

# WELCOME NEW MASTER'S STUDENTS!

# Presenters



Elisa Scott, Director  
MA in Liberal Studies Program



Kim Giacalone , MA '11, Director  
Marketing and Communications

# Agenda

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



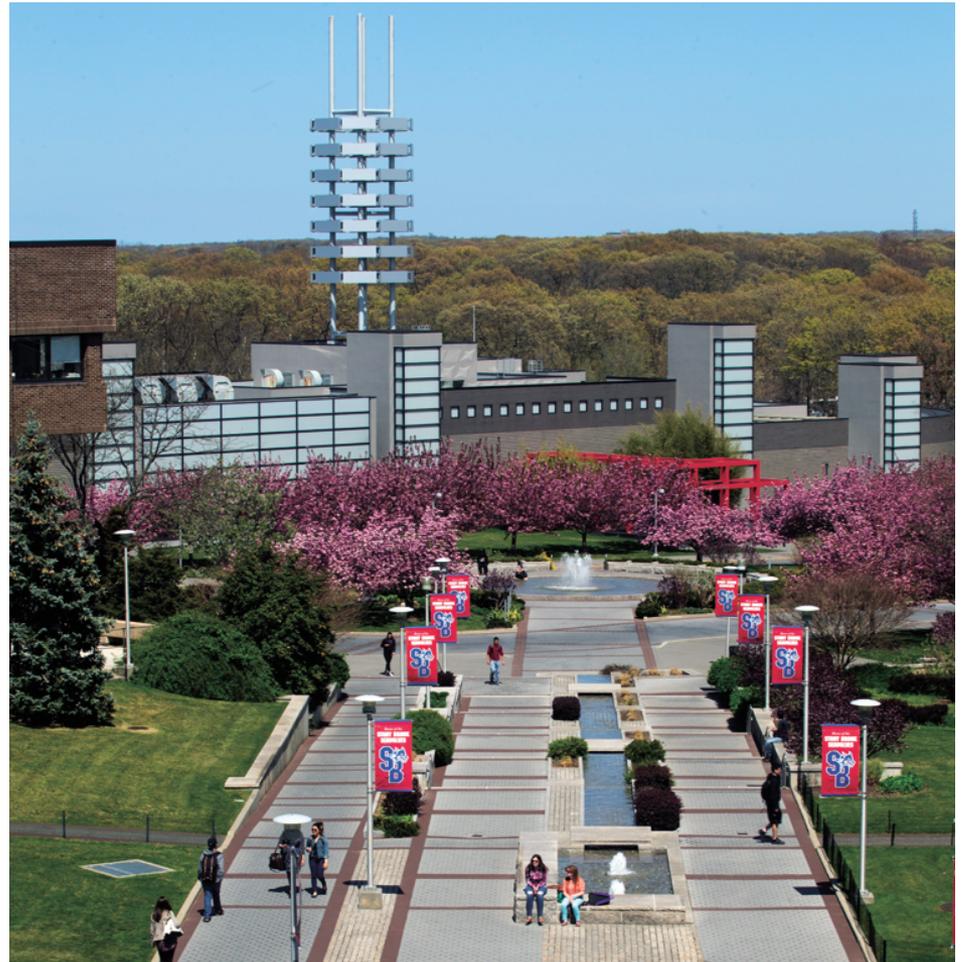
# About Stony Brook

## QUICK TAKE

- 25,272 students
- >2500 faculty
- >140 graduate programs

## ACCOLADES

- Among the top 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.*

*An air of*  
**RESPECT**

Stony Brook University  
Tobacco-Free

[stonybrook.edu/commcms/tobaccofree](http://stonybrook.edu/commcms/tobaccofree)

# 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



*Social & Behavioral Sciences Building*

# Program Overview



## Master of Arts in Liberal Studies

### Master of Arts in Liberal Studies Program

The Master of Arts in Liberal Studies (MALS) is an interdisciplinary degree program that examines issues and themes in the arts and humanities, social and behavioral sciences, and natural and applied sciences. The program is offered

- Admissions
- Course of Study
- Teacher Certification
- International
- Tuition
- Conferences
- MALS Online

[stonybrook.edu/spd/mals](https://stonybrook.edu/spd/mals)



## Master of Arts in Liberal Studies

### Course of Study

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.

#### 1. Liberal Studies Core - 12 credits

Only courses designated as "Liberal Studies" core courses will apply toward fulfilling this requirement. Courses that have met the University's standards for the Liberal Studies core are coded in course descriptions and in the SPD Bulletin with an AHLS, SBLS or NSLS.

- 3 credits - Arts and Humanities Liberal Studies (AHLS)
- 3 credits - Social and Behavioral Sciences Liberal Studies (SBLS)
- 3 credits - Natural and Applied Sciences Liberal Studies (NSLS)
- 3 credits - Any additional Liberal Studies course with an AH, SB or NS designator

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

#### 2. Thematically-Related Cluster - 18 credits

A cluster is a group of courses that represents a focused area of interest. Students are allowed considerable freedom and flexibility in designing their clusters, and may choose from most of the [courses](#) offered through SPD. (Teachers must read the [Teacher Certification](#) page prior to developing their clusters.)

Students may also choose to use courses from one of Stony Brook's Advanced Graduate Certificate (AGC) program as their cluster. A separate application is required; restrictions may apply. See a [list of SPD's AGC programs](#) on our [Graduate Programs](#) page.

*Please Note:* Supervised Student Teaching or Educational Leadership Internship credits are not valid to meet any MALS degree requirements. (Please see individual course descriptions on the SOLAR System: Course Catalog, School of Professional Development or Graduate School, as applicable.)

#### 3. MALS Project Seminar (CED 595) - 3 credits

The goal of the SPD Project Seminar is to teach students to understand and conduct graduate-level research. The research paper may or may not result in a project, e.g., a model curriculum for a school-based substance abuse program. 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:* Matriculation in MALS or MPS degree program; completion of 24 graduate credits within the program

*Note:* There are no transfer credits or substitutions permitted for CED 595 Project Seminar. Students must earn a minimum of a "B" grade in this course to fulfill the degree requirement.

[Admissions](#)
[Course of Study](#)
[Teacher Certification](#)
[Tuition](#)
[Contact Us](#)
[MALS Home](#)

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*Please Note:* Supervised Student Teaching or Educational Leadership Internship credits are not valid to meet any MALS degree requirements. (Please see individual course descriptions on the SOLAR System: Course Catalog, School of Professional Development or Graduate School, as applicable.)

### 3. MALS Project Seminar (CED 595) - 3 credits

# Student Advisement Sheet

**Student Advisement Sheet**  
**MASTER OF ARTS IN LIBERAL STUDIES (MALS) degree program**  
**School of Professional Development (SPD) at Stony Brook University**  
 N-201 Social and Behavioral Sciences  
 Stony Brook University, Stony Brook, NY 11794-4310  
 Web: [www.stonybrook.edu/spd](http://www.stonybrook.edu/spd) • Tel: 631.632.7050, option 3 • FAX: 631.632.4992 • Email: [spd@stonybrook.edu](mailto:spd@stonybrook.edu)

Name _____	Stony Brook ID Number <b>SB ID #</b> _____
Address _____	Advisement      Advisor's Date                      Initials
Town _____ Zip _____	_____
Home # _____	_____
Cell # _____	_____

• **LIBERAL STUDIES CORE (12 credits)** – 3 credits: Arts/Humanities (AHLS); 3 credits: Natural/Applied Sciences (NSLS); 3 credits: Social/Behavioral Sciences (SBLS), and 3 credits from any one of the LS areas: AHLS, NSLS, or SBLS.

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
_____	AHLS	_____	_____	_____
_____	NSLS	_____	_____	_____
_____	SBLS	_____	_____	_____
_____	Elective-LS	_____	_____	_____

Course title must reflect an AHLS, NSLS, or SBLS designator

• **THEMATICALLY-RELATED CLUSTER (18 credits)**

Cluster Title: \_\_\_\_\_

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

• **MALS PROJECT SEMINAR: CED 595 (3 credits). Prerequisite:** Completion of 12 graduate credits within the program.

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
CED 595	MALS Project Seminar	_____	_____	_____

**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](http://www.stonybrook.edu), and the SPD website, [www.stonybrook.edu/spd](http://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**.

