Human Resource Management
New Student Orientation
Dr. John Coverdale, Faculty Director
Human Resource Management Program
School of Professional Development
Stony Brook University
John.Coverdale@stonybrook.edu

Kim Giacalone, Director
Marketing and Communications
School of Professional Development
Stony Brook University
Kim.Giacalone@stonybrook.edu
Agenda

- Welcome
- Program overview
- Enrollment information
- Expectations
- Advisement
- Resources
- Staying connected
- Q & A
About Stony Brook University

- 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 the School of Professional Development

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

Human Resource Management Programs at Stony Brook University

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

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

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

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

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

Degree Requirements – Effective Fall 2015

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

HRM 532  Foundations of Human Resources (formerly CES 515)

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

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

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

HRM 541  Human Relations and Workforce Planning (formerly CES 511 Human Relations in the Workplace)
# MS in Human Resource Management Advisement Worksheet
*(for students admitted in Fall 2015 or later)*

<table>
<thead>
<tr>
<th>Human Resource Management Courses</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 532 Foundations of Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 533 Employee Relations and Labor Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 537 Employee Learning &amp; Professional/Career Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 539 Organizational Development and Change Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 541 Human Relations and Workforce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 545 Employment Law and Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 546 Job Evaluation, Compensation Systems, and Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 547 Organizational Performance Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 548 Diversity and Global Issues in the Workplace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 595 Strategic Human Resources Master's Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 585 Internship (optional)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student's Name:** ____________________________  **SBID #:** ____________

**Email Address:** ____________________________  **Telephone:** ____________

[http://www.stonybrook.edu/spd/graduate/hrm.html](http://www.stonybrook.edu/spd/graduate/hrm.html)
Program Requirements — 30 credits

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

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

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

• MS students have five years to complete the degree.
• Four courses (12 credits) maximum per term but the recommendation is two for working students.
• Students should take HRM 532 and HRM 533 early on in their course of study.
Planning Your Course of Study (cont’d)

- On-campus courses are offered less frequently than online courses.
- International students or those students who are receiving financial assistance may have requirements in terms of modality or course load.
Scheduling Overview

- Online classes: 10-week terms that start at beginning of Fall, Spring and Summer I *
- Face-to-face classes:
  - Fall and Spring: Class meets for 3 hours once per week for 15 weeks
  - Summer I and II: Classes meet for 3.5 hours twice a week for 6 weeks
- Winter session courses last 3 weeks

*Except for HRM 595, which meets for the full 15 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.
• Maintain good academic standing with a minimum GPA of 3.0 (graduate, cumulative and in the program)
• Read and understand SPD’s Academic Honesty Policy listed in the 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 did not know how to properly cite their sources (but they are still held responsible).
• Consider attending our Citation Skills Workshop in August or viewing one of our recorded workshops posted on the SPD Library Guide website: guides.library.stonybrook.edu/spd/home
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
- Videos and FAQs are available on the SPD Online website at www.stonybrook.edu/spd/online
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 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 Conduct Code, the Student Accounts website, and SPD/Graduate Bulletins).

• 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](http://www.stonybrook.edu/spd/current/graduation.html)

• **Sign-up for and use your Stony Brook email account.** [http://www.stonybrook.edu/mycloud](http://www.stonybrook.edu/mycloud)
# CHECK Your Stony Brook Email

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard6 Adminstral</td>
<td>eep: SPD Online Support: New Post - Course not showir</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>me</td>
<td>Adobe Connect - Chat Transcript from SPD - Kimberly Giac</td>
<td>5:56 pm</td>
</tr>
<tr>
<td>Kristy Arnold</td>
<td>I will be out of the office on Monday, August 19. Re: CEI</td>
<td>5:40 pm</td>
</tr>
<tr>
<td>Carolyn Jankowski</td>
<td>Fwd: [Registrar_scheduling_staff] SPD Cancellation Requi</td>
<td>5:08 pm</td>
</tr>
<tr>
<td>Lori Lyons</td>
<td>AGC Advisement Sheets - Hi Kim - Should you need them i</td>
<td>2:43 pm</td>
</tr>
<tr>
<td>Shawna Nelsen</td>
<td>Re: Recycling Toner - Hi All, Please see email below. Did ar</td>
<td>2:13 pm</td>
</tr>
</tbody>
</table>

For more information, visit [www.stonybrook.edu/mycloud](http://www.stonybrook.edu/mycloud)
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 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 Google Calendar button at the bottom of the calendar. You can also add the calendar on your iPhone or Android device.

