WELCOME NEW EDL & SDBL STUDENTS!
Presenters

Dr. Craig Markson
Interim Program Director

Kim Giacalone, Director
Marketing and Communications
Agenda

• Welcome
• Program overview
• Academic expectations
• Certification
• Enrollment information
• Resources
• Staying connected
• Q & A
About the School of Professional Development

- School for working professionals who want to advance their careers through part-time graduate study
- Courses offered primarily online, in cohorts, or on-campus in the evening
- Leader in online education since 1997
- Home to SBU’s teacher and administrator certification programs
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
stonybrook.edu/spd/edleadership
Academics

Programs

Educational Leadership
Post-master's advanced graduate certificate program that leads to both School District and School Building Certification.

LEARN MORE

School District Business Leadership
Program that prepares professionals for access and advancement to positions in a school district central office.

LEARN MORE

Resources

- Course Descriptions
- Internship FAQ
- Certification and Graduation
- EdD Articulation Agreements
- SPD E-Learning
- Graduate Bulletin
- SPD Responsible Conduct of Research and Scholarship Policy
- Educational Leadership Research Support/Library Guide

MORE RESOURCES
Curriculum

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 Research Project.
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 Core 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 Core 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

• 25-page, APA-formatted research paper
• 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

• Concurrent enrollment over Summer/Fall or Spring/Summer.
• Students must receive permission from Dr. Scheidet, Internship Coordinator, to enroll. They cannot enroll via SOLAR without permission.
• Mandatory online orientations:
  • Spring/Summer Internship Orientation: November
  • Summer/Fall Internship Orientation: April
Planning Your Course of Study

• Five years to complete the program
• Courses run for 10 weeks (except for the Internship)
• Three terms per year: Spring, Summer and Fall
• Maximum number of courses per term is four, but the recommendation is no more than two for anyone who is currently working
• EDL 595 can be taken immediately before, during or after the internship
• Be proactive regarding the registration for the internship
Online Learning at SPD

• Asynchronous graduate seminar format.
• Workload: course requires about 10-15 hours per week.
• Post three separate days per week (but most students log in daily). Holidays are not observed.
• Have a back-up plan.
• Courses are “open” in Blackboard **two weeks** prior to the start of the term so check in ASAP to get started.
Expectations
Academic Expectations

• Be an active participant in class.
• Focus on the quality of your writing and cite your sources – even in the discussion boards.
• Maintain good academic standing with a minimum GPA of 3.0.
• Review and understand the Academic Honesty Policy.
• Seek assistance with research or writing, if necessary. (Writing Center, Library training, etc.)
Academic Honesty

• Please review and understand the policy.
• Often, accused students do not know how to properly cite their sources (but are still found responsible).
• Consider viewing a recorded Citation Skills Workshop or registering for a live webinar.

• Resources:
  stonybrook.edu/spd/assets/pdf/dishonesty.pdf
  guides.library.stonybrook.edu/spd/citation
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)

• Know NYSED’s regulations on examinations and workshops (link under Resources)
• File for graduation in SOLAR at the start of your last term! Details on our website at stonybrook.edu/spd/current/graduation
• Start using your Stony Brook email account: www.stonybrook.edu/mycloud
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MORE RESOURCES
Check Your SBU Email

my.stonybrook.edu/
Tabbed Interface
Forward email to an account you check, if you need to:

Here is how to do it:

https://it.stonybrook.edu/help/kb/setting-up-mail-forwarding-in-google-mail
Academic and Events Calendars

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

Academic Calendar

List-View and Printable Calendars (Registrar's Website)

Graduate Academic Calendar

stonybrook.edu/spd/graduate/calendar
Enrollment Information
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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Institution: Stony Brook University Courses (429)
Semester: Spring 2016 (179), Fall 2016 (163), Summer 2016 (87)
Campus: On Line - WEB based (243), West Campus (105), Off Campus In Person Instructn (76), Manhattan Campus (4), International Academic Program (1)
Career: GRAD (425), Undergraduate (4)
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 bills, view transcripts, update personal information, report student employment 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.

FACULTY & STAFF HELP

STUDENT HELP
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.
• Summer and Fall enrollment begins in early April.
• Spring and Winter enrollment begins in early November.
• 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

• 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.
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
blackboard.stonybrook.edu
Online Learning Resources

stonybrook.edu/spd/elearning
School of Professional Development: Home
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.

The tabs at the top will help you with the following:
- Find Articles - scholarly, peer-reviewed, popular, and news articles on your research topic.
- Find Books - print and electronic books relevant to your topic.
- Where Can I Find...? Where is the best place for the type of information you need.
- What Do I Do When...? We've got tips for various search problems.
- Research Tutorials - Interactive tutorials to help you with your research.
- Citation/Plagiarism - tools and tips to help with handling citation.
- Educational Leadership Program - recommended databases for doing research in educational leadership.
- Higher Education Administration - selected eJournals relevant to the Higher Education Administration (HEA) program. You can also search for a specific journal title.
- Human Resources - selected eJournals titles and databases relevant to the Human Resources program. You can also search for additional titles.
- Recorded Sessions - SPD/HEA recorded workshop sessions.

The Chronicle of Higher Education

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

- On-campus and online workshops delivered by librarians.
- Upcoming Webinars:
  Research Skills, September date TBA
  Citation Skills, September date TBA
- Meets via SB Connect at
  https://meeting.sinc.stonybrook.edu/spdlibresearch
- We also recommend Zotero or EndNote workshops or tutorials for reference management. Other video tutorials are also available.
Zotero

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. Of
Zotero
Problems with clarity aren’t always this obvious.

Problems with structure aren’t always this obvious.

Problems with content aren’t always this obvious.

That’s why we have the Writing Center.

That’s why we have the Writing Center.

That’s why we have the Writing Center.

https://www.stonybrook.edu/writingcenter/
Campus Card

- Official identification for those who come to campus.
- Needed to check out library materials.
- If you cannot come to campus, you can get a Distant Learner card, which doesn’t have a picture and doesn’t serve as a library card. Write to EDL.
- Visit the Campus Card office online at www.stonybrook.edu/campuscard/
- Visit the Campus Card office in person in 254 Administration Building.
- Open Monday-Friday until 4, except for Tuesday, when it is open until 4:30.
Technology Resources

- DoIT (Division of Information Technology):
  https://it.stonybrook.edu/services/catalog

- Stony Brook Student Technology Guide:
  https://it.stonybrook.edu/students

Student Technology Guide
This guide will provide you with an overview on essential services offered by the Division of Information Technology (DoIT) that will enable you to be successful at Stony Brook University.
Advisement and Assistance

For academic advising:
Dr. Craig Markson, Assistant Dean
Interim EDL Program Director
educational_leadership@stonybrook.edu
631.632.7050, option 3
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/

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

Teacher Certification:
spdgraduation_andcertification@stonybrook.edu
631.632.7055

Student Health Services
(MMR & Insurance Questions):
studentaffairs.stonybrook.edu/shs/
Keep in Touch!

educationa_leadership@stonybrook.edu

facebook.com/spdstonybrook

twitter.com/spd_stonybrook

youtube.com/user/StonyBrookSPDonline

linkedin.com/company/sbu-school-of-professional-development/