128908

# Master of Arts in Liberal Studies

- Liberal Studies Core: 12 credits (4 courses)
- Thematically-related Cluster: 18 credits (6 courses)
- Project Seminar: 3 credits (one course)

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**Total for program: 33 credits (11 courses)**

# Liberal Studies Core

- **12 credits** (4 courses)
- Each Liberal Studies course is identified by a designator: Arts & Humanities (AHLS), Social & Behavioral Sciences (SBLS) or Natural & Applied Sciences (NSLS)
- Must take one of each course plus one more.
- A few are identified by *two* designators (e.g., “AHSB,” which fulfills Arts and Humanities *or* Social and Behavioral Sciences) but it can only count as one
- Cannot transfer courses to fulfill Liberal Studies requirements

# Liberal Studies Core (cont)

- **Scan** for Liberal Studies courses in our printed course listings page on the SPD website:

*[www.stonybrook.edu/spd/graduate/courses](http://www.stonybrook.edu/spd/graduate/courses)*

- **Search** in SOLAR < *[www.stonybrook.edu/solar](http://www.stonybrook.edu/solar)* > or in SBU Class Find < *[classfind.stonybrook.edu/vufind](http://classfind.stonybrook.edu/vufind)* >

- **View** on the Summer Sessions website:

*[www.stonybrook.edu/summer](http://www.stonybrook.edu/summer)*

# Liberal Studies Core (cont)

## School of Prof Development (CEA) Courses

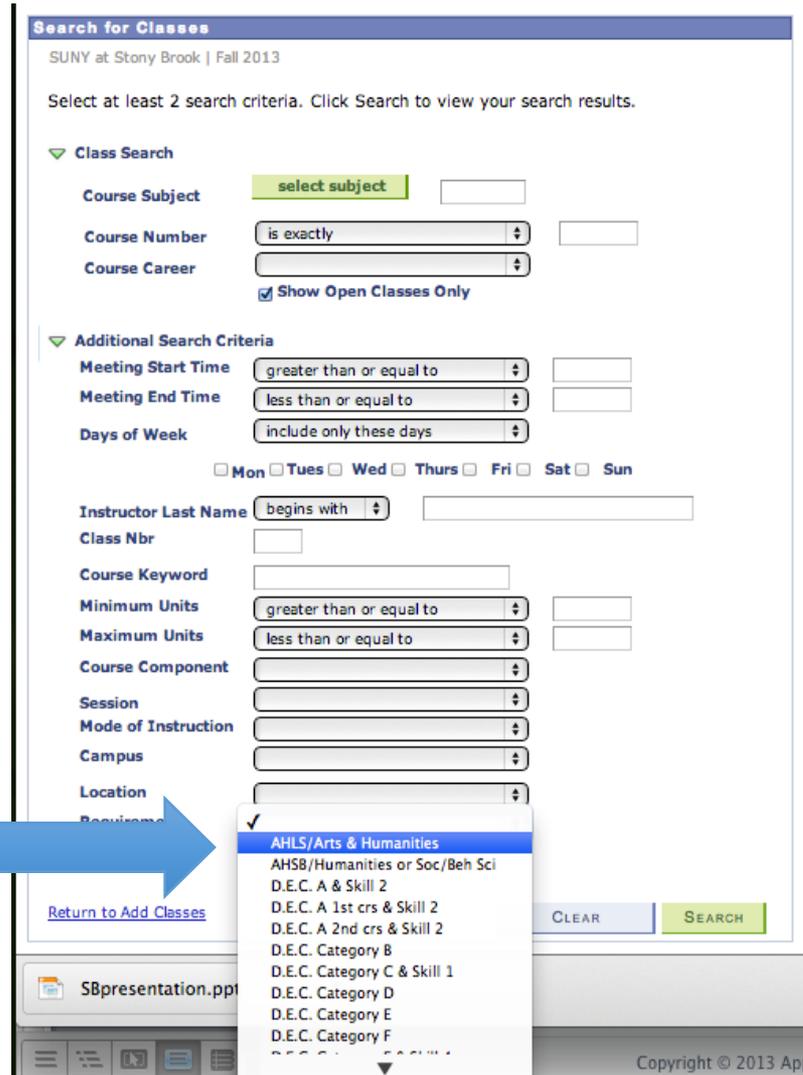
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CEA	545	<b>AHLS</b>	<b>The Art of Comics</b>	Credit(s): 3							
				57098	SEM	S01	W	06:00-09:00PM	FREY HALL	316	Ruth Kisch
CEA	560	<b>AHLS</b>	<b>Daleroze:Music Pedagogy/Child</b>	Credit(s): 3							
			Note: This Saturday class will meet from 11:30am-3:15pm on the following dates: Jan 31, Feb 7, 14, 28, March 7, 14, 21, 28, April 11, 18 - Spring 2015.	57341	SEM	01	SAT	11:30-03:15PM	STALLER CTR	0113	Dorothea Cook
CEA	567	<b>AHLS</b>	<b>History of Jazz</b>	Credit(s): 3							
			This 10-week online course begins 1/26/2015; ends 4/5/2015; last day to add 1/30/2015; visit <a href="http://www.stonybrook.edu/spd/online/started">www.stonybrook.edu/spd/online/started</a> for online course requirements.	52909	SEM	S30	FLEX	TBA	ONLINE		Steven Gehring

Identifying Liberal Studies Courses on Course Schedule

# Liberal Studies Core

## Searching for Liberal Studies Courses within SOLAR



**Search for Classes**  
SUNY at Stony Brook | Fall 2013

Select at least 2 search criteria. Click Search to view your search results.

**Class Search**

Course Subject:

Course Number:

Course Career:

Show Open Classes Only

**Additional Search Criteria**

Meeting Start Time:

Meeting End Time:

Days of Week:

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name:

Class Nbr:

Course Keyword:

Minimum Units:

Maximum Units:

Course Component:

Session:

Mode of Instruction:

Campus:

Location:

Requirements:

[Return to Add Classes](#)

SBpresentation.ppt

Copyright © 2013 App

# Liberal Studies Core

Confirming Liberal Studies Course within SOLAR



Kim Giacalone

go to ...

Search Plan Enroll My Academic  
 my class schedule || add || drop || swap || edit || term info

## Add Classes

1 2

### Class Detail

#### CEG 526 - S30 Literature and Society

SUNY at Stony Brook | Fall 2013 | Seminar

[Return to Add Classes](#)

[VIEW SEARCH RESULTS](#)

[SELECT CLASS](#)

#### Class Details

<b>Status</b>	● Open	<b>Career</b>	Graduate
<b>Class Number</b>	94234	<b>Dates</b>	8/26/2013 - 11/3/2013
<b>Session</b>	EEP	<b>Grading</b>	Graduate Grading
<b>Units</b>	3 units	<b>Location</b>	On Line - WEB based
<b>Instruction Mode</b>	World Wide Web - Asynchronous	<b>Campus</b>	WEST
<b>Class Components</b>	Seminar	Required	

#### Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	ONLINE ONLINE	Jennifer Young	08/26/2013 - 11/03/2013

#### Enrollment Information

<b>Requirement Designation</b>	AHLS. Arts and Humanities Liberal Studies
<b>Class Attributes</b>	Comparative Literature Liberal Studies

#### Class Availability

# Thematically-related Cluster

- **18 credits** (6 courses)
- Students design own cluster to meet their personal interests or professional needs
- Students can take 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)

[Search SB](#) 

 Stony Brook University | School of Professional Development

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## Master of Arts in Liberal Studies

**Master of Arts in Liberal Studies Program**

The Master of Arts in Liberal Studies (MALS) is an interdisciplinary degree program that examines issues and themes in the arts and humanities, social and behavioral sciences, and natural and applied sciences. The program is offered primarily to working adults who seek educational enrichment and professional development on a part-time basis, and does not specifically serve as a prerequisite for a more advanced degree.

**Flexible Scheduling: On-campus and Online**

**Admissions**

**Course of Study**

**Teacher Certification**

**Tuition**

**Contact**

**MALS H**



# Content Area Requirements for Teachers

**Certified teachers who hold an initial license can use the MALS for professional licensure provided that:**

- they successfully complete at least 12 credits in the content area in which they hold an initial license;
- final grades in these content area courses must be a "B-" (B minus) or better; 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.html](http://www.stonybrook.edu/spd/graduate/teacher_cert.html) for details.

