Higher Education Administration Program

NEW STUDENT ORIENTATION
Spring 2021
Who We Are

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Our Agenda

• Curriculum overview
• Enrollment information
• Reminders, to do list, and campus resources
• SPD policies and deadlines
• Academic and online student expectations
• Required library workshops
• Volunteer, student employment, leadership, and networking opportunities
• Q&A
Program Overview

• Welcome to the School of Professional Development!
• Program focus on student affairs and higher education administration
• Master of Arts (MA) in Higher Education Administration
• Advanced Graduate Certificate (AGC) in Higher Education Administration
• 240 students currently enrolled
• More than 650 proud alumni!
• 36 adjunct faculty members
Curriculum Overview
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• 36 credit MA, 18 credit AGC
• **Face-to-Face:** 14-week term, 2/1/21 - 5/19/21
  - Synchronous online meeting(s) with asynchronous component.
• **Fully-Online:** 10-week term, 2/1/21 - 4/11/21
• Courses accessible on Blackboard two weeks prior to start of term
• Textbook details listed on SOLAR under each course
Core Courses – 18 Credits

HEA 501 - Foundations of Higher Education Administration
HEA 502 - Survey of College Student Development Theory
HEA 503 - Leadership in Higher Education
HEA 504 - Research and Assessment in Higher Education (elective for AGC)
HEA 521 - Diversity and Higher Education (not required for AGC)
HEA 595 - Project Seminar
Elective Courses
18 credits for Master of Arts
6 credits for Advanced Graduate Certificate

- HEA 510 - Technology in Higher Education
- HEA 520 - Advising and Counseling in Higher Education
- HEA 522 - Crisis Management and Prevention in Higher Education
- HEA 523 - Student Affairs Administration
- HEA 524 - Enrollment Management
- HEA 525 - The Contemporary Undergraduate
- HEA 526 - Career Counseling and the Psychology of Work
- HEA 527 - Community College Administration
- HEA 528 - External Relations in Higher Education
- HEA 530 - Legal Issues in Higher Education
- HEA 531 - Finance Issues in Higher Education
- HEA 532 - Facilities Management in Higher Education
- HEA 533 - Intercollegiate Athletics in Higher Education
- HEA 534 - Philanthropy in American Higher Education
- HEA 535 - International Higher Education
- HEA 540 - Critical Issues in Higher Education - special topics
- HEA 560 - Comparative University Systems - study abroad
- HEA 586 - Practicum - special permission required for AGC students
- HEA 587 - Advanced Practicum (HEA 586 pre-requisite)
Practicum (HEA 586)

- 3-credit unpaid internship at a college or university
- Open to students pursuing the Master of Arts degree
- Strongly recommended for students who do not have at least one year of professional higher education experience
- Excellent opportunity to gain practical experience and strengthen resume
- Work with site supervisor and Stony Brook practicum coordinator
- Offered in fall and spring
- 150 total hours – approximately 10 hours per week
- Online course component with some written assignments and discussion boards
Enrollment

• Resolve any holds/blocks and enroll as soon as you are eligible

• Each semester, you will need to “agree” to the financial responsibility statement prior to registering – no paper bills are mailed

• Enrollment dates are listed on SOLAR
  Winter and Spring – November
  Summer and Fall – April

• Do not over-enroll; most students take 6 credits

• **Must enroll in HEA 501 in your first semester.**

• **Register as soon as possible for Spring courses**
Transfer Credit Policies

Grade of B or better required.
Credits cannot have already been applied to an earned graduate degree.
Credits cannot be more than 5 years old at the time of admission.

- Master’s degree:
  - Maximum of 12 credits total
- AGC:
  - Maximum of 6 credits total
- Complete “Transfer Request Form” for non-Stony Brook courses
- Complete “Course Substitution Form” for Stony Brook courses
- Both forms are available on the SPD website, under “Quick Links” at the top of the page.
- Transfer credits are subject to the approval of the Graduate Program Director.
Reminders, To Do List, & Campus Resources
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• Health Form (MMR immunization record) –
  • NOT required if fully ONLINE student
  • Send to Student Health Services: https://www.stonybrook.edu/commcms/studentaffairs/shs/forms.php
  • Net ID: Sign up on SOLAR; provides access to all campus computing resources

• Contact Information and SB Alert: Verify/sign up on SOLAR

• Stony Brook Email: http://www.stonybrook.edu/mycloud
  • Net ID and Net ID password to log in

• Parking Pass for face-to-face students: www.stonybrook.edu/parking

• Stony Brook ID Card for face-to-face students: www.stonybrook.edu/campuscard
Reminders, To Do List, & Campus Resources

• Center for Excellence in Learning & Teaching: [https://it.stonybrook.edu/celt](https://it.stonybrook.edu/celt)

Contains demos on all campus applications and information on obtaining free or substantially reduced software.

