WELCOME NEW EDL & SDBL STUDENTS!
Presenters

Dr. Craig Markson
Assistant Dean and
EDL Coordinator
Agenda

• Welcome
• Program overview
• Academic expectations
• Certification
• Enrollment information
• Resources
• Staying connected
• Q & A
About Stony Brook

QUICK TAKE
• 25,272 students
• >2500 faculty
• >140 graduate programs

ACCOLADES
• Among the top 100 universities in the nation (U.S. News & World Report).
• Member of the invitation-only Association of American Universities, comprising the 62 leading research institutions in North America.
• Proud home to Nobel laureates, Guggenheim fellows and MacArthur grant winners.

View of the Wang Center from the academic mall.
About the Educational Leadership Programs

• Offered through the School of Professional Development

• “EDL” = combined School District Leadership + School Building Leadership

• “SDBL” = School District Business Leadership

• ~300 students across NY State

• Online and in cohorts
Program Overview
Educational Leadership Certification Programs

School Building/School District Leadership
School District Business Leadership

About Stony Brook University’s Educational Leadership Programs

Stony Brook University offers two post-master’s certificate programs that lead to certification in areas of school district, building and business leadership.

- The Educational Leadership (EDL) program prepares K-12 educators for advancement to positions at both the school district (SDL) and school building (SBL) levels. Such positions include superintendent of schools, district superintendent, assistant superintendent, principal, assistant principal, department chairperson, or athletic director. As of Fall 2007, this is the first program of its kind in New York State that serves as a pathway for certification at both the district and building levels.

www.stonybrook.edu/spd/edleadership
Educational Leadership Program (Combined SDL and SBL) Curriculum

This program consists of 36 credits, distributed among the four areas listed below. Please note that the courses are only available to students who are matriculated in this program.

1. **Foundation Courses—9 credits**
   - CEQ 501 – Educational Leadership Theory I
   - CEQ 502 – Educational Leadership Theory II (prerequisite: CEQ 501)
   - CEQ 503 – Educational Leadership Practice (prerequisites: CEQ 501 and CEQ 502)

2. **Required Courses—18 credits**
   - CEQ 515 – School District Leadership
   - CEQ 528 – School Law
   - CEQ 541 – School Building Leadership
   - CEQ 555 – Supervision of Instruction
   - CEQ 571 – School Business Administration
   - CEQ 572 – School Personnel Management

3. **Research Project —3 credits**
   - CEQ 595 – Educational Leadership Research Project Seminar
   The goal of the Project Seminar is to teach students to understand and conduct graduate-level research that culminates in a final research paper.
   **Prerequisite:** Completion of all foundation and required course work.
   **Note:** There are no transfer credits or substitutions permitted for CEQ 595 Project Seminar.

4. **Internship and Seminar—6 credits**
   - CEQ 586 – Seminar in School District/School Building Leadership* (co-requisite: CEQ 585)
   *Prerequisite: Completion of all foundation and required course work. Students may not enroll themselves in CEQ 585 and CEQ 586. Students who have completed the prerequisite course work should contact the Internship Coordinator, Dr. Robert Scheidt, for enrollment.
Foundation Courses – 9 credits

**EDL**
- EDL 501 Educational Leadership Theory I
- EDL 502 Educational Leadership Theory II
- EDL 503 Educational Leadership Practice

**SDBL**
- EDL 501 Educational Leadership Theory I
- EDL 502 Educational Leadership Theory II
- EDL 515 School District Leadership
EDL Required Courses

18 credits

• EDL 515 School District Leadership
• EDL 528 School Law
• EDL 541 School Building Leadership
• EDL 555 Supervision of Instruction
• EDL 571 School Business Administration
• EDL 572 School Personnel Management
SDBL Required Courses

18 credits

- EDL 514 Collective Bargaining and Arbitration in the Public Sector
- EDL 520 School Finance
- EDL 525 Managerial Accounting for the School Business Official
- EDL 528 School Law
- EDL 571 School Business Administration
- EDL 572 School Personnel Management
EDL 595 Project Seminar