# Information for NY Teachers

[Search SB](#) >

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## 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 MALS serves this purpose, provided that:

- you successfully complete at least 12 credits in the **content area** in which you hold an initial license;
- final grades in these content area courses **must be a "B-" (B minus) or better**; and
- you follow the steps outlined in our [Sample Professional Certification Application Guide](#) 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, MALS students must file for certificate progression via "**Individual Evaluation**."

*\*If you are not yet licensed to teach, SPD offers several [Master of Arts in Teaching programs](#) that lead to licensure.*

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### Content Areas

[View our listing of professional certification content areas](#) to see which SPD courses **might** be used for certification; however please note it is in the student's best interest **to obtain approval for a given course from NYSED prior to course registration**.

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

Admissions

Course of Study

Teacher Certification

Tuition

Contact Us

MALS Home

[www.stonybrook.edu/spd/mals/teacher\\_cert.html](http://www.stonybrook.edu/spd/mals/teacher_cert.html)

## 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/index.html](http://stonybrook.edu/spd/graduate/NYSED_courses/index.html)*



## 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](mailto:tcert@mail.nysed.gov)

Web: [www.highered.nysed.gov/tcert/](http://www.highered.nysed.gov/tcert/)

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### 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.

**Note:** If you have taken a course that is no longer listed above, please submit a [NYSED Graduate Course](#)

# CED 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 the 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

# 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 when they are, they meet on four days per week for 3 weeks)

# 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 September.

# 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 one week prior to the start of the term so check in ASAP to get started.

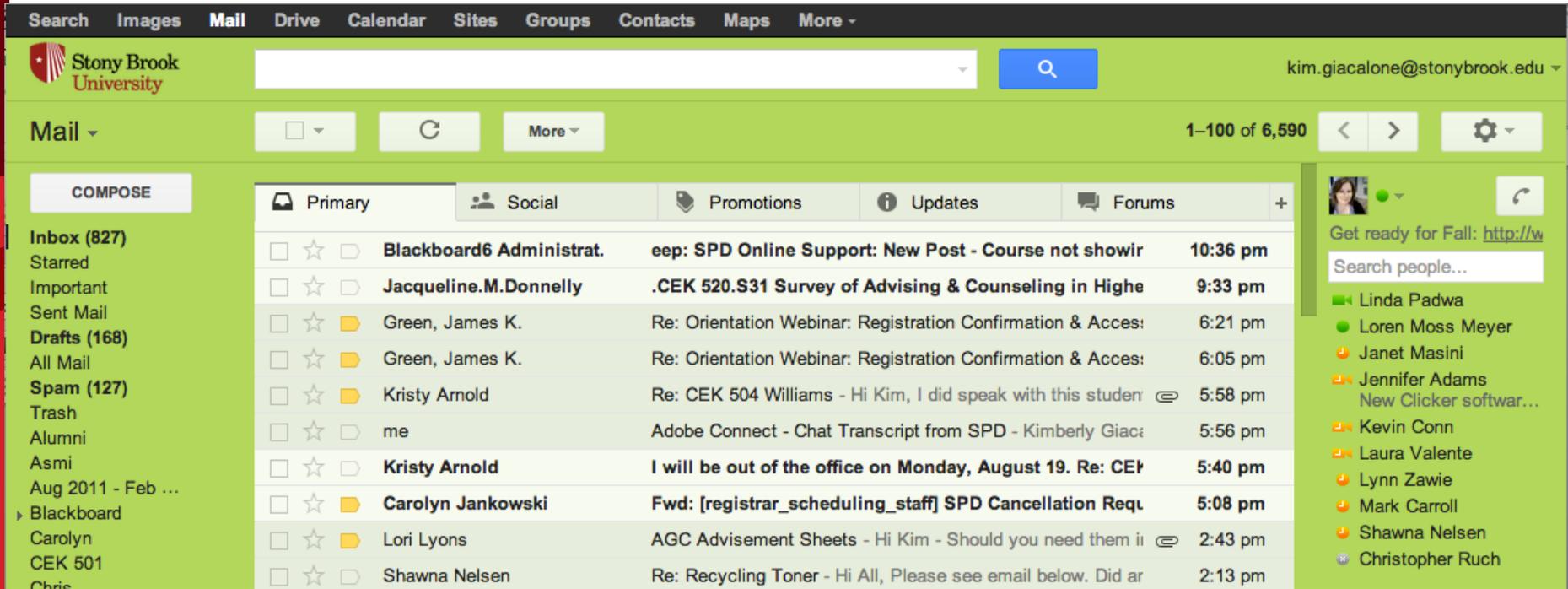
# Administrative Expectations

- 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.

# 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](http://www.stonybrook.edu/spd/current/graduation.html)
- Start using your Stony Brook email account: [www.stonybrook.edu/mycloud](http://www.stonybrook.edu/mycloud)

# Check Your SBU Email

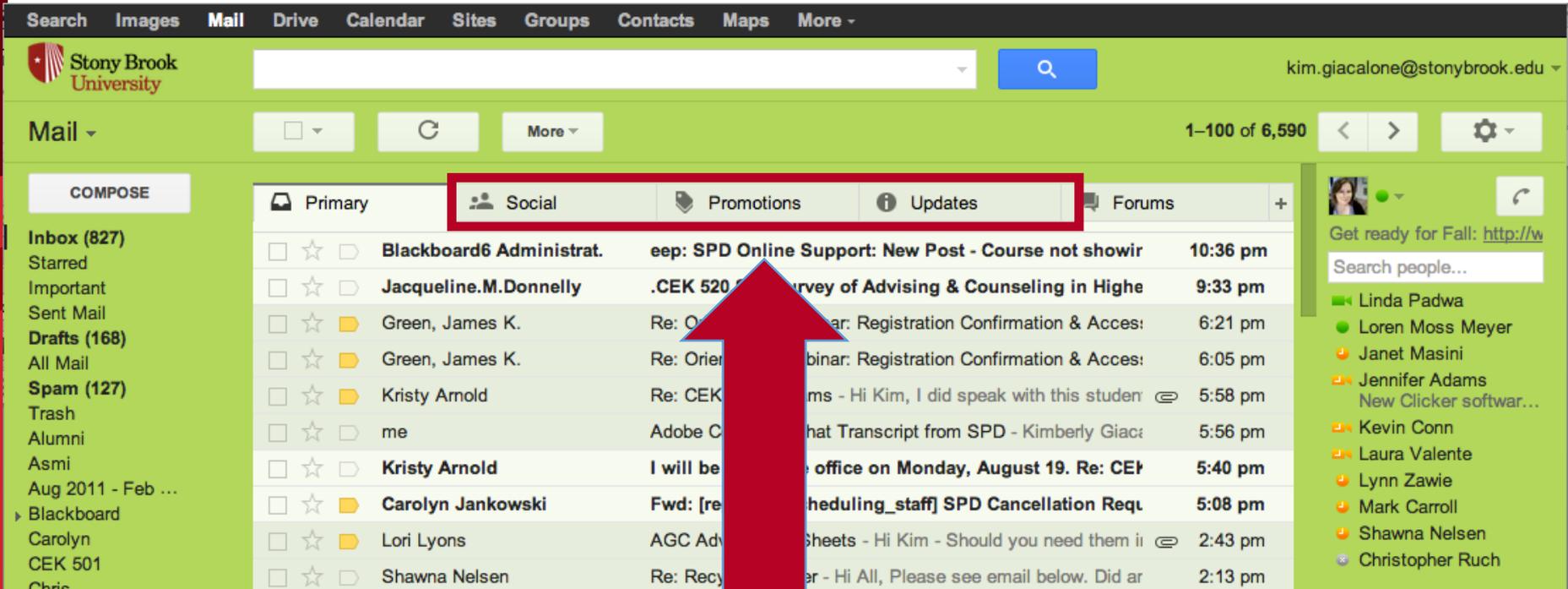


The screenshot shows a Gmail inbox for the email address kim.giacalone@stonybrook.edu. The interface includes a top navigation bar with links to Search, Images, Mail, Drive, Calendar, Sites, Groups, Contacts, Maps, and More. Below this is a search bar and the user's name. The main area displays a list of emails in the Primary tab, with columns for checkboxes, stars, senders, subjects, and times. On the right, there is a sidebar with a profile picture, a search bar for contacts, and a list of contact names.

