WELCOME NEW HRM STUDENTS!
Presenters

Dr. John Coverdale
Program Director

Susan Russo
Program Coordinator

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.
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

• ~250 students currently matriculated in SPD’s HRM program
Program Overview
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

15 credits
Program for professionals who seek to expand their HR knowledge without pursuing a master's degree.
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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Degree 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
Certificate Requirements — 15 credits

4 Required Courses

• HRM 532 Foundations of Human Resources
• HRM 533 Employee Relations and Labor Management
• HRM 545 Employment Law and Policy
• HRM 548 Diversity and Global Issues in the Workplace

One Elective Chosen from the Following:

• HRM 538 Organizational Development and Change Management
• HRM 546 Job Evaluation, Compensation Systems, and Benefits
• HRM 547 Performance Management in Organizations
HRM 595 Project Seminar

• 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.
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
Planning Your Course of Study

• 5 years to complete the degree / 3 years for the certificate
• 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
• More online courses than on-campus courses
• Take HRM 532 and HRM 533 early on
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 stonybrook.edu/spd/hrm/academics/schedule
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

• 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)

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

• Start using your Stony Brook email account: www.stonybrook.edu/mycloud
Check Your SBU Email
Tabbed Interface
Forward email to an account you frequently 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 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)

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/
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 and pay bills, view transcripts, update personal information, report student work 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.
• Clear up any blocks you may have before registration begins.
• Bills won’t come due until later.
A Word About Waitlists

• The majority of online courses will eventually fill.
• 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 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
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

- Commuter student parking is available in the South P Lot (buses can take you to the main campus) and at the train station.
- Students can park in any *unrestricted* lot after 4 pm (pay careful attention to the posted signs) and on weekends.
- There are several metered lots around campus.
- For maps, permit information, and more, visit the “Transportation and Parking” website: stonybrook.edu/transportation-and-parking/parking-services/
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 HRM.
- 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.
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 resources for doing graduate level research.

The tabs at the top will help with the following:
- Find Articles - scholarly, academic, peer-reviewed, popular articles on your research topic.
- Find Books - print and eBooks related to your topic.
- Where Can I Find...? Where to look for the type of information.
- 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 - tools and sites that help with handling citations.
- 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, February 6 at 6 pm Eastern
  Citation Skills, February 13 at 6 pm Eastern
• 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
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
Advisement and Assistance

Academic Services
hrm@stonybrook.edu
631-632-7050, option 2

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:
www.stonybrook.edu/spd/elearning/

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

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

hrm@stonybrook.edu | 631.632.7050 (opt. 2)

facebook.com/spdstonybrook

twitter.com/spd_stonybrook

youtube.com/user/StonyBrookSPDonline

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