WELCOME NEW COHORT STUDENTS!
Agenda

• Welcome
• Cohort information
• Program overviews
• Expectations
• Resources
• Staying connected
About us
Presenters

Carolyn, Jankowski
Assistant Dean

Elisa Scott, Director
Liberal Studies Program

Kim Giacalone
Communications Director
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

• ~280 students currently matriculated in SPD’s HRM program, ~200 in the Liberal Studies program

• 150 Human Services cohort students

Computer Science Building
What is a cohort?
Benefits of a Cohort

• Learn with your peers
• Convenient scheduling
• Tuition discount
• Curriculum to help you succeed in your current job, or position you for advancement
Human Services Cohorts: Key Terms

**Cohort:** Employees who are taking courses together as a group as part of a contracted program between Stony Brook University and a coordinating or sponsoring organization.

**SUTRA:** Describes the contract between SBU and the participating organization or teacher's center; is often used as an adjective to distinguish cohort classes or students.

**R & A:** School of Professional Development Records and Admissions, the team of SPD staff members who process the applications and manage the records, scheduling and enrollment.

**GPD:** Graduate Program Director, the faculty member who oversees all academic activities, including admissions, advisement and scheduling.
LIBERAL STUDIES PROGRAM
Master of Arts in Liberal Studies

• Liberal Studies Core: 15 credits (5 courses)
• Thematic Concentration: 15 credits (5 courses)
• Capstone Seminar: 3 credits (one course)

Total for program: 33 credits (11 courses)
Liberal Studies Core

5 courses - 15 credits

LSF 501 - Effective Professional Communication
LSF 502 - Effective Professional Thinking
LSF 503 - Effective Professional Global and Cultural Awareness
LSF 504 - Effective Professional Action and Leadership
NSLS (Elective)  Depends on your cohort
Thematic Concentration

• **15 credits** (5 courses)

• Courses determined in consultation with your agency
CED 595 Capstone Seminar

• Goal is to teach students to understand and conduct graduate-level research
• Must earn a “B” or higher to count toward the degree
• Students will be guided in selecting a topic
• Methodology and resources will be reviewed as the student’s work is developed
University Badges

• Digital microcredentials that signify expertise in a particular competency
• Display on LinkedIn, Facebook, Twitter or digital portfolio
• All students will earn the Foundations of Professionalism badge; students will earn at least one other badge, depending on curriculum
• More information at: www.stonybrook.edu/spd/badges
Academics
Program requirements, badge information, and other resources
stonybrook.edu/mals
Academics

Curriculum
Master of Arts (current program)
Current Liberal Studies program requirements.
Learn More >

Master of Arts (legacy program)
Program requirements for those students admitted prior to Fall 2017.
Learn More >

Advanced Graduate Certificates
SPD’s 18-credit advanced graduate certificate programs may be incorporated into the Liberal Studies masters.
Learn More >

Digital Badges
Microcredentials that demonstrate your achievement of a particular skill set.
Learn More >

Resources
- Degree Planning Worksheet
- Class Find (search for SBU courses)
- Graduate Bulletin
- Liberal Studies Internship
- Library Guide/Research Support
- SPD Office of E-Learning
- SPD Responsible Conduct of Research and Scholarship Policy
HUMAN RESOURCE MANAGEMENT PROGRAM
Human Resource Management

Graduate degree, certificate and badge programs. Part-time or full-time. Online, on campus or on-site.
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
University Badges

• Digital microcredentials that signify expertise in a particular competency
• Employee Relations and Organizational Development
• Display on LinkedIn, Facebook, Twitter or digital portfolio
• More information at: www.stonybrook.edu/spd/badges
Academics

Program Options

Master of Science
30 Credits
Comprehensive program that is aligned with the standards established by the Society for Human Resource Management.
Learn More >

Advanced Graduate Certificate
This program is being updated and is not currently accepting new applicants. Follow the link to see the old program and to sign up for notification once the new one is available.
Learn More >

Digital Badges
9 Credits
Microcredentials that demonstrate your achievement of a particular skill set.
Learn More >

Resources

- Course Descriptions
- Course Schedule
- Degree Planning Worksheet
- Graduate Bulletin
- HRM Research Support/Library Guide
- SPD Office of E-Learning
- SPD Responsible Conduct of Research and Scholarship Policy
Enrollment Information
Enrollment Information

- Students will be enrolled by SPD into their first course and will be automatically enrolled thereafter into the next course of the cohort.
- Attendance will be taken at each class. Students must always notify SPD's Records and Admissions, their organization's representative, and the instructor prior to Day 10 if they will not be attending a course or they will be subject to tuition liability.
- The last day to add or drop a course without tuition liability is Day 10 of the term. Note: "Day 10" is the tenth day counting from the first meeting of the class (does not include weekends)
Payment Information

Payment must be made to and received by your organization **prior to the first scheduled class** or the student will not be able to be enrolled in the course.

