Advanced Graduate Certificate Programs

New Student Orientation

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Agenda

• Welcome
• Program overview
• Enrollment information
• Expectations
• Advisement
• Resources
• Staying connected
Check out www.stonybrook.edu/sb/fastfacts/
About Stony Brook

• Growing University
• Broad reach
• History of innovation
• Powerful partnerships
THE TOP 1%! Where Stony Brook sits among all the world’s universities.

THE TOP 100%! Stony Brook’s ranking among national universities.

THE TOP 35%! Stony Brook’s ranking among public national universities.
We are Seawolves

The Sports Complex and state-of-the-art 8,300-seat Kenneth P. LaValle Stadium — the largest outdoor facility in Suffolk County — are home to Stony Brook University's 20 NCAA Division I athletics teams. All teams compete in the America East Conference except for football, which is a member of the Big South Conference.
About SPD

• Stony Brook’s School for working professionals who want to enhance their career 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
• 26 degree and certificate programs
Stony Brook’s First National Champion

Track and field star Lucy Van Dalen — Stony Brook’s first-ever national champion — is an SPD graduate. She then qualified for the 2012 London Olympics and reached the semifinals of the 1500m while representing her native New Zealand.
Notable SPD Alumna
And thousands of teachers, managers, environmental consultants, musicians, higher education professionals, coaches, K-12 school leaders, human resource specialists, writers, information systems managers, artists and a host of others.
Notable SPD Alumna (okay, not really)
Program Overview
Graduate Programs

Master's Degree Programs

- Master of Arts in Higher Education Administration (online or traditional program)
- Master of Arts in Liberal Studies (online or traditional program)
- Master of Arts in Teaching, English
- Master of Arts in Teaching, Foreign Languages
- Master of Arts in Teaching, Mathematics
- Master of Arts in Teaching, Science
- Master of Arts in Teaching, Social Studies
- Master of Professional Studies, Environmental Management concentration
- Master of Professional Studies, Human Resource Management concentration (for current students only)
- Master of Science in Human Resource Management (online or traditional program)

Post-master's Certification Programs

- Educational Leadership (online or traditional program)
- School District Business Leadership

Advanced Graduate Certificate Programs

- Coaching (online or traditional program)
- Educational Computing
- Environmental Management
- Higher Education Administration (online or traditional program)
- Human Resource Management (online or traditional program)
- Industrial Management
- Information Systems Management
- Operations Research

Additional Licensing and Certification Options

The following course sequences can be taken by current matriculated or non-matriculated students.

- Autism and Related Disorders
  Applied Behavior Analysis course series
- Teacher Certification Extension
  Courses leading to Adolescence Education Grade 5-6 Extension for MAT students or certified teachers.

Non-Matriculated Students

The non-matriculated student application is for students who have bachelor's degrees but do not intend to matriculate into a degree or certificate program.

Post-Baccalaureate Studies

- Biomedical Engineering Program
- Pre-Health Program
- Library Studies (MLS/MLIS and Collaborative Teaching courses)

Articulation Agreements

Doctoral Programs

The following doctoral programs will accept credits earned in SPD's Educational Leadership program.

- Dowling College (Ed.D. degree)
- Fordham University (Ed.D. degree)
- Hofstra University (Ed.D. degree)
Course of Study

This certificate program consists of 6 three-credit courses, selected from the list below. Students select either the School Track or Business/Industry Track. Several of the courses are available online.

REQUIRED COURSES - 12 credits
EST 565 Foundations of Technology in Education (formerly Instructional Technologies)
EST 567 The Internet, Social Networking and Collaborative Environments (formerly The Internet and Networking for E-Learning)
EST 570 Educational Technology Lesson Development (formerly Design of Courseware)
EST 571 Educational Technology Research Methodologies (formerly Research Methodologies for Educational Technologies)

PROFESSIONAL TRACKS - 3 credits

School Track (choose one)
EST 563 Computer Literacy for Educators
EST 573 Design of Multimedia Courseware
EST 585 Technology in Learning Systems

OR

Business/Industry Track (choose one)
EMP 509 Management Information Systems
EST 520 Computer Applications and Problem Solving
EST 530 Electronic Commerce