Category	Sender	Subject	Time
Primary	Blackboard6 Administrat.	eep: SPD Online Support: New Post - Course not showir	10:36 pm
Primary	Jacqueline.M.Donnelly	.CEK 520.S31 Survey of Advising & Counseling in Highe	9:33 pm
Primary	Green, James K.	Re: Orientation Webinar: Registration Confirmation & Acces:	6:21 pm
Primary	Green, James K.	Re: Orientation Webinar: Registration Confirmation & Acces:	6:05 pm
Primary	Kristy Arnold	Re: CEK 504 Williams - Hi Kim, I did speak with this studen	5:58 pm
Primary	me	Adobe Connect - Chat Transcript from SPD - Kimberly Giac	5:56 pm
Primary	Kristy Arnold	I will be out of the office on Monday, August 19. Re: CEK	5:40 pm
Primary	Carolyn Jankowski	Fwd: [registrar_scheduling_staff] SPD Cancellation Reqt	5:08 pm
Primary	Lori Lyons	AGC Advisement Sheets - Hi Kim - Should you need them ii	2:43 pm
Primary	Shawna Nelsen	Re: Recycling Toner - Hi All, Please see email below. Did ar	2:13 pm

**Contacts:** Linda Padwa, Loren Moss Meyer, Janet Masini, Jennifer Adams (New Clicker softwar...), Kevin Conn, Laura Valente, Lynn Zawie, Mark Carroll, Shawna Nelsen, Christopher Ruch.

# Tabbed Interface



The screenshot displays a Gmail interface with a dark navigation bar at the top containing links for Search, Images, Mail, Drive, Calendar, Sites, Groups, Contacts, Maps, and More. Below this is a green header area with the Stony Brook University logo on the left, a search bar, and the user's email address (kim.giacalone@stonybrook.edu) on the right. The main content area features a 'Mail' section with a 'COMPOSE' button and a list of mail folders: Primary, Social, Promotions, Updates, and Forums. The 'Social' tab is highlighted with a red box, and a large red arrow points upwards towards it. Below the tabs is a list of email messages with columns for checkboxes, stars, senders, subjects, and times. On the right side, there is a contact list with a search bar and several names including Linda Padwa, Loren Moss Meyer, Janet Masini, Jennifer Adams, Kevin Conn, Laura Valente, Lynn Zawie, Mark Carroll, Shawna Nelsen, and Christopher Ruch.

ABOUT SPD

ADMISSIONS

ACADEMICS

ONLINE LEARNING

CAREER DEVELOPMENT

LIFELONG LEARNING

OUTREACH

Degree & Certificate Programs

Graduate Courses

Calendars

Forms & Publications

Important Links

SPD Bulletin

Student Success Programs

Graduation

## Dean of the School of Professional Development

Dr. Charles Taber, Provost for Graduate and Professional Education

LEARN MORE ▶

News & Announcements

Events

Quick Links

 **TIME TO ENROLL**  
*Get the Details* ⇨

 **NEW STUDENT ORIENTATIONS** 

**BLACKBOARD**

» [Course Portal](#)

**CALENDARS**

» [SPD and Registrar](#)

## SPD 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 Calendars

[Graduate Calendar](#) (printable; Registrar's Website) | [Winter Session](#)

#### Graduate Academic Calendar

Today   November 2015 ▾

 Print **Week** **Month** **Agenda** ▾

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Nov 1 (I) Removal SPD Online Sess	2 Advance registra Advance Registr Open Enrollment	3	4	5	6	7
15 Apply for Gradua	16	17	18	19	20	21
22	23	24	25	26	27	28

Calendar page at [stonybrook.edu/spd/graduate/calendar](http://stonybrook.edu/spd/graduate/calendar)

### Related Links

[Final Exam Schedules](#)

[Tuition Liability Schedule](#)

[Stony Brook University  
Online Events Calendar](#)

# Advisement and Assistance

## **Program Advisement /Assistance:**

Dr. Sharon Brown  
Program Coordinator/Advisor  
[Sharon.Brown@stonybrook.edu](mailto:Sharon.Brown@stonybrook.edu)

SPD Records and Admissions  
[spd@stonybrook.edu](mailto:spd@stonybrook.edu)  
631.632.7050

**Financial Aid:**  
<http://www.stonybrook.edu/finaid/>  
[finaid@stonybrook.edu](mailto:finaid@stonybrook.edu)  
631.632.6840

## **Online Learning Support:**

SPD Online  
[spd\\_online@stonybrook.edu](mailto:spd_online@stonybrook.edu)

## **International Students:**

Visa and Immigration Services  
[www.stonybrook.edu/visa](http://www.stonybrook.edu/visa)  
[VIS@stonybrook.edu](mailto:VIS@stonybrook.edu)  
631.632.4685

## **Teacher Certification Office:**

[spdgraduation\\_andcertification@stonybrook.edu](mailto:spdgraduation_andcertification@stonybrook.edu)  
631.632.7055

# Enrollment Information

# SOLAR

SOLAR LOGIN

RF EMPLOYEE TIME REPORTING

STATE EMPLOYEE TIME REPORTING (WEST CAMPUS & HSC)

This system is online.

View Maintenance Schedule



## SOLAR

SOLAR Mobile

SOLAR for Faculty & Staff

SOLAR for Students

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.

### Frequently Asked Questions

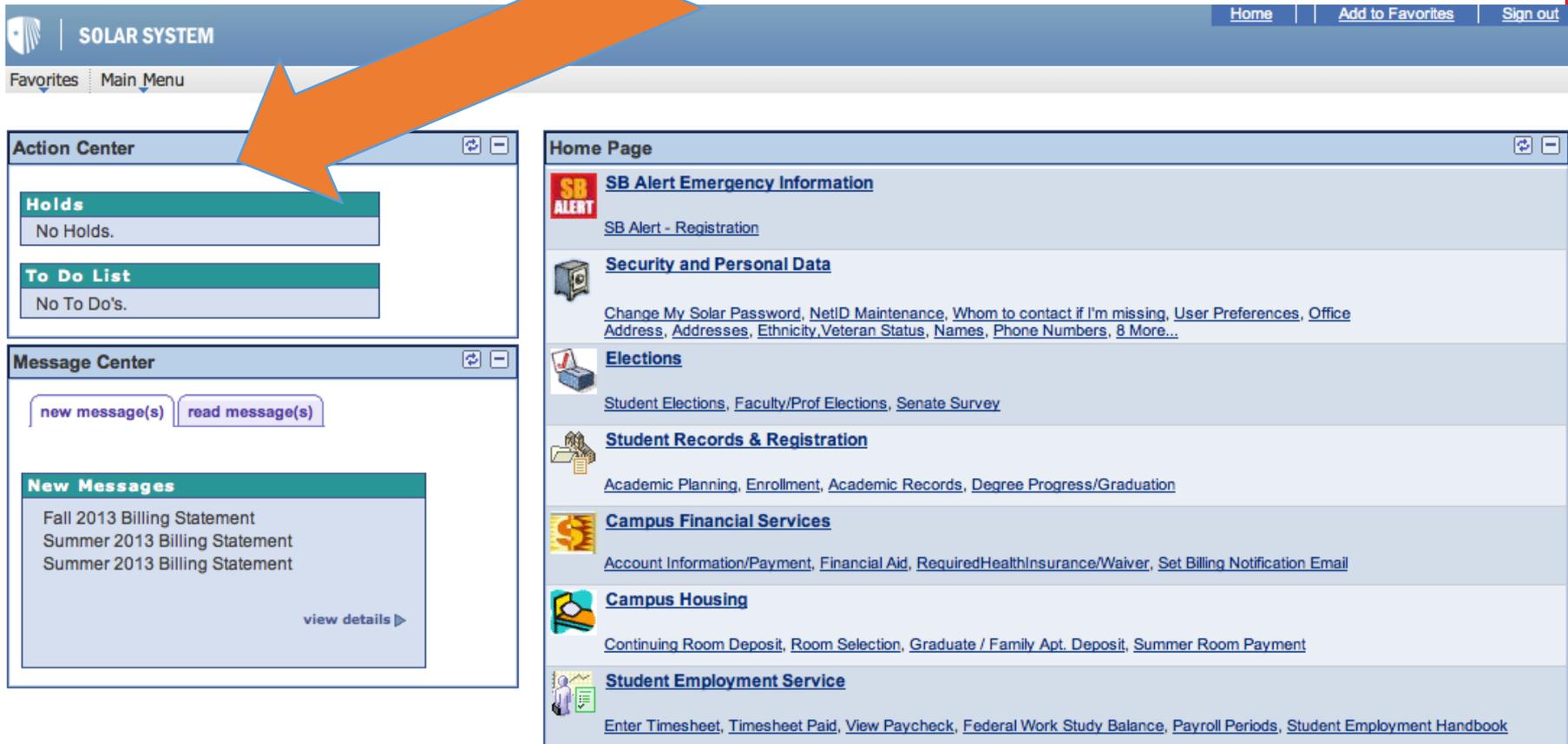
How do I change my email address in SOLAR?

