Human Resource Management
Student Orientation
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 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 and HRM

- 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
- ~250 students currently matriculated in SPD’s HRM 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
Notable SPD Alumna (okay, not really)
And thousands of teachers, managers, environmental consultants, musicians, higher education professionals, coaches, K-12 school leaders, human resource administrators, writers, information systems specialists, artists and a host of others.
Planning Your Course of Study
Core Courses

Graduate Studies in Human Resource Management

Human Resource Management

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, and employee relations.

HRM Website: www.stonybrook.edu/spd/hrm
Master of Science in Human Resource Management

Course of Study

This degree program consists of 30 credits, distributed among the three areas listed below. Unless otherwise noted, each course is three credits. There are no transfer credits or substitutions allowed for Areas 1 and 3, or for the required courses listed under Area 2. All degree requirements must be completed within five (5) years from the semester date of admission as a matriculated student. Students are advised to print and keep this advisement worksheet (PDF) for reference.

1. CORE COURSES – 9 credits

Students should select three courses total from among those listed below:

- CEI 505 Research Methods in Social Sciences (offered online)
- CEX 520 Ethics in Management (offered online) and either
- CEI 596 Seminar in Leadership in Organizations (offered online) or
- CER 506/MBA 506 Leadership, Team Effectiveness and Communications (offered on-campus)

Note: Core Courses may NOT be used to satisfy the requirements of the Advanced Graduate Certificate (AGC) in Human Resource Management. For students entering the program as of Fall 2014, CEX 515/MBA 515 Managing in a Global Economy and MBA 592 Organizational Behavior may only be used as electives.

2. HRM & EMPLOYEE RELATIONS COURSES – 18 credits

http://www.stonybrook.edu/spd/hrm/ms.html
Student Advisement Sheet

Master of Science (MS) in Human Resource Management

School of Professional Development (SPD) at Stony Brook University
N-201 Social and Behavioral Sciences
Stony Brook University, Stony Brook, NY 11794-4310
www.stonybrook.edu/spd • Tel.: 631.632.7050, option 1 • FAX: 631.632.4992 • Email: spd@stonybrook.edu

Name ________________________________ Stony Brook ID # ________________________________

Address ________________________________________________________________
City ________________________ ZIP __________
Phone ____________________________
E-mail ____________________________

Advisement Date Advisor Description

• MS HRM Management Courses (9 credits): Select three courses among the following: CEI 505, CEX 515/MBA 515, CEX 520. Only one of the three, if desired, may be selected from: CEI 596, MBA 592, or MBA 506.

Course # Course Title Credits Semester Grade

http://www.stonybrook.edu/spd/graduate/hrm.html
The Curriculum is Changing Soon

- Some courses will no longer be offered.
- Some new courses will be added.
- Anything you take this semester will count toward your degree.
- We will notify everyone once the change is complete.

http://www.stonybrook.edu/spd/hrm.html
## Program Requirements

<table>
<thead>
<tr>
<th>Master of Science</th>
<th>Advanced Graduate Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>30 credits as follows:</strong></td>
<td><strong>18-21 credits as follows:</strong></td>
</tr>
<tr>
<td>• CES 515, CES 516, CEX 537 and CEX 538</td>
<td>• CES 515, CES 516, CEX 537 and CEX 538</td>
</tr>
<tr>
<td>• 5 additional courses</td>
<td>• 2 additional courses if you are enrolled in a master’s program</td>
</tr>
<tr>
<td>• CED 595 Master’s Project</td>
<td>• 3 additional courses if you are <strong>not</strong> enrolled in a master’s program</td>
</tr>
</tbody>
</table>
Core Courses for MS degree – 9 credits*

Students should select three courses total from among the six listed below:

- CEI 505 Research Methods in the Social Sciences (online only)
- CEX 520 Ethics in Management (online only)

  Student may only take one of the following courses:

- CEI 596 Seminar in Leadership in Organizations (online) or
- CER/MBA 506 Leadership, Team Effectiveness & Communications (on-campus)

* Program requirements will be changing beginning in Spring 2015, but these courses will continue to be accepted.
Required Courses for MS and AGC — 6 credits

- CES 515/MBA 532 Foundations of Human Resource Management
- CES 516/MBA 533 Survey of Employee Relations
Area Courses

12 credits total from the among the following areas:

• Human Resource Administration
• Employee Relations
• Electives
Human Resource Administration Courses

• CES 510/MBA 510 Employee Benefits (prereq: CES 515)†
• CES 511/MBA 513 Human Relations in the Workplace*
• CES 526/MBA 526 Job Evaluation and Compensation Systems (prereq: CES 515)
• CEX 537/MBA 537 Training and Development
• CEX 538/MBA 538 Organizational Change Management (prereq: CES 515)**

*On-campus  **Online  †Not offered after Fall 2014
Employee Relations

(Students must complete at least one course from this section)

- CES 514/MBA 514 Collective Bargaining in Public Sector (prerequisite: CES 515)*†
- CES 518/MBA 534 Contemporary Issues in Employee Relations†
- CES 519/MBA 519 Grievance Handling and Arbitration*
- CES 525/MBA 525 Employment Law (prerequisite: CES 516)**
- CEX 547/MBA 530 Employee Dispute and Resolution and Conflict Management*

*On-campus  **Online
Electives
(Students may only take one of the following courses)

- CES 517/MBA 527 Women in the Workplace**
- CEX 515/MBA 515 Managing in a Global Economy

*On-campus  **Online
CES 599 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 (not for the AGC).
- Requires a minimum of 45 hours of work in a setting that is outside of the student’s current area of employment.
- Students must obtain approval from the program director to enroll in this S/U graded course.
CED 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
Planning Your Course of Study

- MS students have five years to complete the degree.
- AGC students have 3 years to complete the AGC unless they are concurrently matriculated in a master’s degree, in which case they have 5.
- Four courses (12 credits) maximum per term but the recommendation is two for working students.
- Students should take CES 515 and CES 516 early on in their career.
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
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)
- 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 February 17.
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](http://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 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](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)
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 (stonebrook.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

- 12pm HEA Orientation
- 6pm HEA Orientation
- 4pm HEA Interview
- 8:30am Careers in HSC
- 6pm SHRM Chapter
- 12pm HEA Study Abroad
- 4pm HEA Study Abroad
- 6pm DASA Training

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.

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
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

SOLAR LOGIN

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

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

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/

• 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](image)
Your NetID

NetID Maintenance
100268242  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

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.

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
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
  slnssupport@itec.suny.edu or 1-800-875-6269
Virtual Commons

- Began in Fall 2014
- Link within Blackboard
- HRM-specific resources
- Multimedia features
- Hang-outs and events
- Lib-Guides – curated resources for HRM students

Link appears in Blackboard
Library Instructional Resources

- On-campus and online workshops delivered by instructional librarians. Webinars offered for HRM Students:
  - Research Skills for SPD Students, February 10
  - Citation Skills for SPD Students, February 17
- 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 way from the use of a letter writing, except for speed. Of course, it is much cheaper, because it involves no paper, postage, or stamps.
• 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

- SHRM Student Chapter:  
  www.stonybrook.edu/spd/success/shrm_chapter.html
- Stony Brook Career Center: career.stonybrook.edu/
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 $35 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.

• 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
Good luck this semester!