WELCOME NEW HRM STUDENTS!
Presenters

Dr. John Coverdale
Program Director

Kim Giacalone
Communications Director
Agenda

• Welcome
• Program overview
• Enrollment information
• Expectations
• Advisement
• 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.
An air of RESPECT
Stony Brook University Tobacco-Free

stonybrook.edu/commcms/tobaccofree
About the School of Professional Development

- Stony Brook’s School for working professionals who want to enhance their career through part-time graduate study
- 26 graduate degree and certificate programs
- Courses offered primarily online with on-campus courses scheduled in the evening
- Collaboration with the College of Business
- ~200 students currently matriculated in SPD’s HRM program
Program Overview
Human Resource Management Programs

The ability to effectively manage human resources is critical to the success of any organization. HR professionals must possess the broad-based knowledge and specific competencies necessary to align human resource functions with organizational goals. Stony Brook University's Human Resource Management programs are designed to provide the academic preparation required for professionals to enter the field or advance their careers.

The curriculum integrates theory and practice within the dynamic context of human resource administration. Students may choose from a wide selection of courses — in subjects such as organizational development, benefits and compensation and employment law — in combination with foundational courses in business, HR management, and employee relations.

Career Prospects
According to the Bureau of Labor Statistics, the job outlook for human resources personnel has not been dimmed by the shrinking economy. Jobs for human resource managers are expected to grow 13 percent through 2022.

Flexible Scheduling — Online and On-campus
To accommodate the needs of working adults, SPD schedules courses online with some offered on-campus in the evenings. Students combine online and on-campus courses, or they can earn their degree or advanced graduate certificate completely online. The Human Resource Management programs have been approved by the New York State Education Department for both in-person and online delivery.

» Find out more about online learning at the School of Professional Development.

Academic Excellence

HRM EVENTS

- Business & Financial Acumen Presentations for HR Pros
  November 7 & 29
- New Student Orientation
  December 6

DETAILS & RSVP >
Master of Science in Human Resource Management

The Master of Science in Human Resource Management program consists of 10 three-credit courses as outlined below. The curriculum has been updated and refined to align with standards established by the Society for Human Resource Management. Newly admitted students will follow the program as it is presented below; continuing students may choose to follow this new program or they may fulfill degree requirements by using a combination of courses from the new program and their original HRM program.

Students are advised to print and keep one of the following advisement worksheets to plan their degree:

- Advisement Worksheet for Students Admitted in Fall 2015 or later (PDF)
- Advisement Worksheet for Students Admitted Prior to Fall 2015 (PDF)
- Advisement Worksheet for International Students (PDF)

Degree Requirements – Effective Fall 2015

Every course is required. All students must take HRM 532 in their first semester.

HRM 532  Foundations of Human Resources (formerly CES 515)

HRM 533  Employee Relations and Labor Management (formerly CES 516 Survey of Employee Relations)

HRM 537  Employee Learning and Professional/Career Development (formerly CEX 537 Employee Learning and Development)

HRM 538  Organizational Development and Change Management (formerly CEX 538 Organizational Change Management; prerequisite: HRM 532)

HRM 541  Human Relations and Workforce Planning (formerly CES 511 Human Relations in the Workplace)

www.stonybrook.edu/spd/hrm/ms.html
# MS in Human Resource Management Advisement Worksheet

(for students admitted in Fall 2015 or later)

<table>
<thead>
<tr>
<th>Student's Name:</th>
<th>SBND #:</th>
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<th>Email Address:</th>
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**Human Resource Management Courses:**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Grade</th>
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<tbody>
<tr>
<td>HRM 532</td>
<td>Foundations of Human Resources</td>
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<tr>
<td>HRM 533</td>
<td>Employee Relations and Labor Management</td>
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<td>HRM 537</td>
<td>Employee Learning &amp; Professional/Career Development</td>
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<td>HRM 538</td>
<td>Organizational Development and Change Management</td>
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<td>HRM 541</td>
<td>Human Relations and Workforce</td>
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<td>HRM 545</td>
<td>Employment Law and Policy</td>
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<td>HRM 546</td>
<td>Job Evaluation, Compensation Systems, and Benefits</td>
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<td>HRM 547</td>
<td>Organizational Performance Management</td>
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<td>HRM 548</td>
<td>Diversity and Global Issues in the Workplace</td>
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<tr>
<td>HRM 595</td>
<td>Strategic Human Resources Master's Project</td>
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<tr>
<td>HRM 585</td>
<td>Internship (optional)</td>
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[www.stonybrook.edu/spd/graduate/hrm.html](http://www.stonybrook.edu/spd/graduate/hrm.html)
Program Requirements — 30 credits