How do I change my emergency contact information in SOLAR?

How do I navigate SOLAR?



# Get Cleared for Take-Off



The screenshot shows the 'SOLAR SYSTEM' website interface. At the top right, there are links for 'Home', 'Add to Favorites', and 'Sign out'. Below the header, there are 'Favorites' and 'Main Menu' options. The main content area is divided into two columns. The left column contains three panels: 'Action Center', 'Message Center', and 'New Messages'. The 'Action Center' panel has a green header and contains two sections: 'Holds' with 'No Holds.' and 'To Do List' with 'No To Do's.'. The 'Message Center' panel has buttons for 'new message(s)' and 'read message(s)'. The 'New Messages' panel lists 'Fall 2013 Billing Statement', 'Summer 2013 Billing Statement', and 'Summer 2013 Billing Statement' with a 'view details' link. The right column contains a 'Home Page' panel with several sections: 'SB Alert Emergency Information' with a link to 'SB Alert - Registration'; 'Security and Personal Data' with links for 'Change My Solar Password', 'NetID Maintenance', 'Whom to contact if I'm missing', 'User Preferences', 'Office Address', 'Addresses', 'Ethnicity', 'Veteran Status', 'Names', 'Phone Numbers', and '8 More...'; 'Elections' with links for 'Student Elections', 'Faculty/Prof Elections', and 'Senate Survey'; 'Student Records & Registration' with links for 'Academic Planning', 'Enrollment', 'Academic Records', and 'Degree Progress/Graduation'; 'Campus Financial Services' with links for 'Account Information/Payment', 'Financial Aid', 'RequiredHealthInsurance/Waiver', and 'Set Billing Notification Email'; 'Campus Housing' with links for 'Continuing Room Deposit', 'Room Selection', 'Graduate / Family Apt. Deposit', and 'Summer Room Payment'; and 'Student Employment Service' with links for 'Enter Timesheet', 'Timesheet Paid', 'View Paycheck', 'Federal Work Study Balance', 'Payroll Periods', and 'Student Employment Handbook'. A large orange arrow points from the top right towards the 'Action Center' panel.

# 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.
- SPD seldom schedules Winter courses.
- 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 find textbook information on SOLAR and on the Campus Bookstore (Barnes and Noble) website:  
<http://www.stonybrook.edu/provostliasn/bookstore/>.
- You can buy or rent your books from any place you choose if you have the ISBN (except special course packs).

# Your NetID

# 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.

## NetID Single Sign-On

Please enter your NetID and NetID Password

NetID:

NetID Password:

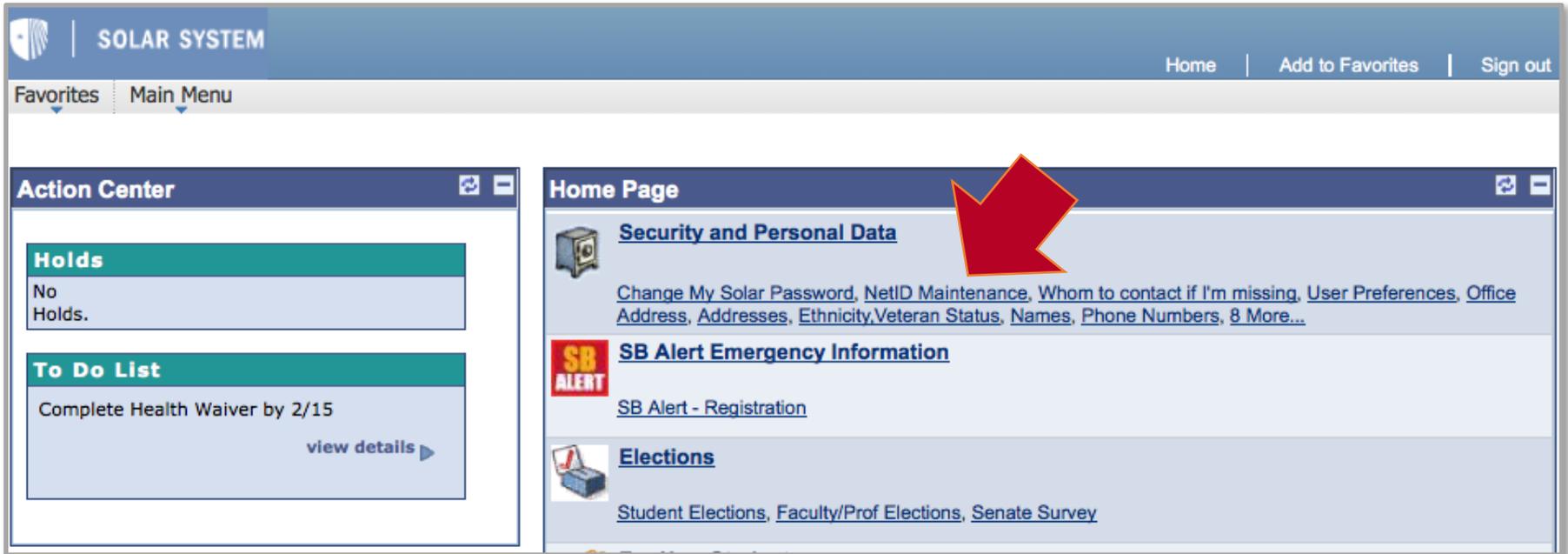
Warn me before logging into other sites and applications.

By logging in you agree to abide by the Stony Brook University [IT Policies](#) and [Terms of Service](#).

**LOGIN**

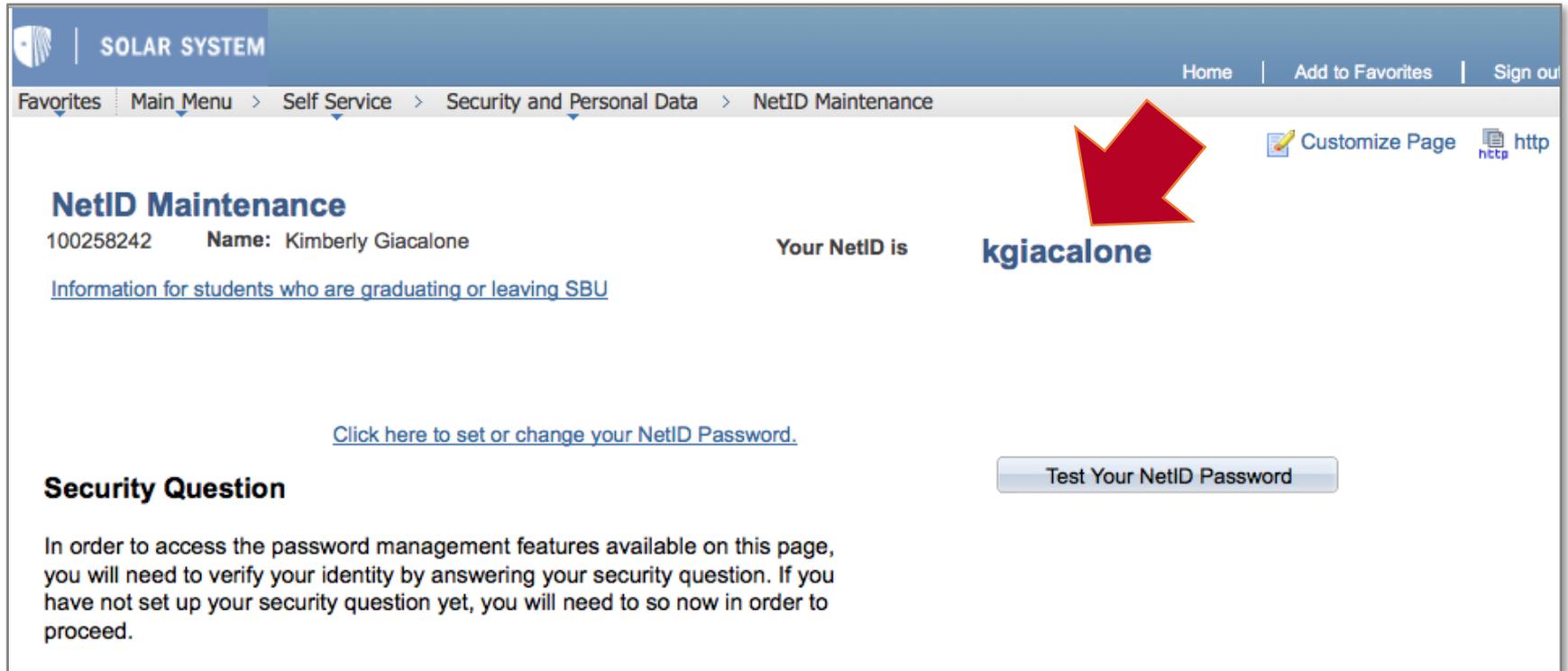
[Forgot Your NetID or NetID Password?](#)

