WELCOME NEW MASTER’S STUDENTS!
Presenter

Elisa Scott, Director
MA in Liberal Studies Program
Agenda

- Welcome
- Program Overview
- Teacher Certification
- Enrollment Information
- Expectations
- Advisement
- Resources
- Staying Connected
About Stony Brook

QUICK TAKE
• 25,272 students
• >2500 faculty
• >140 graduate programs

ACCOLADES
• Among the top 80 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

- School for working professionals who want to advance their careers through part-time graduate study
- Courses offered primarily online with on-campus courses scheduled in the evening
- Leader in online education since 1997
- Home to SBU’s teacher and administrator certification programs
- ~200 students currently matriculated in the MA in Liberal Studies program
Program Overview
Academics

Program requirements, badge information, and other resources
Academics

Curriculum

Master of Arts (current program)
Current Liberal Studies program requirements
Learn More >

Master of Arts (legacy program)
Program requirements for those students admitted prior to Fall 2017.
Learn More >

Advanced Graduate Certificates
SPD’s 18-credit advanced graduate certificate programs may be incorporated into the Liberal Studies masters.
Learn More >

Digital Badges
Microcredentials that demonstrate your achievement of a particular skill set.
Learn More >

Resources

• Contact Information
• Degree Planning Worksheet
• E-Learning
• Graduate Bulletin
• Liberal Studies Internship
• Library Guide/Research Support
• SBU Class Find (search for SBU courses)
• SPD Responsible Conduct of Research and Scholarship Policy
Program Curriculum
For Students Admitted as of Fall 2017

This degree program consists of 11 three-credit courses, distributed among the three areas listed below. All degree requirements must be completed within five (5) years from the semester date of admission as a matriculated student. Students are advised to print and keep this student advisement worksheet (PDF) for reference.

Students admitted to the MA in Liberal Studies program as of Fall 2017 should use this student advisement worksheet (PDF).

1. Liberal Studies Core - 15 credits

**Please note that at least two (2) of the four (4) LSF courses must be taken within the first twelve (12) credits taken as a student in the MA in Liberal Studies program. All four (4) LSF courses must be taken within the first 24 credits taken in the program.**

- LSF 501 Effective Professional Communication (3 credits)
- LSF 502 Effective Professional Thinking (3 credits)
- LSF 503 Effective Professional Global and Cultural Awareness (3 credits)
- LSF 504 Effective Professional Action and Leadership (3 credits)
- NSLS (Elective) Any course with the NSLS designator (3 credits)

There are no transfer credits or substitutions permitted for the Liberal Studies Core curriculum.
Student Advisement Sheet

MASTER OF ARTS IN LIBERAL STUDIES degree program
School of Professional Development (SPD) at Stony Brook University
2311 Computer Science
Stony Brook University, Stony Brook, NY 11794-4434
Web: www.stonybrook.edu/spd • Tel: 631 632-7050 • FAX: 631 632-8046 • Email: spd@stonybrook.edu

Name ___________________________ Stony Brook ID Number ________________
Address ____________________________ SB ID # ________________
Town __________ Zip __________
Home # ____________________________
Cell # ____________________________

1. LIBERAL STUDIES CORE (18 credits / 6 courses) ** Please note that at least two (2) of the four (4) LSF courses must be taken within the first twelve (12) credits taken as a student in the MA in Liberal Studies program. All four (4) LSF courses must be taken within the first 24 credits. **

   Course # | Course Title | Credits | Semester | Grade |
   --- | --- | --- | --- | --- |
   LSF 501 | Effective Professional Communication | 3 | | |
   LSF 502 | Effective Professional Thinking | 3 | | |
   LSF 503 | Effective Professional Global & Social Awareness | 3 | | |
   LSF 504 | Effective Professional Action & Leadership | 3 | | |
   NSLS (elective) | | 3 | | |

2. THEMATIC CONCENTRATION (15 credits / 5 courses)

   Title: ____________________________

   Course # | Course Title | Credits | Semester | Grade |
   --- | --- | --- | --- | --- |
   1 | | | | |
   2 | | | | |
   3 | | | | |
   4 | | | | |
   5 | | | | |

3. MALS CAPSTONE SEMINAR: CED 595 (3 credits). Prerequisite: Completion of 24 graduate credits within the program.

   Course # | Course Title | Credits | Semester | Grade |
   --- | --- | --- | --- | --- |
   CED 595 | MA in Liberal Studies Capstone Seminar | 3 | | |

Statement of Student Responsibility

SPD students themselves—whether new, returning, or continuing—are responsible for reviewing, understanding, and adhering to their degree and/or certificate program requirements as described on the SPD website. All SPD students are responsible for reviewing, understanding, and complying with University and SPD regulations, policies, and procedures, as described in all official publications, and as published on the University website, www.stonybrook.edu, and the SPD website, www.stonybrook.edu/spd, including, but not limited to, SPD’s online student references, the SPD Student Handbook and each term’s SPD Academic Calendar.