ELECTIVE - 3 credits
EST 528 Teaching with Interactive Whiteboards and Immersive Technologies
EST 529 Supporting Common Core Standards Through Educational Technology
EST 574 Distance Learning and Virtual Environments (formerly Distance Education)
EST 576 Geographic Information Systems (GIS) in Research and Education
EST 589 Technology-Enhanced Decision Making
EST 590 Project Seminar in Educational Computing
EST 591 Independent Study in Educational Computing
EST 596/CEY 596 Simulation Models for Environmental & Waste Management
CEI 511 Communication Technology: Impact on Education, Business, and Society
(formerly Modern Communications: Technology Systems)
CEN 580 Assessment of Socio-Technological Problems

TIMELINE

All courses in the certificate must be completed within three (3) years from the semester date of admission.
Forms and Publications

- **Academic Dishonesty—Policies and Procedures** (PDF), last updated 10/2/09.
- **Academic Petition** (PDF).
- **Advisement Sheets** - Use these worksheets for academic and certificate planning.
  - Advanced Graduate Certificate Program
  - Educational Leadership Advanced Graduate Certificate (PDF)
  - Master of Arts in Higher Education Administration (PDF)
  - Master of Arts in Liberal Studies (PDF)
  - Master of Professional Studies (PDF)
  - Master of Science in Human Resource Management (PDF)
  - School District Business Leader (PDF)
- **Change of Graduation Date** (PDF). This form is required for students who have ALREADY APPLIED for graduation, but now need to change their graduation date.
- **Change of Program** (PDF).
- **Discrimination and Sexual Violence Training** (requires NetID log-in). Mandatory training for all students.
- **Graduation Clearance Forms.** Visit Graduation Information to find out how to apply.
- **Non-Matriculated Student Application**
- **Professional Certification. Sample NYSED application** for MALs students seeking professional certification using the TEACH online system.
- **SPD Course Substitution Form** (PDF)
- **SPD Bulletin.** Formerly titled "SPD Student Handbook."
- **Transfer Credit Request Form** (PDF)
- **University Conduct Code** (PDF)
Planning Your Course of Study

• AGC students have three years to complete the program (unless they are also in an SBU master’s degree, in which case they have 5)

• Four courses (12 credits) maximum course load for the Fall and Spring terms, but the recommendation is two for working students.
Planning Your Course of Study (cont’d)

- SPD’s Office of Admissions and Student Services advises students on issues of policy and procedure as well as degree requirements.
- **International students**, students who are receiving financial assistance, students who are filing for licensure may have separate requirements to consider.
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 run for three weeks
Expectations
Academic Expectations

• Be an active participant in the classroom.
• Meet all assignment deadlines.
• Focus on the quality of your writing – including content, citations, sentence structure, grammar, and spelling — seek help if needed.
• 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 SPD Academic Honesty Policy in the SPD Bulletin.
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 attending our Citation Skills Workshop on Sept 16.
Online Learning at SPD

• Dedicate the time necessary to each class – including reading and writing posts and assignments – about 10-15 hours per week per course

• Be prepared to log-on and post on at least three separate days per week (but most log in daily); reply to instructor questions as well as respond to classmates’ postings

• Be comfortable with your computer: know how to use your word processor and G-mail.

• Have a back-up plan – print out material, back-up files, and find other resources for computing and Internet connectivity
Online Learning at SPD

• Asynchronous seminars conducted via Blackboard
• All students are required to participate at least three different days during the week
• Requires careful reading and considerable amount of writing in discussion boards
• SPD offers an online learning orientation at the start of each term (see www.stonybrook.edu/spd/online for details)
In 1996, the School of Professional Development began offering online courses to meet the needs of working professionals. Today we schedule more than 100 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

New Student Information

Getting Started

Blackboard Video Tutorials
- Blackboard on demand videos

Online Learning Orientation
- Sign up for our next orientation webinar, January 25 at 12 noon Eastern
- Watch the webinar recording from prior semester
- View the PowerPoint (pdf)

Username and Password (NetID)
- SOLAR System (log in and click "NetID Maintenance")
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 SPD Bulletin).
• 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’d)

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

• **Sign-up for and use your Stony Brook email account.** http://www.stonybrook.edu/mycloud
CHECK Your Stony Brook Email
Notice the tabbed interface:
Messages sometimes appear here.
SPD Academic Calendars

These calendars address SPD students and SPD courses only. The calendar information does not apply to undergraduates, to graduate students matriculated in the Graduate School or HSC, or to those students who are participating in an off-campus cohort.

View the calendars as webpages (below) or add the SPD Academic and Graduate Events Google Calendar to your Stony Brook Google Apps for Education account (stonybrook.edu/mycloud) by clicking on the Google Calendar button at the bottom of the calendar. You can also add the calendar on your iPhone or Android device.