# Your NetID



The screenshot shows the 'SOLAR SYSTEM' NetID portal. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar are 'Favorites' and 'Main Menu' tabs. The main content area is divided into two panels: 'Action Center' and 'Home Page'. The 'Action Center' panel contains a 'Holds' section with 'No Holds.' and a 'To Do List' section with 'Complete Health Waiver by 2/15' and a 'view details' link. The 'Home Page' panel contains three sections: 'Security and Personal Data' with a red arrow pointing to it, 'SB Alert Emergency Information' with an 'SB ALERT' icon and a link to 'SB Alert - Registration', and 'Elections' with a laptop icon and links to 'Student Elections', 'Faculty/Prof Elections', and 'Senate Survey'.

# Your NetID



**SOLAR SYSTEM** Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Security and Personal Data > NetID Maintenance

**NetID Maintenance**

100258242    **Name:** Kimberly Giacalone    **Your NetID is** **kgiacalone**

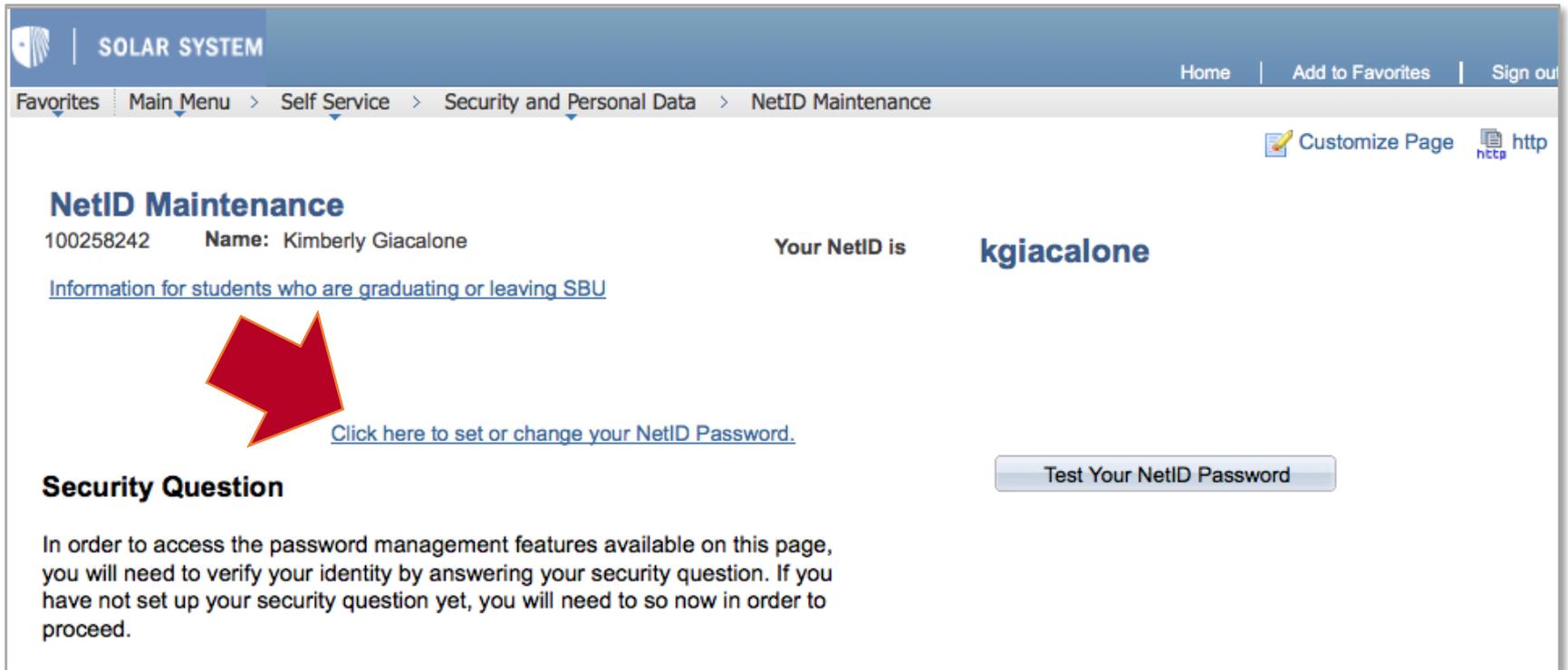
[Information for students who are graduating or leaving SBU](#)

[Click here to set or change your NetID Password.](#)

**Security Question**   

In order to access the password management features available on this page, you will need to verify your identity by answering your security question. If you have not set up your security question yet, you will need to do so now in order to proceed.

# Your NetID



**SOLAR SYSTEM** Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Security and Personal Data > NetID Maintenance

Customize Page http

## NetID Maintenance

100258242 Name: Kimberly Giacalone Your NetID is **kgiacalone**

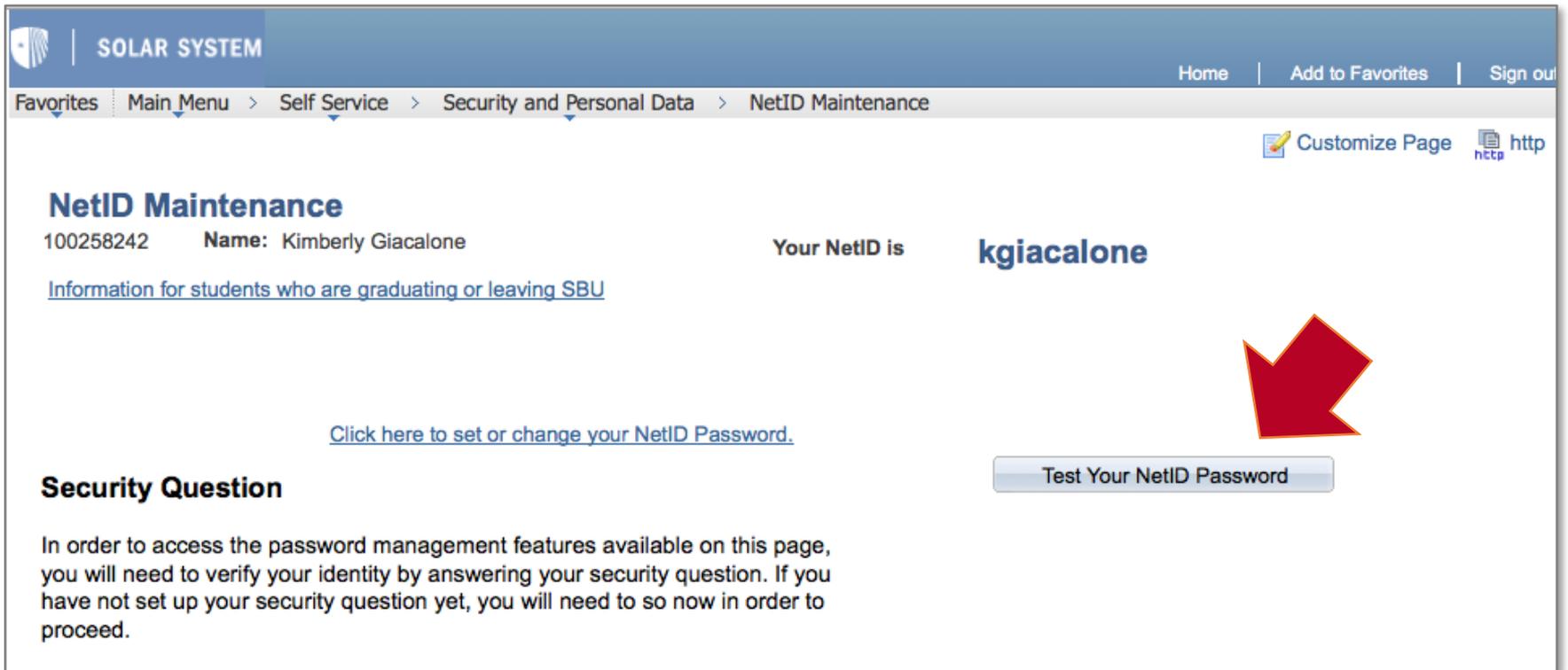
[Information for students who are graduating or leaving SBU](#)