01/12/13
Master of Arts in Liberal Studies

- Liberal Studies Core: 15 credits (5 courses)
- Thematic Concentration: 15 credits (5 courses)
- Capstone Seminar: 3 credits (one course)

Total for program: 33 credits (11 courses)
Liberal Studies Core

5 courses — 15 credits

- LSF 501 - Effective Professional Communication
- LSF 502 - Effective Professional Thinking
- LSF 503 - Effective Professional Global and Cultural Awareness
- LSF 504 - Effective Professional Action and Leadership
- NSLS (Elective) - Any course with the NSLS designator
Liberal Studies Core (cont)

- Two (2) of the four (4) LSF courses must be taken within the first twelve (12) credits taken as an MALS student. All four (4) LSF courses must be taken within the first 24 credits taken in the program.
- There are no transfer credits or substitutions permitted for the Liberal Studies Core curriculum.
- Scan for Liberal Studies Foundations (LSF) courses in our printed course listings page on the SPD website: www.stonybrook.edu/spd/graduate/courses
- Search in SOLAR < www.stonybrook.edu/solar > or in SBU Class Find < classfind.stonybrook.edu/vufind >
Identifying Liberal Studies Courses on Course Schedule
Liberal Studies Core

Searching for Liberal Studies Courses within SOLAR
Liberal Studies Core

Confirming Liberal Studies Course within SOLAR
Thematic Concentration

15 credits (5 courses)

- A group of courses that represents a focused area of interest.
- Choose from most of the courses offered through SPD.
- May be able to take courses from other departments unless those courses are restricted.
- May use courses from one of SPD’s certificate programs (but to pursue the certificate you need to apply to the program separately)
- Teachers must read the Teacher Certification page prior to developing their concentrations.
Teacher Certification Information
Content Area Requirements for Teachers

Certified teachers who hold an initial license can use the MA in Liberal Studies for professional licensure provided that:

• they successfully complete at least 12 credits in the content area in which they hold an initial license; and
• they follow the steps outlined in our Sample Professional Certification Application Guideline for your TEACH on-line account (links on website).
• See www.stonybrook.edu/spd/graduate/teacher_cert for details.
Teacher Certification Information
Master of Arts in Liberal Studies Applicants

If you are a certified teacher and hold an initial license, you will need to earn a master’s degree to obtain professional certification. The MA in Liberal Studies can serve this purpose, provided that:

- you successfully complete at least 12 credits in the content area in which you hold an initial license;
- and you follow the steps outlined in our Sample Professional Certification Application Guide (PDF) for your TEACH on-line account. (Be advised that this is strictly a basic guide and information must be adjusted according to your history, education and experience as appropriate. For further information, visit NYSED at http://www.highered.nysed.gov/tcert/certificate/relatedmasters.html.)

When applying for professional license, most Liberal Studies students should file via certificate progression. Students who have questions about this should contact NYSED or their local BOCES Certification Office.

*If you are not yet licensed to teach, SPD offers several Master of Arts in Teaching programs that lead to licensure.

Content Areas

View our listing of professional certification content areas to see which courses might be used for certification. Please note that while hundreds of teachers have used courses taken in the Liberal Studies degree for the purposes of evaluation, SPD cannot guarantee that any specific course will be approved by NYSED. Only NYSED evaluators can decide whether a certain course will be accepted to meet a specific certificate requirement, and Stony Brook cannot be held responsible for their decisions regarding our courses.

Program applicants should review the University’s course offerings to ensure that they are relevant to their specific certification needs.

- SPD Courses. Most of the courses you will take will be offered through the School of Professional Development. Note that not all courses are offered each term. View all certification areas
- University Courses. This link goes to the Registrar’s website. Liberal Studies students may be eligible to take courses offered through academic departments in other colleges and schools within the University to meet their certification requirements. Students must contact these departments for eligibility and permission to enroll.

www.stonybrook.edu/spd/mals/teacher_cert
MALs and Professional Certification

List of Related SPD Graduate Courses

Content Areas:

- Biology
- Business and Marketing
- Chemistry
- Dance
- Early Childhood, Childhood, Middle Childhood Generalist
- Earth Sciences
- English Language Arts
- English to Speakers of Other Languages (ESOL)
- Family and Consumer Science
- Health Education
- Languages Other Than English
- Literacy
- Mathematics
- Music
- Physical Education
- Physics
- Social Studies
- Students with Disabilities (Birth-2, 1-6, 5-9 generalist, 5-9 specialist)
- Technology Education
- Visual Arts

stonybrook.edu/spd/graduate/NYSED_courses/
CED 595 Capstone Seminar

- Students will be guided in selecting a topic for their research paper. Methodology and resources will be reviewed as the student’s work is developed.
- Prerequisite: 24 credit hours.
- Must earn a “B” or higher to count toward the degree.
- Transfer credits or substitutions are not permitted.
- Get a head start! Start using a reference management program like Zotero or EndNote now.
Planning Your Course of Study