SPD Spring 2015 Calendar | SPD Fall 2014 Calendar | Registrar’s Calendars | Final Exam Schedules

Google Calendar — Stay up-to-date with SPD’s academic deadlines and graduate student events. Add this calendar to your Stony Brook Google Apps for Education account (stonybrook.edu/mycloud) by clicking on the Google Calendar button at the bottom of the calendar. You can also add the calendar on your iPhone or Android device.
SPD Spring 2015 Academic Calendar

This calendar addresses SPD students and SPD courses only. The information does not apply to undergraduates, graduate students matriculated in the Graduate School or HSC, or those students who are participating in an off-campus co-hort. This calendar was accurate as of 10/27/14 and is subject to changes and updates.

January | February | March | April | May

January

January 26, Monday:

On-campus and all SPD Online classes begin.

Late registration begins; a $50 late fee applies.

January 28, Wednesday: Senior Citizen Auditing Program registration. Registration takes place in the SBS Building, Room S-102, from 10 am to 2 pm Visit Senior Auditing for more information.

January 30, Friday (by close of business, 4 pm):

Last day to add or swap into SPD Online 10-week courses.

Last day students can place themselves on a waitlist. Reminder: Students who place themselves on a waitlist and change their intent to enroll, MUST DROP themselves from the waitlist. If students are enrolled from the waitlist, students are responsible for any Tuition Liability incurred.

January 31, Saturday: First day of Saturday classes.
Advisement and Assistance

SCHOOL OF PROFESSIONAL DEVELOPMENT
Enrollment Tips
SOLAR

SOLAR LOGIN

If the buttons do not appear, see these instructions for enabling JavaScript, setting time and time zone or setting the preferred language.

Express Login to SOLAR Time Reporting

For State UUP and MC employees of West Campus, HSC, and Southampton.

IMPORTANT MESSAGES & ALERTS
Recent PeopleSoft Upgrade May Require You to Clear Your Browser Cache

The SOLAR System is the University's self-service system which gives faculty, staff, and students online access to manage personal information. Students use SOLAR to register for classes, print schedules, view and pay bills, update personal information, etc. Employees use SOLAR to update personal information, view vacation/sick accruals, print class rosters, submit grades, and more.

Important Links
• Public Access to Course Catalog
• Public Access to Class Search
• Find Your Stony Brook ID (for students prior to 2001)
• Report a Problem

FREQUENTLY ASKED QUESTIONS
How do I change my email address in SOLAR?
How do I navigate SOLAR?

SYSTEM STATUS
Status: ONLINE

Report a Problem

RATE THIS SERVICE
You voted 1. Total votes: 216

SUPPORTED BY
Client Support
supportteam@stonybrook.edu
(631) 632-9800

FOR USE BY
Faculty
Staff
Students

www.stonybrook.edu/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
When To Enroll

• Enroll as soon as you are eligible and according to your enrollment appointment. (Online students get priority registration times.)
• 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 unless they are cross-listed.
• If the course you want is full, add your name to the waitlist. (See “Getting Started With SOLAR” link on SOLAR website for video instructions.)
• 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 underenrolled 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 underenrolled four weeks prior to the start of class, consider adding a second course as a back-up.
Ordering Your Textbooks

- You can find textbook information on SOLAR and on the Campus Bookstore (Barnes and Noble) website: http://www.stonybrook.edu/provostliasn/bookstore/
- You can buy or rent your books from any place you choose if you have the ISBN (except special course packs).
- There are benefits and drawbacks to ordering from the campus bookstore.
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
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

Information for students who are graduating or leaving SBU

Your NetID is kgiacalone

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.

Test Your NetID Password
Your NetID

NetID Maintenance
100258242  Name: Kimberly Giacalone

Information for students who are graduating or leaving SBU

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.
Resources Mentioned in This Section

- SOLAR: [http://www.stonybrook.edu/solar](http://www.stonybrook.edu/solar)
- SOLAR FAQs/Tutorials: [http://it.stonybrook.edu/services/solar/solar-for-students](http://it.stonybrook.edu/services/solar/solar-for-students)
Learner Support Resources
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
Blackboard Tutorials

- Short video tutorials on every function within Blackboard.
- Access through the SPD Online Support course within Blackboard or bookmark the following link: http://ondemand.blackboard.com/students.htm
Blackboard Support Resources

• SPD Online Technical Support
  M-F, 8:30-5:00pm
  spd_online@stonybrook.edu or 631-632-9484