SPD Academic & Graduate Events Calendar
Advisement and Assistance
Resources For This Section

- SPD Website: http://www.stonybrook.edu/spd
- HRM Program: http://www.stonybrook.edu/spd/hrm/
- SPD Bulletin: http://www.stonybrook.edu/spd/bulletin
- SPD Online Website: http://www.stonybrook.edu/spd/online
- SPD Course Listings: http://www.stonybrook.edu/spd/graduate/courses
- SPD Academic Calendar: http://www.stonybrook.edu/spd/graduate/calendar
Enrollment Tips
SOLAR is Stony Brook University’s enterprise-wide, self-service system which provides faculty, staff, and students with online access to manage personal information. Students use SOLAR to register for classes, print schedules, view and pay bills, update personal contact information, view transcripts, and submit student employment timesheets. Employees use SOLAR to update personal contact information, view vacation/sick accruals, print class rosters, submit grades, and much more.

Frequently Asked Questions

How do I change my email address in SOLAR?
How do I change my emergency contact information in SOLAR?
How do I navigate SOLAR?
Get Cleared for Take-Off

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 and Fall enrollment begins in early April.
• Winter and Spring enrollment begins in early November.
• Clear up any blocks you may have before registration begins.
A Word About Waitlists

- The majority of online courses will eventually fill.
- If the course you want is full, add your name to the waitlist. If someone drops, you will be enrolled automatically.
- Monitor your position and make schedule adjustments.
- Waitlist problems? Contact SPD Online.
- Note: You are financially responsible for any course for which you are enrolled via the waitlist, so please double-check your schedule before the end of the tuition liability period.
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/](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 interface with an arrow pointing to the Security and Personal Data option.](image)
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.

Click here to set or change your NetID Password.
Test Your NetID Password
Your NetID

NetID Maintenance
100258242
Name: Kimberly Giacalone

Your NetID is kgiacalone

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.

Test Your NetID Password
Your NetID

NetID Maintenance
100258242  Name: Kimberly Giacalone
Information for students who are graduating or leaving SBU

Security Question
Click here to set or change your NetID Password.
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

Test Your NetID Password
Learner Support Resources
Blackboard

- 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](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](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

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.
- What 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.
- Higher Education Administration - Provides a list of recommended databases for doing research in educational leadership.
- Human Resources - Provides a list of selected eJournals titles relevant to the Human Resources (HR) 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.
SPD Library Guide -- guides.library.stonybrook.edu/spd/hr

School of Professional Development

This guide is designed to help students in the School of Professional Development with their research.

Databases for News Articles

- **LexisNexis Academic**
  Date coverage varies. Fulltext. Over 10,000 news, business, and legal sources. News coverage includes deep backfiles and up-to-the-minute stories in national and regional newspapers, wire services, broadcast transcripts, international news, and non-English language sources.

- **Newsday**

- **Ethnic NewsWatch**
  1990-present. Fulltext. Articles from newspapers and periodicals published by ethnic, minority and native presses in the United States. In English and Spanish.
Library Instructional Resources

- On-campus and online workshops delivered by instructional librarians.
  - *SPD Citation Skills* (8/31/2015): [http://library.stonybrook.edu/events/citation-skills-for-spd-students/](http://library.stonybrook.edu/events/citation-skills-for-spd-students/)
  - Recordings are available to view now on the LibGuide website
  - We also recommend Zotero workshops or tutorials for citation 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 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
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.
• To ensure a graduate-level tutor, set up appointment through Kim Giacalone at kim.giacalone@stonybrook.edu
Professional Socialization and Career Resources

- Stony Brook Career Center: career.stonybrook.edu/
- Society for Human Resources (SHRM) Student Chapter: www.stonybrook.edu/spd/success/shrm_chapter.html
Why Join SHRM?

- Networking opportunities and myriad online resources, including how-to guides, sample documents, news, research, conferences and free webcasts.
- On-campus events (many streamed online for distance students).
- Scholarship opportunities.
- Best of all it is only $40 to join while you are a student (after that, the rate goes up to $180).
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 631-632-7896 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

SPD: facebook.com/spdstonybrook

SHRM Student Chapter (has Facebook link): www.stonybrook.edu/spd/success/shrm_chapter.html

SPD: @spd_stonybrook

SHRM Student Chapter: @StonyBrookSHRM
Good luck this semester!