WELCOME NEW MASTER’S STUDENTS!
Presenter

Elisa Scott, Director
MA in Liberal Studies Program
Agenda

• Welcome
• Program overview
• Teacher Certification
• Enrollment information
• Expectations
• Advisement
• Resources
• Staying connected
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

- School for working professionals who want to advance their careers through part-time graduate study
- Courses offered primarily online with on-campus courses scheduled in the evening
- Leader in online education since 1997
- Home to SBU’s teacher and administrator certification programs
- ~200 students currently matriculated in the MA in Liberal Studies program
Program Overview
Master of Arts in Liberal Studies Program

The Master of Arts in Liberal Studies is an interdisciplinary degree program that examines issues and themes in the arts and humanities, social and behavioral sciences, and natural and applied sciences. The program is offered primarily to working adults who seek educational enrichment and professional development on a part-time basis, and does not specifically serve as a prerequisite for a more advanced degree.
Master of Arts in Liberal Studies

Course of Study

This degree program consists of 11 three-credit courses, distributed among the three areas listed below. All degree requirements must be completed within five (5) years from the semester date of admission as a matriculated student. Students are advised to print and keep this student advisement worksheet (PDF) for reference.

1. Liberal Studies Core - 12 credits

Only courses designated as "Liberal Studies" core courses will count toward fulfilling this requirement. Courses that have met the University's standards for the Liberal Studies core are noted in course descriptions with an AHLS, SBLS or NSLS.

- 3 credits - Arts and Humanities Liberal Studies (AHLS)
- 3 credits - Social and Behavioral Sciences Liberal Studies (SBLS)
- 3 credits - Natural and Applied Sciences Liberal Studies (NSLS)
- 3 credits - Any additional Liberal Studies course with an AHLS, SBLS or NSLS designator

There are no transfer credits or substitutions permitted for the Liberal Studies Core curriculum.

2. Thematicly-Related Cluster - 18 credits

A cluster is a group of courses that represents a focused area of interest. Students are allowed considerable freedom and flexibility in designing their clusters, and may choose from most of the courses offered through SPD. (Teachers must read the Teacher Certification page prior to developing their clusters.)

Students may also choose to incorporate a 3- or 6-credit internship into their thematically related cluster. Visit the Liberal Studies Internship information page for details and an application.

In addition, students may choose courses from one of Stony Brook's Advanced Graduate Certificate (AGC) programs
# Student Advisement Sheet

**MASTER OF ARTS IN LIBERAL STUDIES** degree program

School of Professional Development (SPD) at Stony Brook University

2311 Computer Science
Stony Brook, NY 11794-4434

Web: www.stonybrook.edu/spd - Tel: 631.632.7053 - FAX: 631.632.9046 - Email: spd@stonybrook.edu

<table>
<thead>
<tr>
<th>Name</th>
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<th>Advisement Dates</th>
<th>Advisor’s Initials</th>
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- **LIBERAL STUDIES CORE: (18 credits / 4 courses)**  
  Please note that at least two (2) of the four (4) LSF courses must be taken within the first twelve (12) credits taken as a student in the MA in Liberal Studies program. All four (4) LSF courses must be taken within the first 34 credits.**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
<th>Grade</th>
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<tbody>
<tr>
<td>LSF 501</td>
<td>Effective Professional Communication</td>
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<td>LSF 502</td>
<td>Effective Professional Thinking</td>
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<td></td>
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<tr>
<td>LSF 503</td>
<td>Effective Professional Global &amp; Social Awareness</td>
<td>3</td>
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<tr>
<td>LSF 504</td>
<td>Effective Professional Action &amp; Leadership</td>
<td>3</td>
<td></td>
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<tr>
<td>NSLS (elective)</td>
<td></td>
<td>3</td>
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- **THEMATIC CONCENTRATION: (15 credits / 5 courses)**

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<thead>
<tr>
<th>Title</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
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- **MA LS CAPSTONE SEMINAR: CED 595 (3 credits)**  
  Prerequisite: Completion of 24 graduate credits within the program.