Students who have not paid their organization prior to the first scheduled class should not attend any class until and unless the instructor confirms that they have been formally enrolled and are on the **SOLAR** roster.
SOLAR

- Student Access to Online Records
- View course registration and grades
- Set your NetID password (more on this later)
- Order transcripts
- Remove holds (blocks) for enrollment
- Review book requirements

www.stonybrook.edu/solar
Get Cleared for Take-Off
Common Enrollment Blocks (or Holds)

• Proof of Health Insurance
• Signing the Financial Responsibility Statement
• Enrollment in SB Alert
• Proof of MMR Immunization
• Missing Training
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.

Explore SOLAR

For Faculty & Staff
SOLAR is Stony Brook University’s primary administrative system used by faculty and staff to update personal information, view vacation/sick accruals, print class rosters, submit grades, and more.

For Students
SOLAR is Stony Brook University’s primary administrative system used by students to register for classes, print schedules, view and pay bills, view transcripts, update personal information, report study hours, and more.

Public Access
While most of SOLAR's functionality requires authentication with your Stony Brook ID, we do offer public access to our Course Catalog and Class Search tools.
SOLAR For Students

SOLAR is Stony Brook University’s primary administrative system used by students to register for classes, print schedules, view and pay bills, view transcripts, update personal information, report student employment hours, and more.

Frequently Asked Questions

- How do I change my emergency contact information in SOLAR?
- How do I set up SB Alert?
- How do I update my local address in SOLAR?

Getting Started

- How do I get started with SOLAR?
- What is on my SOLAR home page?
Textbooks

• You can buy your books anywhere, but Stony Brook’s textbook provider is Follet. Order online at: https://www.stonybrook.edu/commcms/bookstore/
• Search by ISBN (found in SOLAR and ClassFind)
• Home delivery or pick up at the Shop Red West in the Melville Library
Expectations
Academic Expectations

• Be an active participant in class.
• Meet all assignment deadlines.
• Focus on the quality of your writing – including grammar & spelling, organization, depth of argument, intellectual engagement, and academic integrity. Seek help and get feedback.
• 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 Academic Honesty Policy.
Academic Honesty

• Cornerstone of all academic and scholarly work.
• Serious penalties, including a failing grade.
• Be mindful of citation issues!
• Consider viewing a recorded Citation Skills Workshop or registering for a live webinar.
Administrative Expectations

• Students are responsible for knowing and abiding by all SBU and agency policies and deadlines (refer to Academic Calendars, SOLAR, Student Accounts website, and the Graduate Bulletin)
• Check SOLAR for Messages and Holds.
Administrative Expectations (cont)

• When contacting a University office, please include your SB ID and program name.

• File for graduation in SOLAR at the start of your last term! Details on our website at www.stonybrook.edu/spd/current/graduation.
stonybrook.edu/spd
Home > Off-Campus Cohorts

Off-Campus Cohorts

Essential information for students, faculty and staff

Students
Enrollment, payment and communication information

GET INFO

Instructors

GET INFO

Organizations
Enrollment and billing information for administrators

GET INFO

Key Contacts
Who's who at SBU's off-campus program administration

GET INFO
Check Your SBU Email
Tabbed Interface
Advisement and Assistance

Academic Advisement

Human Resource Management
Dr. John Coverdale, Director
hrm@stonybrook.edu

Liberal Studies
Elisa Scott, Director
elisa.scott@stonybrook.edu

Records and Admissions

SPD_RandA_SUTRA@stonybrook.edu

Lori Lyons, Director
Records and Admissions (R & A)
Lori.Lyons@stonybrook.edu
631.632.7033

Barbara Franks
Coordinator of SUTRA Programs
Barbara.Franks@stonybrook.edu
631.632.9213

Online Learning Support

E-learning
spd_online@stonybrook.edu
Learner Support Resources
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.

See video at https://youtu.be/ioI3UhVd6fw
blackboard.stonybrook.edu
Online Learning at SPD

- Asynchronous format using Blackboard
- Expect to devote 10-15 hours per week per course
- Post on at least three different days per week
- Courses are “open” in Blackboard at least two weeks prior to the start of the term so check in ASAP to get started
Online Learning

Visit SPD E-learning at www.stonybrook.edu/spd/elearning
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.
- **Recorded Sessions** - Provides links to SPD/HEA recorded workshop sessions.

**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 Webinars

Fall 2018:

- Research Skills: Tuesday, Sept. Sept 11 at 6 pm
- Citation Skills: Tuesday, Sept. 18 at 6 pm

Details at
www.stonybrook.edu/spd/success/library_workshops

We also recommend EndNote workshops or tutorials for reference management. Other video tutorials are also available.
Career Center

career.stonybrook.edu/
Technology Resources

• DoIT (Division of Information Technology): Everything you need to know about computing at SBU. Free and dramatically discounted software, University software tutorials, and more.

  https://it.stonybrook.edu/services/catalog

• Stony Brook Student Technology Guide: https://it.stonybrook.edu/students
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 $209).
Keep in Touch!

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twitter.com/spd_stonybrook

youtube.com/user/StonyBrookSPDonline