- HRM 532 Foundations of Human Resources
- HRM 533 Employee Relations and Labor Management
- HRM 537 Employee Learning and Professional/Career Development
- HRM 538 Organizational Development and Change Management
- HRM 541 Human Relations and Workforce Planning
- HRM 545 Employment Law and Policy
- HRM 546 Job Evaluation, Compensation Systems, and Benefits
- HRM 547 Organizational Performance Management
- HRM 548 Diversity and Global Issues in the Workplace
- HRM 595 Strategic Human Resources Master’s Project
HRM 595 Project Seminar

• Goal is to teach students to understand and conduct graduate-level research.
• At least 25 pages in length; APA formatted.
• Must earn a “B” or higher to count toward degree.
• Students will be guided in selecting a topic for their research paper.
• Prerequisite: 24 credit hours
• Get a head start! Start using a reference management program like Zotero or EndNote now (more on this later).
HRM 585 Internship (optional)

- Students who are not working in the field may choose to gain field experience by completing a one-credit internship practicum over and above the requirements for the Master of Science degree.
- A minimum of 45 hours of work is required in a setting that is outside of the your current area of employment.
- The Career Center maintains an internship database.
- Students must obtain approval from the program director to enroll in this S/U graded course.
Planning Your Course of Study

• Students have five years to complete the degree.
• Four courses (12 credits) maximum per term but the recommendation is two for working students.
• Students who are receiving financial assistance may have requirements in terms of modality or course load.
• On-campus courses are offered less frequently than online courses.
• Students should take HRM 532 and HRM 533 early on in their course of study.
University Badges

• Digital micro-credentials that signify expertise in a particular competency
• Employee Relations and Organizational Development
• Display on LinkedIn, Facebook, Twitter or digital portfolio
• More information at: www.stonybrook.edu/spd/badges
Scheduling Overview

• Online classes: 10-week terms that start at beginning of Fall, Spring and Summer I

• Face-to-face classes:
  • Fall and Spring: Class meets for 3 hours once per week for 15 weeks
  • Summer I and II: Classes meet for 3.5 hours twice a week for 6 weeks

• Winter session courses last 3 weeks and, if offered, are usually hybrids.
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.
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

<table>
<thead>
<tr>
<th>Primary</th>
<th>Social</th>
<th>Promotions</th>
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<td>Carolyn Jankowski</td>
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<td>Shawna Nielsen</td>
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- eep: SPD Online Support: New Post - Course not show! 10:36 pm
- CEK 520.S31 Survey of Advising & Counseling in Higher Education 9:33 pm
- Re: Orientation Webinar: Registration Confirmation & Access: 6:21 pm
- Re: Orientation Webinar: Registration Confirmation & Access: 6:05 pm
- Re: CEK 504 Williams - Hi Kim, I did speak with this student 5:58 pm
- Adobe Connect - Chat Transcript from SPD - Kimberly Giacomo 5:58 pm
- I will be out of the office on Monday, August 19. Re: CEK 504 5:40 pm
- Fwd: [registrar_scheduling_staff] SPD Cancellation Request 5:08 pm
- AOC Advisement Sheets - Hi Kim - Should you need them? 2:43 pm
- Re: Recycling Toner - Hi All, Please see email below. Did you see it? 2:13 pm

Get ready for Fall: http://www.stonybrook.edu

Search people...

