WELCOME NEW HRM STUDENTS!
Presenters

Dr. John Coverdale
Program Director

Kim Giacalone
Communications Director
Agenda

• Welcome
• Program overview
• Enrollment information
• Expectations
• Advisement
• Resources
• Staying connected
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.
An air of RESPECT

Stony Brook University
Tobacco-Free

stonybrook.edu/commcms/tobaccofree
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

• ~200 students currently matriculated in SPD’s HRM program
Academics

- Degree requirements
- Course Information
- Faculty Info
- FAQs
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
Academics

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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 for their research paper.
• Prerequisite: 24 credit hours
• Get a head start! Start using a reference management program like Zotero or EndNote now (more on this later).
HRM 585 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.
• A minimum of 45 hours of work is required in a setting that is outside of the your current area of employment.
• The Career Center maintains an internship database.
• Students must obtain approval from the program director to enroll in this S/U graded course.
Planning Your Course of Study

• 5 years to complete the degree.
• 4 courses (12 credits) maximum per term for full-time students
• 2 courses (6 credits) recommended max for working students
• Students receiving aid/international students may have specific course load requirements
• Online courses > On-campus courses
• Take HRM 532 and HRM 533 early on
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
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. Online or hybrid.
• Visit www.stonybrook.edu/spd/hrm/academics/schedule
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.
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/SPD Supplement).
• 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](http://www.stonybrook.edu/spd/current/graduation.html)

• Start using your Stony Brook email account: [www.stonybrook.edu/mycloud](http://www.stonybrook.edu/mycloud)
Check Your SBU Email
Tabbed Interface
Design Thinking
New program offers an innovative approach to solving problems and generating ideas.

READ MORE
SPD 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 Calendars

Graduate Calendar (printable; Registrar's Website) | Winter Session

Graduate Academic Calendar

Calendar page at stonybrook.edu/spd/graduate/calendar
Advisement and Assistance

Academic Advisement
Dr. John Coverdale, Faculty Director
hrm@stonybrook.edu

Student Services
Records and Admissions
spd@stonybrook.edu
631.632.7050

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

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

Online Learning Support:
spd_online@stonybrook.edu

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

Graduation Clearance
www.stonybrook.edu/spd/graduation
spd_graduationandcertification@stonybrook.edu
631.632.7055

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

- HRM Program: http://www.stonybrook.edu/hrm/
- SPD Website: http://www.stonybrook.edu/spd
- Graduate Bulletin: http://sb.cc.stonybrook.edu/gradbulletin/current/
- SPD E-learning Website: http://www.stonybrook.edu/spd/elearning
- SPD Course Listings: http://www.stonybrook.edu/spd/graduate/courses
- SPD Academic Calendar: http://www.stonybrook.edu/spd/graduate/calendar
Enrollment Information
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 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 and according to your enrollment appointment.
• 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

- 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’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
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
Parking

- Non-resident student parking is available in the South P Lot (buses can take you to the main campus)
- Anyone can park in the LIRR train station lot
- Students can park in any *unrestricted* lot after 4 pm (pay careful attention to the posted signs) and on weekends
- There are several metered lot$ around campus
- For maps, permit information, and more, visit the “Transportation and Parking” website: [stoneybrook.edu/transportation-and-parking/parking-services/](http://stoneybrook.edu/transportation-and-parking/parking-services/)
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.
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 research in educational leadership.
- Higher Education Administration - Provides a list of selected eJournals titles relevant to the Higher Education Administration (HEA) program.
- Human Resource Management - Provides a list of selected eJournals titles and databases relevant to the Human Resource Management 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.

off-campus access
Use your NetID and password to access library resources when off-campus.

Circulation Services for Distance Learners
- West Campus Libraries: Distance Learning Students
  Policies on loaning material to distance learners.

School of Professional Development
- SPD Website

Other Relevant Guides
- Education
  by Claudia McGivney
  Last Updated: Jun 7, 2018
  698 views this year.

Next: Find Articles >>

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

Fall 2016:

- 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.
www.stonybrook.edu/writingcenter/
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 $40 to join while you are a student (after that, the rate goes up to $209).
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
Keep in Touch!

facebook.com/spdstonybrook

twitter.com/spd_stonybrook

youtube.com/user/StonyBrookSPDonline