 [Click here to set or change your NetID Password.](#)

**Security Question**

In order to access the password management features available on this page, you will need to verify your identity by answering your security question. If you have not set up your security question yet, you will need to do so now in order to proceed.

# Your NetID



**SOLAR SYSTEM** Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Security and Personal Data > NetID Maintenance

[Customize Page](#) [http](#)

## NetID Maintenance

100258242    **Name:** Kimberly Giacalone    **Your NetID is** **kgiacalone**

[Information for students who are graduating or leaving SBU](#)

[Click here to set or change your NetID Password.](#)

### Security Question

In order to access the password management features available on this page, you will need to verify your identity by answering your security question. If you have not set up your security question yet, you will need to do so now in order to proceed.

[Test Your NetID Password](#)

# Resources Mentioned in This Section

- SOLAR: <http://www.stonybrook.edu/solar>
- SOLAR Navigation Tips:  
<http://it.stonybrook.edu/help/kb/navigating-solar-tip-and-tricks>
- SOLAR FAQs/Tutorials:  
<http://it.stonybrook.edu/services/solar/solar-for-students>

# Learner Support Resources

# SPD Online

Visit the SPD Online Website at [www.stonybrook.edu/spd/online](http://www.stonybrook.edu/spd/online)



In 1996, the **School of Professional Development** began offering online courses to meet the needs of working professionals. Today we schedule more than [100 online courses](#) per term, which can be used in our seven fully online degree and certificate programs.

Please read through the information below; if you still have questions, [contact us](#).

#### SPD Online Overview

- [About SPD Online](#)
- [SPD Online FAQs](#)
- [Online Degree & Certificates](#)
- [Current Semester Courses](#)

#### New Student Information

##### [Getting Started](#)

##### Blackboard Video Tutorials

- [Blackboard on demand videos](#)

##### Online Learning Orientation

- Sign up for our next [orientation webinar](#), January 20 at 12 noon Eastern
- [Watch the webinar recording from prior semester](#)
- View the [PowerPoint](#) (pdf)

##### Username and Password (NetID)

[SQL AB System \(login and click "NetID Maintenance"\)](#)

[About SPD Online](#)

[Online Graduate Programs](#)

[SPD Online FAQs](#)

[Getting Started](#)

[Current Course Offerings](#)

[SPD Academic Calendars](#)

[Contact Us](#)

[SPD Online Home](#)

# Blackboard learn<sup>+</sup>

USERNAME:

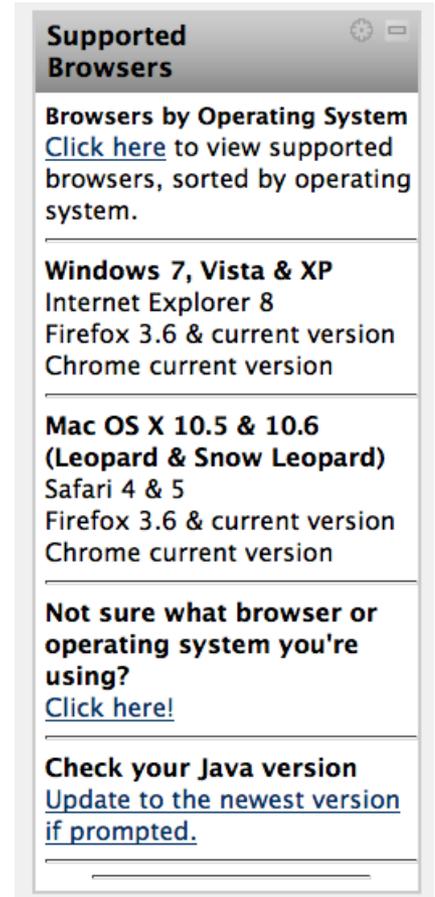
PASSWORD:

Login

*[www.blackboard.stonybrook.edu](http://www.blackboard.stonybrook.edu)*

# Blackboard Browsers

- Use Firefox, Safari or Chrome (in that order of preference)
- The list includes Internet Explorer, but those of us who do tech support find that students report issues when they use that browser
- Available for most mobile devices—  
<http://it.stonybrook.edu/help/kb/blackboard-mobile>



**Supported Browsers**

**Browsers by Operating System**  
[Click here](#) to view supported browsers, sorted by operating system.

---

**Windows 7, Vista & XP**  
Internet Explorer 8  
Firefox 3.6 & current version  
Chrome current version

---

**Mac OS X 10.5 & 10.6 (Leopard & Snow Leopard)**  
Safari 4 & 5  
Firefox 3.6 & current version  
Chrome current version

---

**Not sure what browser or operating system you're using?**  
[Click here!](#)

---

**Check your Java version**  
[Update to the newest version if prompted.](#)

# Blackboard Tutorials

- Short video tutorials on every function within Blackboard.
- Access through the SPD Online Support course within Blackboard or bookmark the following:

<http://ondemand.blackboard.com/students.htm>

## WORKING IN YOUR COURSE

-  Taking a Test Online  
Watch It!
-  Checking Your Grades  
Watch It!
-  Working in Groups  
Watch It!
-  Pearson MyLab Getting Started Guide for Students  
Read It!
-  WileyPLUS Getting Started Guide for Students  
Read It!
-  Creating a Blog Entry  
Watch It!
-  Creating a Discussion Board Post  
Watch It!
-  Creating a New Discussion Board Thread  
Watch It!
-  Replying to a Discussion Board Thread  
Watch It!
-  Organizing Discussion Board Posts  
Watch It!
-  Viewing Discussion Board Grades  
Watch It!

# Blackboard Support Resources

- SPD Online Student Support  
*spd\_online@stonybrook.edu*
- SPD Online Support site in Blackboard
- Open SUNY Network (After-Hours Support)  
M-Th, 5:00pm – 9:00pm Eastern  
Saturday, 10:00am – 5:00pm Eastern  
Sunday, 1:00pm – 9:00pm Eastern  
*OpenSUNYHelp@suny.edu* or 1-844-673-6786

# SPD Library Guide

## School of Professional Development

This guide is designed to help students in the School of Professional Development with their research.

- Home
- Find Articles
- Find Books
- Where Can I Find...?
- What Do I Do When...?
- Research Tutorials
- Citation/Plagiarism
- Educational Leadership Program
- Higher Education Administration
- Human Resources

**Off-Campus Access**

Use your NetID and password to access library resources when off-campus.

**Circulation Services for Distance Learners**

- [West Campus Libraries: Distance Learning Students](#)  
Policies on loaning material to distance learners.

**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.

**The Chronicle of Higher Education**

# THE CHRONICLE

of Higher Education

- [Chronicle of Higher Education](#)  
The Chronicle of Higher Education is the number one source of news, information, and jobs for college and university faculty members and administrators.

**Other Relevant Guides**

*[guides.library.stonybrook.edu/spd/](https://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:  
Research Skills for SPD Students, September Date TBD  
Citation Skills for SPD Students, September Date TBD
- We also recommend Zotero or EndNote workshops or tutorials for reference management. Other video tutorials are also available.

# Zotero

The screenshot shows a web browser window displaying a PDF document titled "Hiding Behind the Screen" by Roger Scruton. The document is from "THE NEW ATLANTIS" journal. The text discusses the impact of the Internet on human relationships and self-image. A Zotero library interface is overlaid on the bottom of the browser window, showing a list of items and a detailed view of the selected item.