- Linda Padwa
- Loren Moss Meyer
- Janet Masini
- Jennifer Adams
  New Clicker software...
- Kevin Corn
- Laura Valente
- Lynn Zawie
- Mark Carroll
- Shawna Nielsen
- Christopher Ruch
Tabbed Interface
SPD Academic and Events Calendars

Add the calendars below to your Stony Brook Google Apps account by clicking on the Google Calendar 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
Advisement and Assistance

**Academic Advisement**
Dr. John Coverdale, Faculty Director  
hrm@stonybrook.edu  
631.632.7092

**Student Services**
Graduate Admissions and Student Services  
spd@stonybrook.edu  
631.632.7050, option 1

**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’s Office of E-learning  
spd_online@stonybrook.edu  
631.632.9484

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

**Graduation Clearance**  
www.stonybrook.edu/spd/graduation  
spd_graduationandcertification@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](http://www.stonybrook.edu/spd)
- HRM Program: [http://www.stonybrook.edu/spd/hrm/](http://www.stonybrook.edu/spd/hrm/)
- SPD Office of E-learning Website: [http://www.stonybrook.edu/spd/elearning](http://www.stonybrook.edu/spd/elearning)
- SPD Course Listings: [http://www.stonybrook.edu/spd/graduate/courses](http://www.stonybrook.edu/spd/graduate/courses)
- SPD Academic Calendar: [http://www.stonybrook.edu/spd/graduate/calendar](http://www.stonybrook.edu/spd/graduate/calendar)
Enrollment Information
SOLAR

SOLAR Login
RF Employee Time Reporting
State Employee Time Reporting (West Campus & HSC)

This system is online.
View Maintenance Schedule

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

SOLAR SYSTEM

Action Center

- Holds
  - No Holds.

- To Do List
  - No To Do's.

Message Center

New Messages
- Fall 2013 Billing Statement
- Summer 2013 Billing Statement
- Summer 2013 Billing Statement

Button: read message(s)

Button: new message(s)

Home Page

SB Alert Emergency Information
- SB Alert - Registration

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
- & More...

Elections
- Student Elections
- Faculty/Prof Elections
- Senate Survey

Student Records & Registration
- Academic Planning
- Enrollment
- Academic Records
- Degree Progress/Graduation

Campus Financial Services
- Account Information/Payment
- Financial Aid
- Required Health Insurance Waiver
- Set Billing Notification Email

Campus Housing
- Continuing Room Deposit
- Room Selection
- Graduate / Family Apt. Deposit
- Summer Room Payment

Student Employment Service
- Enter Timesheet
- Timesheet Paid
- View Paycheck
- Federal Work Study Balance
- Payroll Periods
- Student Employment Handbook
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.
• 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.
Textbooks

- You can buy your books anywhere, but Amazon is now Stony Brook’s official textbook provider: stonybrooku.amazon.com
- Search by ISBN (found in SOLAR and ClassFind)
- Home delivery and a physical pick-up/drop-off location in the library
Surviving Last Period on Fridays and Other Desperate Situations
by Cheryl Miller Thurston

Paperback

$15.95

Only 10 left in stock - order soon.

More Buying Choices

$0.01 used & new (42 offers)

Search Feedback
Did you find what you were looking for?

Yes  No

If you need help or have a question for Customer Service, please visit the Help Section.
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.

See video at https://youtu.be/ioI3UhVd6fw
Resources Mentioned in This Section

- SOLAR: http://www.stonybrook.edu/solar
- SOLAR FAQs/Tutorials: http://it.stonybrook.edu/services/solar/solar-for-students
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 least one week prior to the start of the term so check in ASAP to get started.
Online Learning

Visit the Office of E-learning at www.stonybrook.edu/spd/elearning
blackboard.stonybrook.edu
Blackboard Browsers

• Use Firefox, Safari or Chrome (in that order of preference)
• The list includes Internet Explorer, but those of us who do tech support find that students report issues when they use that browser
• Available for most mobile devices—http://it.stonybrook.edu/help/kb/blackboard-mobile
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 & Spring:
  Research Skills for SPD Students, Date TBD
  Citation Skills for SPD Students, SDate TBD

• We also recommend Zotero or EndNote workshops or tutorials for reference management. Other video tutorials are also available.
Zotero

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.
Zotero
• 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/writrhet/writing_center/appointment.html
Why Join SHRM?

- Networking opportunities and myriad online resources, including how-to guides, sample documents, news, research, conferences and free webcasts.
- On-campus events (many streamed online for distance students).
- Scholarship opportunities.
- Best of all it is only $40 to join while you are a student (after that, the rate goes up to $180).
- www.stonybrook.edu/spd/success/shrm_chapter.html
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