WELCOME NEW EDL & SDBL STUDENTS!
Presenters

Dr. Craig Markson
Interim Program Director

Kim Giacalone, MA '11, Director
Marketing and Communications
Agenda

• Welcome
• Program overview
• Academic expectations
• Certification
• Enrollment information
• Resources
• Staying connected
• Q & A
About Stony Brook

QUICK TAKE
• 25,272 students
• >2500 faculty
• >140 graduate programs

ACCOLADES
• Among the top 100 universities in the nation (U.S. News & World Report).
• Member of the invitation-only Association of American Universities, comprising the 62 leading research institutions in North America.
• Proud home to Nobel laureates, Guggenheim fellows and MacArthur grant winners.

View of the Wang Center from the academic mall.
About the Educational Leadership Programs

• Offered through the School of Professional Development
• “EDL” = combined School District Leadership + School Building Leadership
• “SDBL” = School District Business Leadership
• Over 500 students across NY State
• Online and in cohorts
Program Overview
Stony Brook University offers two post-master's advanced graduate 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
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
   EDL/CEQ 501 – Educational Leadership Theory I
   EDL/CEQ 502 – Educational Leadership Theory II (prerequisite: EDL/CEQ 501)
   EDL/CEQ 503 – Educational Leadership Practice (prerequisites: EDL/CEQ 501 and EDL/CEQ 502)

2. Required Courses — 18 credits
   EDL/CEQ 515 – School District Leadership
   EDL/CEQ 528 – School Law
   EDL/CEQ 541 – School Building Leadership
   EDL/CEQ 555 – Supervision of Instruction
   EDL/CEQ 571 – School Business Administration
   EDL/CEQ 572 – School Personnel Management

3. Research Project — 3 credits
   EDL/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 written research report.

www.stonybrook.edu/spd/edleadership/program
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.
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.
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 enroll in these courses concurrently over Summer/Fall or Spring/Summer.
• Once they have completed their coursework, students must receive permission from Dr. Scheidet, Internship Coordinator, to enroll. They cannot enroll via SOLAR without permission.
• There is a mandatory orientation, 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 early on in their career.
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.
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.
• 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 viewing a recorded Citation Skills Workshop or registering for a live webinar in September.
Online Learning at SPD

• Classes offered in an asynchronous graduate seminar format.
• Be mindful of workload: Each course requires about 10-15 hours per week.
• Be prepared to log-on and post on at least three separate days per week (but most students log in daily).
• Have a back-up plan: Print out material, back-up files, and find other resources for computing and Internet connectivity.
• Courses are “open” in Blackboard two weeks prior to the start of the term so check in ASAP to get started.
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 the Graduate 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)

• File for graduation in SOLAR at the start of your last term! Details on our website at www.stonybrook.edu/spd/current/graduation.html

• Start using your Stony Brook email account: www.stonybrook.edu/mycloud
Check Your SBU Email

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

Blackboard6 Administrat.
Jacqueline M. Donnelly
Green, James K.
Green, James K.
Kristy Arnold
Kristy Arnold
Carolyn Jankowski
Lori Lyons
Shawna Nelsen
Tabbed Interface
Design Thinking
New program offers an innovative approach to solving problems and generating ideas.

READ MORE
Calendar page at stonybrook.edu/spd/graduate/calendar
Additional Administrative Expectations

• Know NYSED’s regulations on examinations and workshops
• Know when and how to prepare for your internship orientation and registration
Educational Leadership Programs

Stony Brook University offers two post-master's advanced graduate certificate programs that lead to certification in areas of school district, building and business leadership.

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- The post-master's certificate in School District Business Leadership (SDBL) program prepares professionals from

www.stonybrook.edu/spd/edleadership
Advisement and Assistance

For academic advising:
Dr. Craig Markson, Assistant Dean
Interim EDL Program Director
Craig.Markson@stonybrook.edu
631.632.7067

For internship information:
Dr. Robert Scheidet
EDL Internship Coordinator
Robert.Scheidet@stonybrook.edu
631.632.4584

Financial Aid:
http://www.stonybrook.edu/finaid/
finaid@stonybrook.edu
631.632.6840

Bursar (Accounts/Billing):
631.632.9316
bursar@stonybrook.edu
www.stonybrook.edu/bursar/

