WELCOME NEW MASTER’S STUDENTS!
Elisa Scott, Director
MA in Liberal Studies Program
Agenda

- Welcome
- Program overview
- Teacher Certification
- Enrollment information
- Expectations
- Advisement
- Resources
- Staying connected
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
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 >

Resources

- Degree Planning Worksheet
- Class Find (search for SBU courses)
- Graduate Bulletin
- Liberal Studies Internship
- Library Guide/Research Support
- SPD Office of E-Learning
- 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
2321 Computer Science
Stony Brook University, Stony Brook, NY 11794-4434
Web: www.stonybrook.edu/spd • Tel: 631.632.7050 • FAX: 631.632.9046 • Email: spd@stonybrook.edu

Name ___________________________ Stony Brook ID Number _________________________
SB ID # ___________________________

Address ___________________________ Advisement Dates ___________________________
Town __________________ Zip ________ Advisor’s Initials _____________________________
Home # ___________________________ Description _________________________________
Cell # ___________________________

* 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. **

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
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<td>Effective Professional Communication</td>
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<td>LSF 502</td>
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<td>LSF 503</td>
<td>Effective Professional Global &amp; Social Awareness</td>
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<td>LSF 504</td>
<td>Effective Professional Action &amp; Leadership</td>
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<td>NLSS (elective)</td>
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* THEMATIC CONCENTRATION (15 credits/5 courses) *

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<th>Course #</th>
<th>Course Title</th>
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* MALS CAPSTONE SEMINAR: CED 595 (3 credits). Prerequisite: Completion of 24 graduate credits within the program. *

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<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
<th>Grade</th>
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<tr>
<td>CED 595</td>
<td>MA in Liberal Studies Capstone Seminar</td>
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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.
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

• **15 credits**
  • 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)
Liberal Studies Core (cont)

• **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.

• 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>
Liberal Studies Core (cont)

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

<table>
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<th>Class Details</th>
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<td>Instruction Mode</td>
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<td>Class Components</td>
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<th>Meeting Information</th>
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<td>Days &amp; Times</td>
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<td>CEB533.01</td>
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<tr>
<td>CEB556.01</td>
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<td>CEM570.501</td>
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Stony Brook University Courses (8)
Thematic Concentration

• **15 credits** (5 courses)

• A concentration is a group of courses that represents a focused area of interest.

• Students are allowed considerable freedom and flexibility in designing their concentrations, and may choose from most of the courses offered through SPD.

• Students *may* be able to take courses from other departments unless those courses are restricted

• Students 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
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. See 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.
- CED 595 Project Seminar, may not to be used to meet the NYSED 12-credit content requirement for professional licensure.
- Contact NYSED at the address listed below if it is not apparent how individual courses meet your particular certification needs.

Resources

- Frequently Asked Questions — For current and prospective Liberal Studies students who are seeking professional licensure.
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/](stonybrook.edu/spd/graduate/NYSED_courses/)
Biology

According to NYSED, acceptable studies for certification in biology (grades 7-12) include courses in scientific methods, cell biology, biochemistry, anatomy and physiology, comparative anatomy, genetics and evolution, biological diversity, human biology, and ecology. Courses in nutrition are acceptable only if they are in cell nutrition.

Courses with departmental subject codes (e.g., BIO) are valid for the content area for professional/license provided they are not methods courses. In addition, Stony Brook University has found that the courses listed below have met the NYSED requirements in the past; however, this DOES NOT GUARANTEE that these courses will continue to meet this requirement in the future. When in doubt, please check with NYSED prior to registration for any course to determine its acceptability.

New York State Education Department Contact Information

Office of Teaching Initiatives
NYS Education Department (NYSED)
Albany, NY 12234
Telephone: 518.474.3901
Email: tcert@mail.nysed.gov
Web: www.highered.nysed.gov/tcert/

Courses

CEB 505 History of the Long Island Environment
CEB 546/BIO 511 Current Topics in Biotechnology
CEB 547/BIO 520 Current Topics in Genetics and Molecular Biology
CEB 548/BIO 515 Current Topics in Microbiology
CEB 553/BIO 558 Biology and Human Social and Sexual Behavior*
CEB 554 Current Topics in Immunology
CEB 556 Ecology
CEB 557 Forensic Science (requires permission of instructor to enroll)
CEB 559 Modern Topics in Evolution*
CEB 563 Darwin in the 21st Century
CEB 586 Differentiated Instruction in Science and Math

*Denotes course that is regularly offered online.
CED 595 Capstone Seminar

- Goal is to teach students to understand and conduct graduate-level research
- Must earn a “B” or higher to count toward the degree
- 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
- There are no transfer credits or substitutions permitted for CED 595 Capstone Seminar.
- Get a head start! Start using a reference management program like 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 for working students.
- SPD’s Office of Records and Admissions advises students on issues of policy and procedure.
Planning Your Course of Study (cont)

- International students, students who are receiving financial assistance, students who are filing for licensure may have separate requirements to consider.
- Students must understand these requirements and seek out advisement from the Office of Teacher Certification, 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.
Stony Brook University
Tobacco-Free

An air of RESPECT

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
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)

Graduate Academic Calendar

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

Program Advisement /Assistance:
Liberal Studies Program
spd_liberalstudies@stonybrook.edu
631-632-7050, option 5

SPD Records and Admissions
spd@stonybrook.edu
631.632.7050

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

Online Learning Support:
spd_elearning@stonybrook.edu

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

Teacher Certification Office:
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.

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 (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/i0I3UhVd6fw
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 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

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
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.

The tabs at the top will help with the following:

- Find Articles - scholarly, academic, peer-reviewed, popular, and news 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 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 - tools and sites that help with handling citation.
- Educational Leadership Program - recommended databases for doing research in educational leadership.
- Higher Education Administration - selected eJournals relevant to the Higher Education Administration (HEA) program.
- 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: Fall date DBA
  Citation Skills: Spring date DBA
- Meets via SB Connect at
  https://meeting.sinc.stonybrook.edu/spdlibreresearch
- 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/
Career Center

career.stonybrook.edu/
Keep in Touch!

spd_liberalstudies@stonybrook.edu | 631.632.7050 (opt. 5)

facebook.com/spdstonybrook

twitter.com/spd_stonybrook

youtube.com/user/StonyBrookSPDonline

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

MASTER OF ARTS STUDENT ORIENTATION