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
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<tbody>
<tr>
<td>CED 595</td>
<td>MA in Liberal Studies Capstone Seminar</td>
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</tbody>
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**Statement of Student Responsibility**

SPD students themselves—whether new, returning, or continuing—are responsible for reviewing, understanding, and adhering to their degree and/or certificate program requirements as described on the SPD website. All SPD students are responsible for reviewing, understanding and complying with University and SPD regulations, policies, and procedures, as described in all official publications, and as published on the University website, www.stonybrook.edu, and the SPD website, www.stonybrook.edu/spd, including, but not limited to, SPD’s online student references, the SPD Student Handbook and each semester’s SPD Academic Calendar.
Master of Arts in Liberal Studies

• Liberal Studies Core: 15 credits (5 courses)
• Thematic Concentration: 15 credits (5 courses)
• Capstone Seminar: 3 credits (one course)

Total for program: 33 credits (11 courses)
Liberal Studies Core

• **15 credits**
  • LSF 501 - Effective Professional Communication  
    (3 credits)
  • LSF 502 - Effective Professional Thinking  
    (3 credits)
  • LSF 503 - Effective Professional Global and Cultural Awareness  
    (3 credits)
  • LSF 504 - Effective Professional Action and Leadership  
    (3 credits)
  • NSLS (Elective) Any course with the NSLS designator  
    (3 credits)
Liberal Studies Core (cont)

• Please note that at least two (2) of the four (4) LSF courses must be taken within the first twelve (12) credits taken as a student in the MA in Liberal Studies program. All four (4) LSF courses must be taken within the first 24 credits taken in the program.

• There are no transfer credits or substitutions permitted for the Liberal Studies Core curriculum.

• Scan for Liberal Studies Foundations (LSF) courses in our printed course listings page on the SPD website: www.stonybrook.edu/spd/graduate/courses

• Search in SOLAR < www.stonybrook.edu/solar > or in SBU Class Find <classfind.stonybrook.edu/vufind>
Liberal Studies Core (cont)

Identifying Liberal Studies Courses on Course Schedule
Liberal Studies Core

Searching for Liberal Studies Courses within SOLAR
**Liberal Studies Core**

Confirming Liberal Studies Course within SOLAR

<table>
<thead>
<tr>
<th>Class Details</th>
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<tbody>
<tr>
<td><strong>CEI 511 - S30</strong> Communication Technology: Impact on Education, Business and Society</td>
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<td>SUNY at Stony Brook</td>
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</table>

<table>
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<tr>
<th>Status</th>
<th>Class Number</th>
<th>Session</th>
<th>Units</th>
<th>Instruction Mode</th>
<th>Career</th>
<th>Dates</th>
<th>Grading</th>
<th>Location</th>
<th>Campus</th>
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<tr>
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<td>EEP</td>
<td>3 units</td>
<td>World Wide Web - Asynchronous</td>
<td>Graduate</td>
<td>5/30/2017 - 8/7/2017</td>
<td>Graduate Grading</td>
<td>On Line - WEB based</td>
<td>WEST</td>
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<table>
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<tr>
<th>Class Components</th>
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<td>Seminar Required</td>
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<table>
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<tr>
<th>Meeting Information</th>
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<td>Days &amp; Times</td>
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<tr>
<td>TBA</td>
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<table>
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<th>Enrollment Information</th>
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<tr>
<td>Requirement Designation</td>
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Class Availability
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<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
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<th>Time</th>
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<tr>
<td>CFA529S30</td>
<td>Music and the Brain</td>
<td>Pecce Peter A</td>
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<td>FLEX 01:00AM-01:00AM</td>
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<td>Open 16 avail</td>
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<tr>
<td>CEB506-01</td>
<td>History of Long Island Envir</td>
<td>Turino Francis J</td>
<td>3.0</td>
<td>LEC: TU 05:30PM-08:30PM</td>
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<td>Gurewich Jessica</td>
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<td>Open 23 avail</td>
<td>94770</td>
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Thematic Concentration

• **15 credits** (5 courses)
• A concentration is a group of courses that represents a focused area of interest.
• Students are allowed considerable freedom and flexibility in designing their concentrations, and may choose from most of the courses offered through SPD.
• Students *may* be able to take courses from other departments unless those courses are restricted
• Students may use courses from one of SPD’s certificate programs (but to pursue the certificate you need to apply to the program separately)
• Teachers must read the Teacher Certification page prior to developing their concentrations.
Master of Arts in Liberal Studies Program