Online Learning Support:
SPD Office of E-Learning
spd_elearning@stonybrook.edu

International Students:
Visa and Immigration Services
www.stonybrook.edu/visa
VIS@stonybrook.edu
631.632.4685

Teacher Certification Office:
spdgraduation_andcertification@stonybrook.edu
631.632.7055

Student Health Services
(MMR & Insurance Questions):
studentaffairs.stonybrook.edu/shs/
Resources For This Section

• SPD Website: http://www.stonybrook.edu/spd
• EDL Website: http://www.stonybrook.edu/spd/edleadership/
• Graduate Bulletin: http://sb.cc.stonybrook.edu/gradbulletin/current/
• SPD’s E-Learning Website: http://www.stonybrook.edu/spd/elearning
• SPD Academic Calendar: http://www.stonybrook.edu/spd/graduate/calendar
Course Information

• SOLAR – Descriptions, Schedules and Textbooks
  www.stonybrook.edu/solar
• Registrar Website: Printable PDFs
  www.stonybrook.edu/registrar
• SBU Class Find – Fast way to look at schedules without logging in.
  http://classfind.stonybrook.edu/vufind/
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<th>Course Name</th>
<th>Instructor</th>
<th>Credit</th>
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<td>CEA518.L01</td>
<td>Metal Casting</td>
<td>Richholt,Dan</td>
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<td>CEA529.S30</td>
<td>Music and the Brain</td>
<td>Peco,Peter A</td>
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<td>SEM: FLEX 01:00AM-01:00AM</td>
<td>Open 5 avail.</td>
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<td>Paradis,Jason</td>
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<td>Engel,Bruce E</td>
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<td>Open 78 avail.</td>
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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.

SOLAR LOGIN  RF EMPLOYEE TIME REPORTING
STATE EMPLOYEE TIME REPORTING (WEST CAMPUS & HSC)

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.

FACULTY & STAFF HELP

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

STUDENT HELP

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?
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
When to Enroll

• Enroll as soon as you are eligible and according to your enrollment appointment.
• Summer and Fall enrollment begins in early April.
• Spring and Winter enrollment begins in early November.
• SPD seldom schedules Winter courses.
• Clear up any blocks you may have before registration begins.
• Don’t worry about payment (yet). Secure the courses you need; the bill isn’t due until the close to the start of class.
A Word About Waitlists

• The majority of online courses will eventually fill.
• Most online courses have a waitlist.
• If the course you want is full, add your name to the waitlist.
• If someone drops, you will be enrolled automatically.
• If enough people are on the list, a new section may be opened.
• Note: *You are financially responsible for any course that you enroll in via the waitlist.*
A Word About Cancellations

• SPD does not run courses with fewer than 10 students.
• Enroll early – we start cancelling under-enrolled 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 under-enrolled four weeks prior to the start of class, consider adding a second course as a back-up.
Textbooks

- You can buy your books anywhere, but Stony Brook has an online ordering service: 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
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.

See video at https://youtu.be/ioI3UhVd6fw
Learner Support Resources
Online Learning

Visit the Office of E-learning at www.stonybrook.edu/spd/elearning
SPD Library Guide

School of Professional Development

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

- Home
- Find Articles
- Find Books
- Where Can I Find...?
- What Do I Do When...?
- Research Tutorials
- Citation/Plagiarism
- Educational Leadership Program
- Higher Education Administration
- Human Resources

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

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

Other Relevant Guides

guides.library.stonybrook.edu/spd/
Library Instructional Resources

• On-campus and online workshops delivered by instructional librarians. Register at http://library.hsclib.sunysb.edu/instruction
• Webinars are recorded or offered in the Fall:
  Research Skills for SPD Students, September Date TBD
  Citation Skills for SPD Students, September Date TBD
• We also recommend Zotero or EndNote workshops or tutorials for reference management. Other video tutorials are also available.
Zotero
Problems with clarity aren’t always this obvious.
That’s why we have the Writing Center.

Problems with structure aren’t always this obvious.
That’s why we have the Writing Center.

Problems with content aren’t always this obvious.
That’s why we have the Writing Center.

https://www.stonybrook.edu/writingcenter/
Technology Resources

- DoIT (Division of Information Technology):
  https://it.stonybrook.edu/services/catalog
- Stony Brook Student Technology Guide:
  https://it.stonybrook.edu/students
FAR BEYOND