Welcome

Educational Leadership and School District Business Leadership
New Student Orientation
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Agenda

• Welcome
• Program overview
• Advisement /Academic expectations
• Enrollment information
• Resources
• Staying connected
• Q & A
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 40!
Stony Brook’s ranking among public national universities.
About SPD

- Stony Brook’s school for working professionals
- Leader in online education since 1997
- 26 graduate degree and certificate programs
About the Educational Leadership Programs

- “EDL” = combined School District Leadership + School Building Leadership
- “SDBL” = School District Business Leadership
- ~400 students across NY State
- Online, on-campus and in cohorts
- 3 full-time faculty and dozens of lecturers who are active in the field
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 Schiavetti, for enrollment.

www.stonybrook.edu/spd/edleadership/program.html
Foundation Courses
EDL and SDBL  9 credits

• CEQ 501 Educational Leadership Theory I
• CEQ 502 Educational Leadership Theory II
• CEQ 503 Educational Leadership Practice
EDL 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
SDBL Required Courses  18 credits

- CES 514–Collective Bargaining and Arbitration in the Public Sector
- CEQ 520–School Finance
- CEQ 525–Managerial Accounting for the School Business Official
- CEQ 528–School Law
- CEQ 571–School Business Administration
- CEQ 572–School Personnel Management
CEQ 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 certificate.
- Prerequisite: Completion of all foundation and required course work.
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NCATE
The Standard of Excellence in Teacher Preparation

www.stonybrook.edu/spd/edleadership
Internship

• CEQ 585 Internship in School District/School Building Leadership
• CEQ 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 are enrolled in these courses concurrently over Summer/Fall or Spring Summer.
• Students are enrolled in the internship courses by permission from Dr. Scheidet, Internship Coordinator. They must seek permission once they have completed their coursework.
• There is a mandatory orientation meeting, 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., CEQ 501 plus CEQ 528).
• Students should take CEQ 501 first.
Planning Your Course of Study, Continued

- CEQ 595 can be taken immediately before, during or after the internship.
- Most courses are offered online each term.
- Traditional students should expect to take some online courses as on-campus courses are limited.
- Be proactive regarding the registration for the internship.
Textbooks

- Information is in SOLAR and on the website of the Campus Bookstore (Barnes and Noble): 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)
- Textbooks are offered in an e-book format as part of the EDL Digital Library, which offers access to all program textbooks as an annual subscription.
Student Expectations
Academic Expectations

- Maintain good academic standing with a minimum GPA of 3.0 (graduate, cumulative and in the program)
- Complete all program requirements within 5 years.
- Dedicate the time necessary to each class — about 10-15 hours per week for online courses.
- Focus on the quality of your writing; seek help when needed.
- Hone your research and citation skills: seek training and understand the SPD 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 attending our Citation Skills Workshop.
Administrative Expectations

• Check SOLAR for Messages and Holds.
• Sign-up for and use your Stony Brook email account.
• Proactively seek out information and help.
• Be aware of and follow all SPD/SBU policies and deadlines (refer to Academic Calendars, SOLAR, Student Accounts website, and SPD Bulletin)
• Apply for Graduation during your last term.
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 account.

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 button at the bottom of the calendar. You can also add the calendar on your iPhone or Android device.

SPD Academic & Graduate Events Calendar

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<td>4pm DASA Training</td>
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www.stonybrook.edu/spd/graduate/calendar/index.html
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.

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January  | February | March | April | May

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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.
SIGN UP and CHECK Your Stony Brook Email
Your Stony Brook Email
Additional Administrative Expectations

• Know NYSED’s regulations on **testing and workshops**

• Know when and how to prepare for your internship orientation and registration
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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 training videos on the SPD Online website
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

New Student Information

Getting Started

Blackboard Video Tutorials
- Blackboard on demand videos

Online Learning Orientation
- Sign up for our next orientation webinar, January 26 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")
Advisement and Assistance
More Advisement and Assistance
Resources For This Section

• SPD Website: http://www.stonybrook.edu/spd
• EDL Website: http://www.stonybrook.edu/spd/edleadership/
• SPD Bulletin: 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: http://www.stonybrook.edu/provostliasn/bookstore/
Enrollment Tips
SOLAR

About 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.

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 set up SB Alert?
- How do I change my emergency contact information in SOLAR?
- How do I navigate SOLAR?
Get Cleared for Take-Off

Check Action Center and Message Center each time you log in
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.
• Summer/Fall enrollment begins in early April.
• Winter/Spring enrollment begins in early November.
• SPD seldom offers Winter Session courses.
• Clear up any blocks you may have before registration begins.
• Don’t worry about payment (yet).
A Word About Waitlists

• The majority of online courses will eventually fill.
• Add your name to the waitlist to be enrolled automatically if someone drops.
• Mind your waitlist position.
• Waitlist problems? Contact SPD Online.
• Note: There is financial liability for any course into which students have been enrolled.
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 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.
Your NetID

- Access 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.
- Is created for you – you need to log into SOLAR to create the password.
Your NetID
Your NetID

NetID Maintenance
100256242  Name: Kimberly Giacone
Information for students who are graduating or leaving SBU

Your NetID is kgiacone

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.

Click here to set or change your NetID Password.

Test Your NetID Password
Your NetID

NetID Maintenance
100258242  Name: Kimberly Giacalone

Information for students who are graduating or leaving SBU

Your NetID is  kgiacalone

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.

Click here to set or change your NetID Password.

Test Your NetID Password
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
Learner Support Resources
Bookmark: blackboard.stonybrook.edu
--not an internal page
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

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

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

http://guides.library.stonybrook.edu/SPD
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- **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

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
- We also recommend EndNote or Zotero workshops or tutorials for reference management.
- Other video tutorials are 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 more 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. Of
• 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.
Professional Socialization & Career Resources

- Phi Delta Kappa: [www.stonybrook.edu/spd/pdk](http://www.stonybrook.edu/spd/pdk)
- Stony Brook Career Center: [career.stonybrook.edu/](http://career.stonybrook.edu/)
Tuesday, December 2, from 6 to 8 pm

http://www.stonybrook.edu/spd/pdk/events.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 Giacalone at kim.giacalone@stonybrook.edu or call 631-632-7696 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 20 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

• Lynda.com – Training on everything under the sun. Visit stonybrook.edu/lynda

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

Facebook: facebook.com/spdstonybrook

Twitter: twitter.com/spd_stonybrook

SPD: spd@stonybrook.edu, or 631-632-7050

SPD Online: spd_online@stonybrook.edu or 631-632-9484

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