The Master of Arts in Liberal Studies is an interdisciplinary degree program that examines issues and themes in the arts and humanities, social and behavioral sciences, and natural and applied sciences. The program is offered primarily to working adults who seek educational enrichment and professional development on a part-time basis, and does not specifically serve as a prerequisite for a more advanced degree.
Content Area Requirements for Teachers

Certified teachers who hold an initial license can use the MA in Liberal Studies for professional licensure provided that:

• they successfully complete at least 12 credits in the content area in which they hold an initial license; and
• they follow the steps outlined in our Sample Professional Certification Application Guideline for your TEACH on-line account (links on website).

• See www.stonybrook.edu/spd/graduate/teacher_cert.html for details.
Teacher Certification Information

Master of Arts in Liberal Studies Applicants

If you are a certified teacher and hold an initial license, you will need to earn a master’s degree to obtain professional certification. The MA in Liberal Studies serves this purpose, provided that:

- you successfully complete at least 12 credits in the content area in which you hold an initial license;
- final grades in these content area courses must be a “B-” (B minus) or better; and
- you follow the steps outlined in our Sample Professional Certification Application Guide (PDF) for your TEACH on-line account. (Be advised that this is strictly a basic guide and information must be adjusted according to your history, education and experience as appropriate. For further information, visit NYSED at http://www.highered.nysed.gov/tcert/certificate/relatedmasters.html.)

When applying for professional license, Liberal Studies students must file for certificate progression via "Individual Evaluation."

*If you are not yet licensed to teach, SPD offers several Master of Arts in Teaching programs that lead to licensure.

Content Areas

View our listing of professional certification content areas to see which SPD courses might be used for certification; however please note it is in the student’s best interest to obtain approval for a given course from NYSED prior to course registration.

Program applicants should review the University’s course offerings to ensure that they are relevant to their specific certification needs.

www.stonybrook.edu/spd/mals/teacher_cert.html
MALS and Professional Certification

List of Related SPD Graduate Courses

Content Areas:
Biology
Business and Marketing
Chemistry
Dance
Early Childhood, Childhood, Middle Childhood Generalist
Earth Sciences
English Language Arts
English to Speakers of Other Languages (ESOL)
Family and Consumer Science
Health Education
Languages Other Than English
Literacy
Mathematics
Music
Physical Education
Physics
Social Studies
Students with Disabilities (Birth-2, 1-6, 5-9 generalist, 5-9 specialist)
Technology Education
Visual Arts

stonybrook.edu/spd/graduate/NYSED_courses/index.html
Biology

According to NYSED, acceptable studies for certification in biology (grades 7-12) include courses in scientific methods, cell biology, biochemistry, anatomy and physiology, comparative anatomy, genetics and evolution, biological diversity, human biology, and ecology. Courses in nutrition are acceptable only if they are in cell nutrition.

Courses with departmental subject codes (e.g., BIO) are valid for the content area for professional license provided they are not methods courses. In addition, Stony Brook University has found that the courses listed below have met the NYSED requirements in the past; however, this DOES NOT GUARANTEE that these courses will continue to meet this requirement in the future. When in doubt, please check with NYSED prior to registration for any course to determine its acceptability.

New York State Education Department Contact Information

Office of Teaching Initiatives
NYS Education Department (NYSED)
Albany, NY 12234
Telephone: 518.474.3901
Email: tcert@mail.nysed.gov
Web: www.highered.nysed.gov/tcert/

Courses

- CEB 505 History of the Long Island Environment
- CEB 546/BIO 511 Current Topics in Biotechnology
- CEB 547/BIO 520 Current Topics in Genetics and Molecular Biology
- CEB 548/BIO 515 Current Topics in Microbiology
- CEB 553/BIO 558 Biology and Human Social and Sexual Behavior*
- CEB 554 Current Topics in Immunology
- CEB 556 Ecology
- CEB 557 Forensic Science (requires permission of instructor to enroll)
- CEB 559 Modern Topics in Evolution*
- CEB 563 Darwin in the 21st Century
- CEB 586 Differentiated Instruction in Science and Math