• Students will conduct graduate-level research that results in a final research paper.
• At least 25 pages in length; APA formatted.
• Prerequisite: Completion of all foundation and required course work.
• Get started early! Start using a reference management program like Zotero or EndNote from your very first class.
Combining Classes

• If you want to take two courses in one term to speed your progress, mix theory courses (501, 502 and 503) with practical courses (541, 528, 555, etc.)
• Take School Building Leadership before School District Leadership.
• The above are suggestions. Other than the Foundation Courses (501/502/503), there is no sequence until EDL 585/586.
Possible Combinations

EDL 501 + EDL 528
EDL 502 + EDL 555
EDL 503 + EDL 571
EDL 541 + EDL 572
EDL 515 + EDL 595
EDL 585 + EDL 586
Internship

• EDL 585 Internship in School District/School Building Leadership
• EDL 586 Seminar in School District/School Building Leadership
• Prerequisite: Completion of all foundation and required course work (27 credits). There are no exceptions.
More Internship Information

• Students enroll in these courses concurrently over Summer/Fall or Spring/Summer.
• Once they have completed their coursework, students must receive permission from Dr. Scheidet, Internship Coordinator, to enroll. They cannot enroll via SOLAR without permission.
• There is a mandatory orientation, scheduled as follows:
  • Spring/Summer Internship Orientation: On or about November 19
  • Summer/Fall Internship Orientation: On or about April 16
Planning Your Course of Study

- Students have five years to complete the program.
- Students can take up to four courses at a time, but the recommendation for working students is that they take no more than two during each term.
- Students should balance theory and practice courses (e.g., EDL 501 plus EDL 528)
- Students should take EDL 501 first.
Planning Your Course of Study, Continued

• EDL 595 can be taken immediately before, during or after the internship.
• Most courses are offered online each term.
• Be proactive regarding the registration for the internship.
Textbooks

- Amazon is now Stony Brook’s official textbook provider: stonybrooku.amazon.com
- Search by ISBN (found in SOLAR and ClassFind http://classfind.stonybrook.edu/vufind/)
- Home delivery now; a physical pick-up/drop-off location later in the fall
- Our campus bookstore will now exclusively sell supplies and SBU memorabilia
Digital Library

• EDL has an agreement with Pearson Education to offer access to all program textbooks for an annual subscription rate of ~ $200.
• Subscribers can order printed (three-hole punch) copies for ~$15.
Expectations
Academic Expectations

• Be an active participant in class.
• Meet all assignment deadlines.
• Focus on the quality of your writing – including grammar & spelling, organization, depth of argument, intellectual engagement, and academic integrity. Seek help and get feedback.
• Maintain good academic standing with a minimum GPA of 3.0 (graduate, cumulative and in the program).
• Hone your research and citation skills: seek training and understand the Academic Honesty Policy.
Academic Honesty

• Cornerstone of all academic and scholarly work.
• Minimum penalty is an “F” in the course and suspension for one term for students found responsible for academic dishonesty.
• Often, accused students do not know how to properly cite their sources (but they are still found responsible).
• Consider viewing a recorded Citation Skills Workshop or registering for a live webinar in September.
Online Learning at SPD

• Classes offered in an asynchronous graduate seminar format.
• Be mindful of workload: Each course requires about 10-15 hours per week.
• Be prepared to log-on and post on at least three separate days per week (but most students log in daily).
• Have a back-up plan: Print out material, back-up files, and find other resources for computing and Internet connectivity.
• Courses are “open” in Blackboard at two weeks prior to the start of the term so check in ASAP to get started.
Administrative Expectations

• Students are responsible for knowing and abiding by all SPD/SBU policies and deadlines (refer to Academic Calendars, SOLAR, Student Accounts website, and the Graduate Bulletin/SPD Supplement).
• Check SOLAR for Messages and Holds.
• Proactively search for information on the SPD Website and SOLAR and seek help when needed.
• When contacting a University office, please include your SB ID and program name.
Administrative Expectations (cont)