• MA students have five years to complete the degree
• Four courses (12 credits) maximum course load for the Fall and Spring terms, but the recommendation is two courses for working students.
• International students, students who are receiving financial assistance, and students who are concurrently matriculated in a certificate may have separate requirements to consider.
Planning Your Course of Study (cont)

• Teachers who are filing for licensure must understand NYSED guidelines when selecting classes.
• Seek advisement from the Teacher Certification officer, other campus offices and/or NYSED as needed.
Scheduling Overview

• Online classes: 10-week terms that start at beginning of Fall, Spring and Summer I
• 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 are seldom offered (but they run for 3 weeks starting right after the New Year)
University Badges

- Digital microcredentials that signify expertise in a particular competency
- Display on LinkedIn, Facebook, Twitter or digital portfolio
- All students will earn the Foundations of Professionalism badge
- More information at: www.stonybrook.edu/spd/badges
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 in February.
Online Learning at SPD

- Classes offered in an asynchronous graduate seminar format.
- Be mindful of workload: Each course requires about 10-15 hours per week.
- Be prepared to log-on and post on at least three separate days per week (but most students log in daily).
- Have a back-up plan: Print out material, back-up files, and find other resources for computing and Internet connectivity.
- Courses are “open” in Blackboard at least two weeks prior to the start of the term so check in ASAP to get started.
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.
An air of RESPECT
Stony Brook University Tobacco-Free

stonybrook.edu/commcms/tobaccofree
Administrative Expectations (cont)

- 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: my.stonybrook.edu/
Check Your SBU Email

Sign in with your NetID at my.stonybrook.edu/
Check Your SBU Email – All tabs

Sign in with your NetID at my.stonybrook.edu/
You can forward to another account 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

Events shown in time zone: Eastern Time - New York

stonybrook.edu/spd/graduate/calendar
Advisement and Assistance

Program Advisement / Assistance:
www.stonybrook.edu/commcms/spd/mals/academics/
spd_liberalstudies@stonybrook.edu
631.632.7050, option 4

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

Online Learning Support:
www.stonybrook.edu/commcms/spd/elearning/contact

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
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

- 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 (for students taking on-campus courses, this must be resolved before Day 1 of the term)
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 closer to the start of class.
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 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 Follett is now Stony Brook’s official textbook provider: 
  sbushopred.com
• Search by ISBN (found in SOLAR and ClassFind)
• Home delivery or a pick-up/drop-off location in the library
Resources Mentioned in This Section

- SOLAR: http://www.stonybrook.edu/solar
- SOLAR FAQs/Tutorials: http://it.stonybrook.edu/services/solar/solar-for-students
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.

Watch video at https://youtu.be/i0l3UhVd6fw
blackboard.stonybrook.edu
Online Learning

www.stonybrook.edu/spd/elearning
Parking

- Commuter student parking is available in the North P and South Lot (buses can take you to the heart of campus) and on Gym Road.
- Students can park in any *unrestricted* lot after 4 pm (pay careful attention to the posted signs) and on weekends. (Restricted lots will indicate that parking rules are enforced 24/7)
- Paid options include several metered lots around campus as well as a the Admin parking garage.
- Visitor parking is available next to the train station
- For maps, permit information, and more, visit [stonybrook.edu/parking](http://stonybrook.edu/parking)
Campus Card

- Official identification for those who come to campus to take classes.
- 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 MALS.
- 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.
Food and Coffee

Food

There are places to eat all over campus. The ones that are most centrally located to academic buildings are:

• Wang Center: Asian food & bubble tea
• SAC: Pizza, burgers, salad, soups, stir-fry, rotating options for ethnic cuisine
• East Side Dining: Large food court includes Halal; a bit farther out.
• Simons Center: Bougie. Good but closes at 2:30pm.
• Roth Food Court: Subway, burgers, brunch all day & more. A bit of a walk but you pass a pond!

Coffee

• Starbucks: Library (big but crowded), Roth Food Court (less crowded but no seating) or truck outside of the SAC (limited hours)
• Most dining outlets have coffee options
• Coming soon to the SAC: Dunkin Donuts

Hours, special dietary info and links to details: https://www.stonybrook.edu/dining
Services

- Amazon lockers and free returns drop-off at our staffed Amazon location in the basement of the library.
- IFCU bank in the SAC.
- FedEx shipping and printing in the library.
- Books (not textbooks), supplies, Apple computers, & SBU merch at ShopRedWest in the library.

Hours and links to details: https://www.stonybrook.edu/fsa/hours
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.
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
www.stonybrook.edu/writingcenter/
Keep in Touch!

spd_liberalstudies@stonybrook.edu | 631.632.7050 (opt. 4)

facebook.com/spdstonybrook

twitter.com/spd_stonybrook

youtube.com/user/StonyBrookSPDonline

linkedin.com/company/sbu-school-of-professional-development/
Stony Brook University

FAR BEYOND

MASTER OF ARTS STUDENT ORIENTATION