*Denotes course that is regularly offered online.
CED 595 Capstone Seminar

- Goal is to teach students to understand and conduct graduate-level research
- Must earn a “B” or higher to count toward the degree
- Students will be guided in selecting a topic for their research paper
- Methodology and resources will be reviewed as the student’s work is developed.
- Prerequisite: 24 credit hours
- There are no transfer credits or substitutions permitted for CED 595 Capstone Seminar.
- Get a head start! Start using a reference management program like Zotero or EndNote now
Planning Your Course of Study

• MA students have five years to complete the degree
• Four courses (12 credits) maximum course load for the Fall and Spring terms, but the recommendation is two for working students.
• SPD’s Office of Records and Admissions advises students on issues of policy and procedure.
Planning Your Course of Study (cont)

• International students, students who are receiving financial assistance, students who are filing for licensure may have separate requirements to consider.
• Students must understand these requirements and seek out advisement from the Office of Teacher Certification, other campus offices and/or NYSED as needed.
Scheduling Overview

• Online classes: 10-week terms that start at beginning of Fall, Spring and Summer I
• 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 are seldom offered (but when they are, they meet on four days per week for 3 weeks)
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 least 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 stonybrook.edu/spd/current/graduation.html

• Start using your Stony Brook email account: my.stonybrook.edu/
Check Your SBU Email
Tabbed Interface
**SPD Academic and Events Calendars**

Add the calendars below to your [Stony Brook Google Apps account](http://www.example.com) by clicking on the button at the bottom of each calendar. You can also [add the calendar on your iPhone](http://www.example.com) or [Android device](http://www.example.com).

**Academic Calendars**

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

**Graduate Academic Calendar**

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<th>Sun</th>
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<td>Nov 1</td>
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<td>4</td>
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<td>7</td>
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<tr>
<td>(1) Removal</td>
<td>Advance registration</td>
<td>Advance Registration</td>
<td>Open Enrollment</td>
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Calendar page at [stonybrook.edu/spd/graduate/calendar](http://www.example.com)
Advisement and Assistance

**Program Advisement / Assistance:**
Dr. Sharon Brown  
Program Coordinator/Advisor  
Sharon.Brown@stonybrook.edu

SPD Records and Admissions  
spd@stonybrook.edu  
631.632.7050

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

**Online Learning Support:**
SPD Office of E-Learning  
spd_elearning@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
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.

SOLAR LOGIN  RF EMPLOYEE TIME REPORTING  STATE EMPLOYEE TIME REPORTING (WEST CAMPUS & HSC)

Explore SOLAR

For Faculty & Staff
SOLAR is Stony Brook University's primary administrative system used by faculty and staff to update personal information, view vacation/sick accruals, print class rosters, submit grades, and more.

FACULTY & STAFF HELP

For Students
SOLAR is Stony Brook University's primary administrative system used by students to register for classes, print schedules, view and pay bills, view transcripts, update personal information, report student employment hours, and more.

STUDENT HELP

Public Access
While most of SOLAR's functionality requires authentication with your Stony Brook ID, we do offer public access to our Course Catalog and Class Search tools.
SOLAR For Students

SOLAR is Stony Brook University's primary administrative system used by students to register for classes, print schedules, view and pay bills, view transcripts, update personal information, report student employment hours, and more.

Frequently Asked Questions

- How do I change my emergency contact information in SOLAR?
- How do I set up SB Alert?
- How do I update my local address in SOLAR?

Getting Started

- How do I get started with SOLAR?
- What is on my SOLAR home page?
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.
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 or a pick-up/drop-off location in the library
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
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.

Watch video at https://youtu.be/ioI3UhVd6fw
Online Learning

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

guides.library.stonybrook.edu/spd/
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 (September dates TBA):
  Research Skills for SPD Students
  Citation Skills for SPD Students

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

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
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
Professional Socialization and Career Resources

• Phi Delta Kappa: www.stonybrook.edu/spd/pdk

• Stony Brook University Career Center: career.stonybrook.edu/
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.
  
  https://it.stonybrook.edu/services/catalog

- Stony Brook E-mail: www.stonybrook.edu/mycloud

- Stony Brook Student Technology Guide: https://it.stonybrook.edu/students

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Student Technology Guide

This guide will provide you with an overview on essential services offered by the Division of Information Technology (DoIT) that will enable you to be successful at Stony Brook University.

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