• File for graduation in SOLAR at the start of your last term! Details on our website at www.stonybrook.edu/spd/current/graduation.html

• Start using your Stony Brook email account: www.stonybrook.edu/mycloud
Check Your SBU Email

### Primary
- **Blackboard6 Administrat.**
  - *eep: SPD Online Support: New Post - Course not show!*
  - 10:36 pm

- **Jacqueline.M.Donnelly**
  - *CEK 520.S31 Survey of Advising & Counseling in Highe*
  - 9:33 pm

- **Green, James K.**
  - *Re: Orientation Webinar: Registration Confirmation & Acces:*
  - 6:21 pm

- **Green, James K.**
  - *Re: Orientation Webinar: Registration Confirmation & Acces:*
  - 6:05 pm

- **Kristy Arnold**
  - *Re: CEK 504 Williams - Hi Kim, I did speak with this studen:*
  - 5:58 pm

- **me**
  - *Adobe Connect - Chat Transcript from SPD - Kimberly Giaci*
  - 5:58 pm

- **Kristy Arnold**
  - *I will be out of the office on Monday, August 19. Re: CE*
  - 5:48 pm

- **Carolyn Jankowski**
  - *Fwd: [registrar_scheduling_staff] SPD Cancellation Requir*
  - 5:08 pm

### Social
- **Lori Lyons**
  - *AGC Advisement Sheets - Hi Kim - Should you need them it*
  - 2:43 pm

- **Shawna Nielsen**
  - *Re: Recycling Toner - Hi All, Please see email below. Did ar*
  - 2:13 pm
Tabbed Interface
SPD Academic and Events Calendars

Add the calendars below to your Stony Brook Google Apps account by clicking on the button at the bottom of each calendar. You can also add the calendar on your iPhone or Android device.

Academic Calendars

Graduate Calendar (printable; Registrar's Website) | Winter Session

Graduate Academic Calendar

[Calendar page at stonybrook.edu/spd/graduate/calendar]
Additional Administrative Expectations

• Know NYSED’s regulations on examinations and workshops
• Know when and how to prepare for your internship orientation and registration
Educational Leadership Certification Programs

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www.stonybrook.edu/spd/edleadership
Advisement and Assistance

For academic advising:
Dr. Craig Markson, Assistant Dean
EDL Program Coordinator
Craig.Markson@stonybrook.edu
631.632.7067

For internship information:
Dr. Robert Scheidet
EDL Internship Coordinator
Robert.Scheidet@stonybrook.edu
631.632.4584

Financial Aid:
http://www.stonybrook.edu/finaid/
finaid@stonybrook.edu
631.632.6840

Bursar (Accounts/Billing):
631.632.9316
bursar@stonybrook.edu
www.stonybrook.edu/bursar/

Online Learning Support:
SPD Online
spd_online@stonybrook.edu

International Students:
Visa and Immigration Services
www.stonybrook.edu/visa
VIS@stonybrook.edu
631.632.4685

Teacher Certification Office:
spdgraduation_andcertification@stonybrook.edu
631.632.7055

Student Health Services
(MMR & Insurance Questions):
studentaffairs.stonybrook.edu/shs/
Resources For This Section

• SPD Website: http://www.stonybrook.edu/spd
• EDL Website: http://www.stonybrook.edu/spd/edleadership/
• Graduate Bulletin/SPD Supplement: http://www.stonybrook.edu/spd/bulletin
• SPD Online Website: http://www.stonybrook.edu/spd/online
• SPD Academic Calendar: http://www.stonybrook.edu/spd/graduate/calendar
• Textbooks: stonybrooku.amazon.com
Enrollment Information
SOLAR

SOLAR is Stony Brook University's enterprise-wide, self-service system which provides faculty, staff, and students with online access to manage personal information. Students use SOLAR to register for classes, print schedules, view and pay bills, update personal contact information, view transcripts, and submit student employment timesheets. Employees use SOLAR to update personal contact information, view vacation/sick accruals, print class rosters, submit grades, and much more.