• SPD Online Support site in Blackboard

• SUNY Learning Network (After-Hours Support)
  M-Th, 5:00pm – 9:00pm Eastern
  Saturday, 10:00am – 5:00pm Eastern
  Sunday, 1:00pm – 9:00pm Eastern
  slnsupport@itec.suny.edu or 1-800-875-6269
SPD Library Guide — Curated by librarians for SPD

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.
SCHOOL OF PROFESSIONAL DEVELOPMENT

SPD Winter Institute
New hybrid course experience combines online learning with weekend class meetings, guest speakers, networking and more
January 5–25, 2013

TIME TO ENROLL
Get the Details

On October 14, PDK welcomed New York State policy makers to discuss “The Future of Education on Long Island.” Details and photos

NEW STUDENT ORIENTATIONS

Educational Leadership and School District Business Leadership Programs
Thursday, Nov. 20 at 4 pm; online Details and Registration

Master of Arts in Liberal Studies Orientation Webinar
Monday, Dec. 1 at 4 pm; online Details and Registration

Human Resource Management Orientation Webinar
Monday, Dec. 1 at 6 pm; online Details and Registration

Advanced Graduate Certificate (AGC) Orientation Webinar
Tuesday, Dec. 2 at 4 pm; online Details and Registration

Quick Links
BLACKBOARD
Course Portal
CALENDARS
SPD and Registrar
CONTACT US
SPD Staff Directory
COURSES
Graduate Course Listings
Non-Matriculated Student Application
GOOGLE APPS
Email and Hangouts
GRADUATE PROGRAMS
Degrees and Certificates
Non-Matriculated Student Application
PUBLICATIONS
Forms
SPD Bulletin
RESEARCH SUPPORT
SPD Library Guide

sunysb.libguides.com/spd
Library Instructional Resources

- On-campus and online workshops delivered by instructional librarians. Register at [http://library.hsclib.sunysb.edu/instruction](http://library.hsclib.sunysb.edu/instruction)
- Webinars offered this term:
  - *Research Skills for SPD Students, Sept. 16*
  - *Citation Skills for SPD Students, Sept. 23*
- We also recommend Zotero or EndNote workshops or tutorials for reference management.
- Other video tutorials are available.

www.stonybrook.edu/spd/success/workshops.html
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 in 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.
• To ensure a graduate-level tutor, set-up appointment through Kim Giacalone at kim.giacalone@stonybrook.edu.
Graduate Student Success Series
http://www.stonybrook.edu/spd/success/workshops.html

Student Success Series

Bookmark this page as we will be adding new events as the term progresses. Participating in a webinar? Read these access instructions. Contact Kim Gladstone at kim.gladstone@stonybrook.edu or call 631-632-7896 with questions or program suggestions.

Upcoming Events

New Student Orientation Webinars — HEA, MALS, HRM, Educational Leadership and AGC Programs
Starting your program in the Spring term? Be sure to sign up for one of our upcoming webinars.

- The Higher Education Administration orientation webinar will be held on Monday, October 27 at 12 noon Eastern and Tuesday, October 28 at 5 pm Eastern. »Register
- The Master of Arts in Liberal Studies orientation webinar will be held on Monday, December 1 at 4 pm Eastern. »Register
- The Human Resource Management orientation webinars will be held on Monday, December 1 at 6 pm Eastern. »Register
- The Advanced Graduate Certificate orientation (for all 18-21 credit AGCs except HRM and HEA) will be held on Tuesday, December 2 at 4 pm Eastern. »Register
- The Educational Leadership Program and School District Leadership orientation webinar will be held on Thursday, November 30 at 4 pm Eastern. »Register

Online Learning Orientation Webinar
Tuesday, January 20 at 12 noon Eastern.
What does it take to succeed as an online student? Join us for an informative webinar to find out!
»Register
Technology Resources

- DoIT (Division of Information Technology) http://it.stonybrook.edu/ or http://it.stonybrook.edu/it-guides/students.

Everything you need to know about computing at SBU. Free and dramatically discounted software, University software tutorials, and more.

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

Facebook: facebook.com/spdstonybrook

SPD: www.stonybrook.edu/spd, spd@stonybrook.edu, or 631-632-7050, option 1

SPD Online: www.stonybrook.edu/spd/online or spd_online@stonybrook.edu or 631-632-9484

SPD Office of Student Success: www.stonybrook.edu/spd/success/ or kim.giacalone@stonybrook.edu or 631-632-7896
Good luck this semester!