Welcome

Educational Leadership and School District Business Leadership
New Student Orientation
Dr. Craig Markson, Assistant Dean and EDL Program Coordinator
Teachers Professional Development Institute
School of Professional Development
Stony Brook University
Craig.Markson@stonybrook.edu
631.632.7067

Kim Giacalone, Director
Marketing and Communications
School of Professional Development
Stony Brook University
Kim.Giacalone@stonybrook.edu
631.632.7896
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.
An air of RESPECT
Stony Brook University Tobacco-Free

http://www.stonybrook.edu/commcms/tobaccofree/
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
• ~300 students across NY State
• Online, on-campus and in cohorts
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 (SBD) 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.
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 Scheidet, for enrollment.
Foundation Courses – 9 credits

EDL
• EDL 501 Educational Leadership Theory I
• EDL 502 Educational Leadership Theory II
• EDL 503 Educational Leadership Practice

SDBL
• EDL 501 Educational Leadership Theory I
• EDL 502 Educational Leadership Theory II
• EDL 515 School District Leadership
EDL Required Courses 18 credits

- EDL 515 School District Leadership
- EDL 528 School Law
- EDL 541 School Building Leadership
- EDL 555 Supervision of Instruction
- EDL 571 School Business Administration
- EDL 572 School Personnel Management
SDBL Required Courses 18 credits

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

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

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

• Students 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., EDL 501 plus EDL 528).
• Students should take EDL 501 first.
Planning Your Course of Study, Continued

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

• If you want to take two courses in one term to speed your progress, mix theory courses (501, 502 and 503) with practical courses (541, 528, 555, etc.)

• Take School Building Leadership before School District Leadership.

• The above are suggestions. Other than the Foundation Courses (501/502/503), there is no sequence until EDL 585/586.
Possible Combinations

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

• Information is in SOLAR and on the website of the Campus Bookstore (Barnes and Noble): [http://www.stonybrook.edu/provostliasn/bookstore/](http://www.stonybrook.edu/provostliasn/bookstore/)

• Textbooks are offered in an e-book format as part of the EDL Digital Library, which offers access to all program textbooks as ~ $200 annual subscription through Pearson Education.

• Subscribers can order printed (three-hole punch) copies for $15
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 on in February or just view a recording online.

http://www.stonybrook.edu/spd/assets/pdf/dishonesty.pdf
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 the Graduate Bulletin, including the SPD Supplement)
- Apply for Graduation during your last term.
SPD Academic and Events Calendars

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

Academic Calendars

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

Graduate Academic Calendar

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<tr>
<td>Nov 1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
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<tr>
<td>(I) Removal</td>
<td>Advance registration</td>
<td>Advance Registration</td>
<td>Open Enrollment</td>
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<tr>
<td>SPD Online Session</td>
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Apply for Graduation

Related Links

Final Exam Schedules
Tuition Liability Schedule
Stony Brook University Online Events Calendar
## CHECK Your Stony Brook Email

### Inbox (827)
- Starred
- Important
- Sent Mail
- Drafts (168)
- All Mail
- Spam (127)
- Trash
- Alumni
- Asmi
- Aug 2011 - Feb ...
- Blackboard
- Carolyn
- CEK 501
- Chris

### Primary

<table>
<thead>
<tr>
<th>From</th>
<th>Subject</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard6 Admin.</td>
<td>eep: SPD Online Support: New Post - Course not show</td>
<td>10:36 pm</td>
</tr>
<tr>
<td>Green, James K.</td>
<td>Re: Orientation Webinar: Registration Confirmation &amp; Access</td>
<td>6:21 pm</td>
</tr>
<tr>
<td>Green, James K.</td>
<td>Re: Orientation Webinar: Registration Confirmation &amp; Access</td>
<td>6:05 pm</td>
</tr>
<tr>
<td>Kristy Arnold</td>
<td>Re: CEK 504 Williams - Hi Kim, I did speak with this student</td>
<td>5:58 pm</td>
</tr>
<tr>
<td></td>
<td>Adobe Connect - Chat Transcript from SPD - Kimberly Giac</td>
<td>5:56 pm</td>
</tr>
<tr>
<td></td>
<td>I will be out of the office on Monday, August 19. Re: CEI</td>
<td>5:40 pm</td>
</tr>
<tr>
<td></td>
<td>Fwd: [registrar_scheduling_staff] SPD Cancellation Req.</td>
<td>5:08 pm</td>
</tr>
<tr>
<td></td>
<td>AGC Advisement Sheets - Hi Kim - Should you need them</td>
<td>2:43 pm</td>
</tr>
<tr>
<td></td>
<td>Re: Recycling Toner - Hi All, Please see email below. Did ar</td>
<td>2:13 pm</td>
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Additional Administrative Expectations

• Know NYSED’s regulations on testing and workshops

• Know when and how to prepare for your internship orientation and registration
Educational Leadership Certification Programs

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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 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 20 at 12 noon Eastern
- [Watch webinar recording from prior semester](#)
- [View the PowerPoint](#)

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/
- Graduate/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

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?
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
- Missing Training – HAVEN
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
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
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

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Test Your NetID Password
Your NetID

NetID Maintenance
1002582422 Name: Kimberly Giacalone

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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
Blackboard Log-In Screen

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

- Open SUNY Help (After-Hours Support)
  M-Th, 5:00pm – 9:00pm Eastern
  Saturday, 10:00am – 5:00pm Eastern
  Sunday, 1:00pm – 9:00pm Eastern
  OpenSUNYHelp@suny.edu or 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

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

The Chronicle of Higher Education

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

• On-campus and online workshops delivered by instructional librarians. Information at http://library.hsclib.sunysb.edu/instruction

• Upcoming webinars:
  Research Skills for SPD Students (February Date TBD)
  SPD Citation Skills (February Date TBD)

• We also recommend Zotero or EndNote workshops or tutorials for reference management.
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...
Screenshot of Zotero plug-in
• 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.
Professional Socialization & Career Resources

- Phi Delta Kappa: [www.stonybrook.edu/spd/pdk](http://www.stonybrook.edu/spd/pdk)
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 Glacalone at kim.glacalone@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 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.com/spdstonybrook

twitter.com/spd_stonybrook

youtube.com/user/StonyBrookSPDonline
Good luck this semester!