Frequently Asked Questions

- How do I change my email address in SOLAR?
- How do I change my emergency contact information in SOLAR?
- How do I navigate SOLAR?
Get Cleared for Take-Off
Common Enrollment Blocks (or Holds)

• Proof of Health Insurance

• Signing the Financial Responsibility Statement

• Enrollment in SB Alert

• Proof of MMR Immunization

• Missing Training – HAVEN
When to Enroll

• Enroll as soon as you are eligible and according to your enrollment appointment.
• Summer and Fall enrollment begins in early April.
• Spring and Winter enrollment begins in early November.
• SPD seldom schedules Winter courses.
• Clear up any blocks you may have before registration begins.
• Don’t worry about payment (yet). Secure the courses you need; the bill isn’t due until the close to the start of class.
A Word About Waitlists

• The majority of online courses will eventually fill.
• Most online courses have a waitlist.
• If the course you want is full, add your name to the waitlist.
• If someone drops, you will be enrolled automatically.
• If enough people are on the list, a new section may be opened.
• Note: You are financially responsible for any course that you enroll in via the waitlist.
A Word About Cancellations

• SPD does not run courses with fewer than 10 students.
• Enroll early – we start cancelling under-enrolled courses about four weeks prior to the start of class.
• Check the enrollment in your course by clicking on the course’s title in SOLAR.
• If the course is still under-enrolled four weeks prior to the start of class, consider adding a second course as a back-up.
Your NetID
Your NetID

• Accesses all of the online resources not available in SOLAR: Blackboard, SB Connect, E-mail, Google Drive, Library Resources, SoftWeb, etc.

• Combination of your first initial and last name.

• Created for you – you need to log into SOLAR to create your NetID password.
Your NetID

![Solar System Interface]

- **Action Center**
  - **Holds**: No Holds.
  - **To Do List**: Complete Health Waiver by 2/15

- **Home Page**
  - **Security and Personal Data**
    - Change My Solar Password, NetID Maintenance, Whom to contact if I'm missing, User Preferences, Office Address, Addresses, Ethnicity, Veteran Status, Names, Phone Numbers, 8 More...
  - **SB Alert Emergency Information**
    - SB Alert - Registration
  - **Elections**
    - Student Elections, Faculty/Prof Elections, Senate Survey
Your NetID

NetID Maintenance
100258242 Name: Kimberly Giacalone

Information for students who are graduating or leaving SBU

Click here to set or change your NetID Password.

Security Question

In order to access the password management features available on this page, you will need to verify your identity by answering your security question. If you have not set up your security question yet, you will need to do so now in order to proceed.

Your NetID is kgiacalone
Your NetID

NetID Maintenance
100258242 Name: Kimberly Giacalone

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Test Your NetID Password
Your NetID

NetID Maintenance
100258242   Name: Kimberly Giacalone

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In order to access the password management features available on this page, you will need to verify your identity by answering your security question. If you have not set up your security question yet, you will need to do so now in order to proceed.

Your NetID is kgiacalone
Resources Mentioned in This Section

• SOLAR: http://www.stonybrook.edu/solar
• SOLAR FAQs/Tutorials: http://it.stonybrook.edu/services/solar/solar-for-students
Learner Support Resources
SPD Online

Visit the SPD Online Website at www.stonybrook.edu/spd/online

In 1996, the School of Professional Development began offering online courses to meet the needs of working professionals. Today we schedule more than 150 online courses per term, which can be used in our seven fully online degree and certificate programs.

Please read through the information below; if you still have questions, contact us.

SPD Online Overview
- About SPD Online
- SPD Online FAQs
- Online Degree & Certificates
- Current Semester Courses

Getting Started
- New Student Information
- Blackboard Video Tutorials
  - Blackboard on demand videos
- Online Learning Orientation
  - Sign up for our next orientation webinar, January 20 at 12 noon Eastern
  - Watch the webinar recording from prior semester
  - View the PowerPoint (pdf)

Username and Password (NetID)
blackboard.stonybrook.edu
Blackboard Tutorials

• Short video tutorials on every function within Blackboard.