• Blackboard — [www.stonybrook.edu/blackboard](http://www.stonybrook.edu/blackboard)

• Library Services— [www.library.stonybrook.edu](http://www.library.stonybrook.edu)

• Career Center – Handshake— [www.stonybrook.edu/career](http://www.stonybrook.edu/career)

• Student Accessibility Support Center—[www.stonybrook.edu/sasc](http://www.stonybrook.edu/sasc)

• Writing Center – set up an appointment using the online form: [https://sunysb.mywconline.com/](https://sunysb.mywconline.com/)
SPD Policies, Deadlines, & Expectations
SPD Policies & Deadlines

- Graduate Bulletin
- Academic calendar and add/drop deadlines
- Tuition and fee liability deadlines
Academic Expectations

- Be an active participant in the classroom
- Dedicate the time necessary to each class including reading and writing assignments
- Meet all assignment deadlines
- Focus on the quality of your writing including content, citations, sentence structure, grammar, and spelling
- Be aware of and follow all SPD policies and deadlines
Academic Expectations continued

• Put theory into practice by doing volunteer or other internship work
• Read announcements on Blackboard
• Seek advising
• Stay current on higher education issues by reading *The Chronicle of Higher Education*, *Inside Higher Education*, and other printed and online higher education resources
• Network within the University and higher education professional associations
Online Student Expectations

• Must commit 10-15 hours per week to each online class
• Each week begins on Monday and ends on Sunday
• Required to log on and post on at least three separate days per week (but most log in daily) as well as respond to classmates’ postings
• Discussion boards must be done on time to receive credit; no “make-up” discussion boards
• Must feel comfortable expressing yourself in writing
• Must be extremely motivated and disciplined
• Must be comfortable using computers and basic technology
• If technical issues or problems occur, contact: hea@stonybrook.edu or call (631) 632-7050
Academic Integrity

• All work submitted or posted must be your own.
• Submission of writing or ideas which are not your original work (and not properly referenced) is considered plagiarism.
• Submission of similar or same papers or projects in more than one course without prior permission of the instructors constitutes academic dishonesty.
• Unintentional plagiarism is still plagiarism!
• Refer to SPD’s “Policy and Procedures for Governing Academic Honesty” for specific information. http://www.stonybrook.edu/spd/assets/pdf/dishonesty.pdf
• Minimum penalty for a student found guilty of academic dishonesty:
  F grade in the course and suspension from the University for one term/semester.
The Bedford Handbook

- By Diana Hacker & Nancy Sommers
- 10th Edition, 2017
- Available on Amazon.com
- Required for HEA 501 and HEA 595
Required Library Workshops

Research Skills and Citation Skills for HEA Students presented by the instructional librarians. 
To watch a recording of the sessions, please go to the following link:

http://guides.library.stonybrook.edu/spd/recorded_sessions

Online Learning Tutorials

If you are taking an SPD online course for the first time, we recommend that you visit the Office of E-Learning: Student Resources YouTube Channel:

https://www.youtube.com/watch?v=xXT0_guE91U&list=PLwZpubkwOBf04JBhyGooQpOHnZJBCzKs&index=4
Volunteer & Student Employment Opportunities

- Volunteer, graduate student employment, and paid or unpaid opportunities
- Theory to practice connection
- Strengthen resume to be more marketable and competitive
- Some positions are posted on Handshake at www.stonybrook.edu/career
- See graduate employment opportunities at www.stonybrook.edu/hea, click on Graduate Employment.
- Information on Blackboard under the “Higher Education Administration” student group
Leadership & Networking Opportunities

Higher Education Administration Association

The HEA Association aims to:
• Help new HEA students with their transition to the program
• Develop relationships with peers
• Facilitate networking among peers, faculty, and staff
• Increase awareness of University culture and opportunities
• Encourage career advancement opportunities

Contact e-mail: heaassociation@stonybrook.edu
Stay Connected!

Like on Facebook!
facebook.com/stonybrookhea
Good Luck and Welcome to HEA!

Visit the Website: stonybrook.edu/hea

Email Us: hea@stonybrook.edu