

Credits cannot have already been applied to an earned graduate degree.

• Master’s degree:
  • Maximum of 12 credits total.
  • Combination of up to 12 Stony Brook credits and/or 6 external credits.

• AGC:
  • Maximum of 6 credits total.
  • Combination of up to up to 6 Stony Brook credits and/or 3 external credits.

• Complete “Transfer Request Form” for non-Stony Brook courses.
• Complete “Course Substitution Form” for Stony Brook courses.
• Both forms are available on the SPD website.
Reminders, To Do List, & Campus Resources

• Health Form (MMR immunization record) – NOT required if fully ONLINE student
  • Mail or fax to Student Health Services – see details on Health Form

• Net ID: Sign up on SOLAR; provides your access to all campus computing resources

• Contact Information and SB Alert: Verify/sign up on SOLAR

• Stony Brook Email: http://www.stonybrook.edu/mycloud, use your Net ID and Net ID password to log in

• Parking Pass for face-to-face students: www.stonybrook.edu/parking

• Stony Brook ID Card for face-to-face students: www.stonybrook.edu/campuscard
Reminders, To Do List, & Campus Resources

- Teaching, Learning and Technology Orientation — https://tlt.stonybrook.edu/StudentServices/help/Pages/TechnologyOrientation.aspx
  Contains demos on all campus applications and information on obtaining free or substantially reduced software.

- Blackboard — www.stonybrook.edu/blackboard


- Career Center – Handshake—www.stonybrook.edu/career

- Disability Support Services—www.stonybrook.edu/dss

- Writing Center – contact Kim Giacalone at kim.giacalone@stonybrook.edu for referral information
SPD Policies & Deadlines

• SPD Bulletin:  www.stonybrook.edu/spd/bulletin

• Academic calendar and add/drop deadlines:  www.stonybrook.edu/spd/graduate/calendar

• Tuition and fee liability deadlines:  www.stonybrook.edu/bursar
  
  Summer – due by first day of class
  Fall – due by August 15
  Spring – due by January 15
  You are not dropped for non-payment; will accrue late fees
Academic Expectations

• Be an active participant in the classroom.
• Dedicate the time necessary to each class – including reading and writing assignments.
• Meet all assignment deadlines.
• Focus on the quality of your writing – including content, citations, sentence structure, grammar, and spelling.
• Network within the University and higher education professional associations.
Academic Expectations

• Put theory into practice by doing volunteer or other internship work.
• Read announcements on Blackboard.
• Seek advising.
• Stay current on higher education issues by reading *The Chronicle of Higher Education*, *Inside Higher Education*, and other printed and online higher education resources.
• Be aware of and follow all SPD policies and deadlines.
Online Student Expectations

- Must commit 10-15 hours per week to each online class.
- Each week begins on Monday and ends on Sunday.
- Required to log on and post on at least three separate days per week (but most log in daily) as well as respond to classmates’ postings.
- Discussion boards must be done on time to receive credit; no “make-up” discussion boards.
- Must feel comfortable expressing yourself in writing.
- Must be extremely motivated and disciplined.
- Must be comfortable using computers and basic technology.
- If technical issues or problems occur, contact: spd_online@stonybrook.edu or call (631) 632-9484
Academic Integrity

• Intellectual honesty is the cornerstone of all academic work.

• All work submitted or posted by students must be their own.

• Submission of writing or ideas which are not the original work of the student (and not properly referenced) is considered plagiarism.

• Submission of similar or same papers or projects in more than one course without prior permission of the instructors constitutes academic dishonesty.

• Unintentional plagiarism is still plagiarism!

• Refer to SPD’s “Policy and Procedures for Governing Academic Honesty” for specific information. http://www.stonybrook.edu/spd/assets/pdf/dishonesty.pdf

• Minimum penalty for a student found guilty of academic dishonesty:

  F grade in the course and suspension from the University for one term/semester.
The Bedford Handbook

- By Diana Hacker & Nancy Sommers
- Available on Amazon.com
- Required for HEA 501 and HEA 595
Two Required Library Workshops

*Research Skills for HEA Students*

*Citation Skills for HEA Students*

These webinars are presented by the instructional librarians at their SB Connect meeting site. Access instructions will be emailed to all students who register in advance.
Optional Library Workshop

*Online Learning Orientation*

If you are taking an SPD online course for the first time, we recommend that you attend one of the following online learning webinars.

- How online learning is different from classroom learning
- How to navigate Blackboard
- How to participate in class discussions
- How to submit assignments
- How to communicate with your instructor
Volunteer & Student Employment Opportunities

• Volunteer, graduate student employee, and paid or unpaid opportunities
• Theory to practice connection
• Strengthen resume to be more marketable and competitive
• Some positions are posted on Handshake at www.stonybrook.edu/career
• Information on Blackboard under the “Higher Education Administration” student group
Leadership & Networking Opportunities

Higher Education Administration Association

The HEA Association aims to:

• Help new HEA students with their transition to the program
• Develop relationships with peers
• Facilitate networking among peers, faculty, and staff
• Increase awareness of University culture and opportunities
• Encourage career advancement opportunities

* Contact Alex Barkley at alexander.barkley@stonybrook.edu

Career Development Series – four part series

Careers in Higher Education Conference

Designed to provide participants with hands-on interactive activities to illustrate the various departments and functions within higher education and student affairs.
HEA Welcome Breakfast & GA Interview Day

- Friday, April 8, 9 a.m., Student Activities Center (SAC) room 305
- Park in garage at “Main Entrance” of Stony Brook (Nicolls Road)
- Meet and greet new HEA students, listen to a panel of current HEA students, and meet HEA faculty
- Interview on-site for graduate employment opportunities
- See GA opportunities at you.stonybrook.edu/heaopportunities and submit your resume and cover letter today!
Stay Connected!

us on Facebook!

facebook.com/stonybrookhea

hea@stonybrook.edu
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Good luck this semester!

For more information, visit www.stonybrook.edu/spd/hea