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.
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
Program Overview
Master of Science in Human Resource Management

The Master of Science in Human Resource Management program consists of 10 three-credit courses as outlined below. The curriculum has been updated and refined to align with standards established by the Society for Human Resource Management. Newly admitted students will follow the program as it is presented below; continuing students may choose to follow this new program or they may fulfill degree requirements by using a combination of courses from the new program and their original HRM program.

Students are advised to print and keep one of the following advisement worksheets to plan their degree:

- Advisement Worksheet for Students Admitted in Fall 2015 or later (PDF)
- Advisement Worksheet for Students Admitted Prior to Fall 2015 (PDF)
- Advisement Worksheet for International Students (PDF)

Degree Requirements – Effective Fall 2015

Every course is required. All students must take HRM 532 in their first semester.

HRM 532: Foundations of Human Resources (formerly CES 515)

HRM 533: Employee Relations and Labor Management (formerly CES 516 Survey of Employee Relations)

www.stonybrook.edu/spd/hrm/ms.html
# MS in Human Resource Management Advisement Worksheet

(for students admitted in Fall 2015 or later)

| Student’s Name: __________________________ | SBID #: ____________ |
| Email Address: ____________________________ | Telephone: __________ |

## Human Resource Management Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 532</td>
<td>Foundations of Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 533</td>
<td>Employee Relations and Labor Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 537</td>
<td>Employee Learning &amp; Professional/Career Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 538</td>
<td>Organizational Development and Change Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 541</td>
<td>Human Relations and Workforce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 545</td>
<td>Employment Law and Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 546</td>
<td>Job Evaluation, Compensation Systems, and Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 547</td>
<td>Organizational Performance Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 548</td>
<td>Diversity and Global Issues in the Workplace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 695</td>
<td>Strategic Human Resources Master’s Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRM 585</td>
<td>Internship (optional)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[www.stonybrook.edu/spd/graduate/hrm.html](http://www.stonybrook.edu/spd/graduate/hrm.html)
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

Employee Relations
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.
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

• Start using your Stony Brook email account: 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’s Office of E-learning
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 Office of 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.
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

1. How do I change my emergency contact information in SOLAR?

2. How do I set up SB Alert?

3. How do I update my local address in SOLAR?

Getting Started

4. How do I get started with SOLAR?

5. 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 – HAVEN
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 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
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 the Office of E-learning at www.stonybrook.edu/spd/elearning
School of Professional Development
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 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.
- Recorded Sessions - Provides links to SPD/HEA recorded workshop sessions.

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 & Spring, Dates TBA

- We also recommend Zotero or 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