WELCOME NEW EDL & SDBL STUDENTS!
Presenters

Dr. Craig Markson
Interim Program Director

Kim Giacalone, Director
Marketing and Communications
Agenda

• Welcome
• Program overview
• Academic expectations
• Certification
• Enrollment information
• Resources
• Staying connected
• Q & A
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, in cohorts, or on-campus in the evening
• Leader in online education since 1997
• Home to SBU’s teacher and administrator certification programs

Computer Science Building
About the Educational Leadership Programs

• Offered through the School of Professional Development
• “EDL” = combined School District Leadership + School Building Leadership
• “SDBL” = School District Business Leadership
• Over 500 students across NY State
• Online and in Teacher Center or NYC cohorts
Program Overview
Academics

stonybrook.edu/spd/edleadership
Academics

Programs

Educational Leadership
Post-master's advanced graduate certificate program that leads to both School District and School Building Certification.
LEARN MORE >

School District Business Leadership
Program that prepares professionals for access and advancement to positions in a school district central office.
LEARN MORE >

Resources

- Course Descriptions
- Internship FAQ
- Certification and Graduation
- EdD Articulation Agreements
- SPD E-Learning
- Graduate Bulletin
- SPD Responsible Conduct of Research and Scholarship Policy
- Educational Leadership Research Support/Library Guide
MORE RESOURCES >
Curriculum

EDL PROGRAM

COURSE DESCRIPTIONS

CERTIFICATION

INTERNSHIP

SDBL PROGRAM

Educational Leadership Program (Combined SDL and SBL) Curriculum

This program consists of 36 credits, distributed among the four areas listed below. Please note that the courses are only available to students who are matriculated in this program.

1. Foundation Courses — 9 credits
   EDL/CEQ 501 – Educational Leadership Theory I
   EDL/CEQ 502 – Educational Leadership Theory II (prerequisite: EDL/CEQ 501)
   EDL/CEQ 503 – Educational Leadership Practice (prerequisites: EDL/CEQ 501 and EDL/CEQ 502)

2. Required Courses — 18 credits
   EDL/CEQ 515 – School District Leadership
   EDL/CEQ 528 – School Law
   EDL/CEQ 541 – School Building Leadership
   EDL/CEQ 555 – Supervision of Instruction
   EDL/CEQ 571 – School Business Administration
   EDL/CEQ 572 – School Personnel Management

3. Research Project — 3 credits
   EDL/CEQ 595 – Educational Leadership Research Project Seminar
   The goal of the Project Seminar is to teach students to understand and conduct graduate-level research that culminates in a publication-producing project.
Foundation Courses – 9 credits

**EDL**
- EDL 501 Educational Leadership Theory I
- EDL 502 Educational Leadership Theory II
- EDL 503 Educational Leadership Practice

**SDBL**
- EDL 501 Educational Leadership Theory I
- EDL 502 Educational Leadership Theory II
- EDL 515 School District Leadership
EDL Core Courses

18 credits

• EDL 515 School District Leadership
• EDL 528 School Law
• EDL 541 School Building Leadership
• EDL 555 Supervision of Instruction
• EDL 571 School Business Administration
• EDL 572 School Personnel Management
SDBL Core Courses

18 credits

• EDL 514 Collective Bargaining and Arbitration in the Public Sector
• EDL 520 School Finance
• EDL 525 Managerial Accounting for the School Business Official
• EDL 528 School Law
• EDL 571 School Business Administration
• EDL 572 School Personnel Management
EDL 595 Project Seminar

• 25-page, APA-formatted research paper
• Prerequisite: Completion of all foundation and required course work
• Get started early! Start using a reference management program like Zotero or EndNote from your very first class
Internship

• EDL 585 Internship in School District/School Building Leadership
• EDL 586 Seminar in School District/School Building Leadership
• Prerequisite: Completion of all foundation and required course work (27 credits). There are no exceptions.
More Internship Information

• Concurrent enrollment over Summer/Fall or Spring/Summer.
• Students must receive permission from Dr. Scheidet, Internship Coordinator, to enroll. They cannot enroll via SOLAR without permission.
• Mandatory online orientations:
  • Spring/Summer Internship Orientation: November
  • Summer/Fall Internship Orientation: April
Planning Your Course of Study

• Five years to complete the program
• Courses run for 10 weeks (except for the Internship)
• Three terms per year: Spring, Summer and Fall
• Maximum number of courses per term is four, but the recommendation is no more than two for anyone who is currently working
• EDL 595 can be taken immediately before, during or after the internship
• Be proactive regarding the registration for the internship
Online Learning at SPD

• Asynchronous graduate seminar format.
• Workload: course requires about 10-15 hours per week.
• Post three separate days per week (but most students log in daily). Holidays are not observed.
• Have a back-up plan.
• Courses are “open” in Blackboard **two weeks** prior to the start of the term so check in ASAP to get started.
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

• Please 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)

• Know NYSED’s regulations on examinations and workshops (link under Resources)
• 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: www.stonybrook.edu/mycloud
Check Your SBU Email

my.stonybrook.edu
Tabbed Interface
Forward email to an account you 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 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)

stonybrook.edu/spd/graduate/calendar
Enrollment Information
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/
### Stony Brook University

**SBU Class Find**

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**Search**
- : Printable PDFs www.stonybrook.edu/Registrar
- All Fields
- Find
- Advanced

- Retain my current filters

- Examples: Chemistry, PSY103, QPS, 01771
  - Words in course title or description, department, course code, instructor name etc.

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**Academic Org...** within your search.

**School of Professional Development**

**Showing 1 - 10 of 429 for search: **,* query time: 0.03s**

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**Narrow Search**

**Remove Filters**

- **Academic Org...**: School of Professional Development

**Institution**
- Stony Brook University Courses (429)

**Semester**
- Spring 2016 (179)
- Fall 2016 (163)
- Summer 2016 (87)

**Campus**
- On Line - WEB based (243)
- West Campus (105)
- Off Campus In Person Instructn (76)
- Manhattan Campus (4)
- International Academic Program (1)

**Career**
- GRAD (425)
- Undergraduate (4)
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 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 LOGIN    RF EMPLOYEE TIME REPORTING
STATE EMPLOYEE TIME REPORTING (WEST CAMPUS & HSC)

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
Click here and follow the instructions to resolve.
When to Enroll

• Enroll as soon as you are eligible.
• 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

• 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.*
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
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](https://youtu.be/ioI3UhVd6fw)
Learner Support Resources
blackboard.stonybrook.edu
Online Learning Resources

stonybrook.edu/spd/elearning
Library Instructional Resources

- On-campus and online workshops delivered by librarians.
- Upcoming Webinars:
  - Research Skills, September date TBA
  - Citation Skills, September date TBA
- 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
Zotero
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 EDL.
- 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.
Technology Resources

- DoIT (Division of Information Technology):
  https://it.stonybrook.edu/services/catalog
- Stony Brook Student Technology Guide:
  https://it.stonybrook.edu/students
Advisement and Assistance

**For academic advising:**
Dr. Craig Markson, Assistant Dean
Interim EDL Program Director
educational_leader@stonybrook.edu
631.632.7050, option 4
631.632.7067

**For internship information:**
Dr. Robert Scheidet
EDL Internship Coordinator
Robert.Scheidet@stonybrook.edu
631.632.4584

**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/

**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

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

educational_leadership@stonybrook.edu

facebook.com/spdstonybrook

twitter.com/spd_stonybrook

youtube.com/user/StonyBrookSPDonline

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