• Access through the SPD Online Support course within Blackboard or bookmark the following: http://ondemand.blackboard.com/students.htm
Blackboard Support Resources

• SPD Online Technical Support
  M-F, 8:30-5:00pm
  spd_online@stonybrook.edu

• SPD Online Support site in Blackboard

• Open SUNY (After-Hours Support)
  M-Th, 5:00pm – 9:00pm Eastern
  Saturday, 10:00am – 5:00pm Eastern
  Sunday, 1:00pm – 9:00pm Eastern
  OpenSUNYHelp@suny.edu or 844-673-6786
SPD Library Guide

School of Professional Development

This guide is designed to help students in the School of Professional Development with their research.

Where To Start?

The purpose of this guide is to help students find appropriate materials for doing graduate level research.

Use the left-side navigation tabs to learn more:

- Find Articles - Find scholarly, academic, peer-reviewed, popular, and news articles on your research topic.
- Find Books - Find print and eBooks related to your topic.
- Where Can I Find...? - Where to look for the type of information you need.
- What Do I Do When...? - Ways to resolve various search problems.
- Research Tutorials - Interactive and video tutorials to help you with your research.
- Citation/Plagiarism - Find out about tools and sites that offer help with handling citation.
- Educational Leadership Program - Provides a list of recommended databases for doing research in educational leadership.
- Higher Education Administration - Provides a list of selected eJournals titles relevant to the Higher Education Administration (HEA) program. You can also search for a specific journal title.
- Human Resources - Provides a list of selected eJournals titles and databases relevant to the Human Resources program. You can also search for additional titles.

The Chronicle of Higher Education

- Chronicle of Higher Education
  The Chronicle of Higher Education is the number one source of news, information, and jobs for college and university faculty members and administrators.
Library Instructional Resources

• On-campus and online workshops delivered by instructional librarians. Register at http://library.hsclib.sunysb.edu/instruction
• Webinars are recorded or offered in the Fall:
  Research Skills for SPD Students, September Date TBD
  Citation Skills for SPD Students, September Date TBD
• We also recommend Zotero or EndNote workshops or tutorials for reference management. Other video tutorials are also available.
Hiding Behind the Screen
Roger Scruton

Human relations, and the self-image of the human being, have been profoundly affected by the Internet and by the ease with which images of other people can be summoned to the computer screen to become the objects of emotional attention. How should we conceptualize this change, and what is its effect on the psychic condition of those most given to constructing their world of interests and relationships through the screen? Is this change as damaging as many would have us believe, undermining our capacity for real relationships and placing a mere fantasy of relatedness in their stead? Or is it relatively harmless, as unproblematic as speaking to a friend on the telephone?

First, we should make some distinctions. We all now use the computer to send messages to our friends and to others with whom we have dealings. This sort of communication is not different in any fundamental respect from the old practice of letter writing, except for its speed. Or
• Writing Center tutors can help you improve your writing.
• Must plan well in advance and have assignment info and draft information at the ready.
• E-mail and telephone appointments available.
• Visit
  www.stonybrook.edu/commcms/writrh/writing_center/appointment.html
Phi Delta Kappa

PDK Website
www.stonybrook.edu/spd/pdk

Our next event is the Technology Share-A-Thon on Thursday, May 5 at 6.
www.stonybrook.edu/spd/pdk/events

Phi Delta Kappa, the professional association for educators, maintains an active SBU Chapter.
Technology Resources

- DoIT (Division of Information Technology): Everything you need to know about computing at SBU. Free and dramatically discounted software, University software tutorials, and more.
  
  http://it.stonybrook.edu/services/catalog/a-z/all

- Stony Brook E-mail: www.stonybrook.edu/mycloud
Keep in Touch!

facebook.com/spdstonybrook

twitter.com/spd_stonybrook

youtube.com/user/StonyBrookSPDonline