**Document Content:**

THE NEW ATLANTIS  
A JOURNAL OF TECHNOLOGY & SOCIETY

## Hiding Behind the Screen

*Roger Scruton*

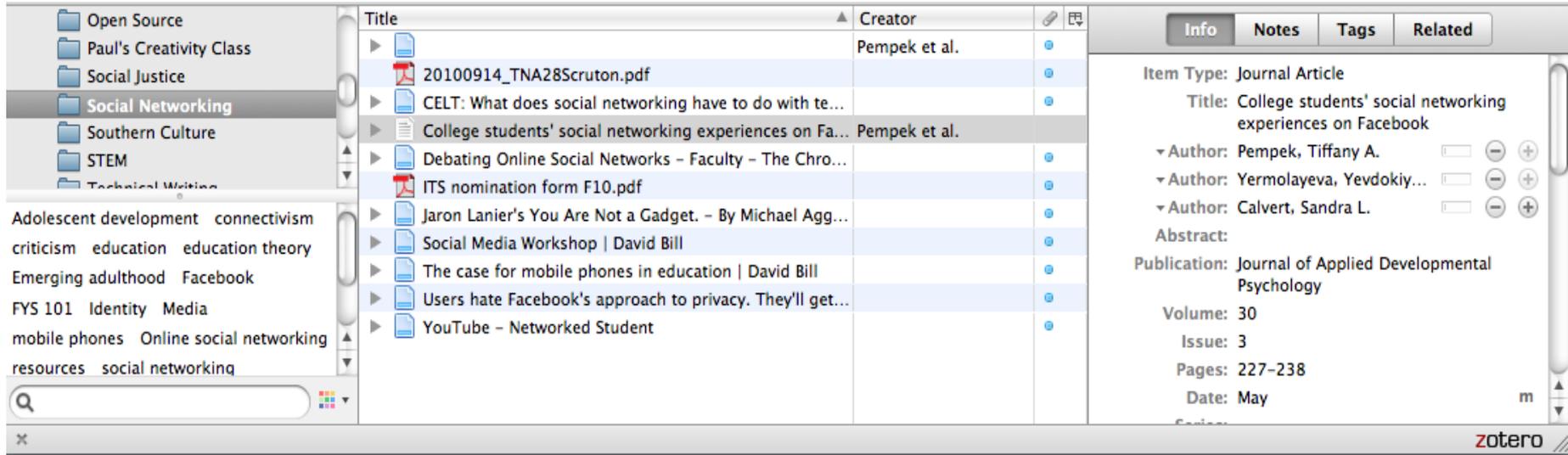
Human relations, and the self-image of the human being, have been profoundly affected by the Internet and by the ease with which images of other people can be summoned to the computer screen to become the objects of emotional attention. How should we conceptualize this change, and what is its effect on the psychic condition of those most given to constructing their world of interests and relationships through the screen? Is this change as damaging as many would have us believe, undermining our capacity for real relationships and placing a mere fantasy of relatedness in their stead? Or is it relatively harmless, as unproblematic as speaking to a friend on the telephone?

First, we should make some distinctions. We all now use the computer to send messages to our friends and to others with whom we have dealings. This sort of communication is not different in any fundamental respect from the old practice of letter writing, except for its speed. Or

**Zotero Library Interface:**

- Left Panel (Library Structure):**
  - Open Source
  - Paul's Creativity Class
  - Social Justice
  - Social Networking
  - Southern Culture
  - STEM
  - Technical Writing
- Search Bar:** All Fields & Tags
- Item List:**
  - 20100914\_TNA28Scruton.pdf
  - CELT: What does social networking have to do with te...
  - College students' social networking experiences on Fa... Pempek et al.
  - Debating Online Social Networks - Faculty - The Chro...
  - ITS nomination form F10.pdf
  - Jaron Lanier's You Are Not a Gadget. - By Michael Agg...
  - Social Media Workshop | David Bill
  - The case for mobile phones in education | David Bill
  - Users hate Facebook's approach to privacy. They'll get...
  - YouTube - Networked Student
- Item Details Panel (Right):**
  - Item Type: Journal Article
  - Title: College students' social networking experiences on Facebook
  - Author: Pempek, Tiffany A.
  - Author: Yermolayeva, Yevdokiya
  - Author: Calvert, Sandra L.
  - Abstract:
  - Publication: Journal of Applied Developmental Psychology
  - Volume: 30
  - Issue: 3
  - Pages: 227-238
  - Date: May

# Zotero



The screenshot displays the Zotero desktop application. On the left, a sidebar shows a folder structure with 'Social Networking' selected. Below the folders is a list of tags including 'Adolescent development', 'connectivism', 'criticism', 'education', 'education theory', 'Emerging adulthood', 'Facebook', 'FYS 101', 'Identity', 'Media', 'mobile phones', 'Online social networking', and 'resources social networking'. A search bar is located at the bottom of the sidebar.

The main pane shows a table of library items:

Title	Creator
▶ [document icon]	Pempek et al.
▶ [document icon] 20100914_TNA28Scruton.pdf	
▶ [document icon] CELT: What does social networking have to do with te...	
▶ [document icon] College students' social networking experiences on Fa...	Pempek et al.
▶ [document icon] Debating Online Social Networks - Faculty - The Chro...	
▶ [document icon] ITS nomination form F10.pdf	
▶ [document icon] Jaron Lanier's You Are Not a Gadget. - By Michael Agg...	
▶ [document icon] Social Media Workshop   David Bill	
▶ [document icon] The case for mobile phones in education   David Bill	
▶ [document icon] Users hate Facebook's approach to privacy. They'll get...	
▶ [document icon] YouTube - Networked Student	

On the right, the 'Info' tab is active, showing details for the selected item:

- Item Type: Journal Article
- Title: College students' social networking experiences on Facebook
- ▼ Author: Pempek, Tiffany A.  - +
- ▼ Author: Yermolayeva, Yevdokiya...  - +
- ▼ Author: Calvert, Sandra L.  - +
- Abstract:
- Publication: Journal of Applied Developmental Psychology
- Volume: 30
- Issue: 3
- Pages: 227-238
- Date: May m

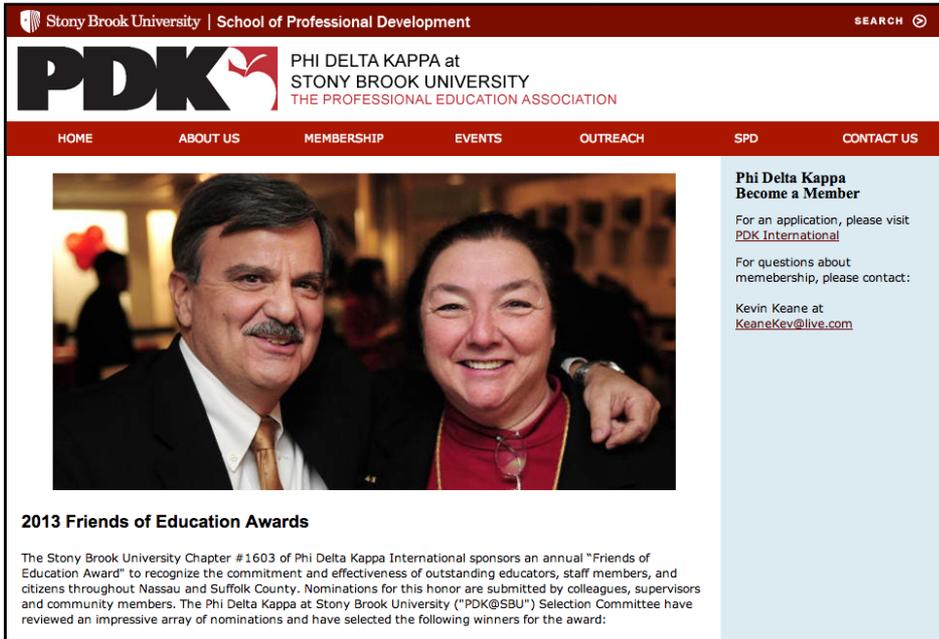
The Zotero logo is visible in the bottom right corner of the application window.

# The Writing Center

Program in Writing & Rhetoric  
Stony Brook University

- Writing Center tutors can help you improve your writing.
- Must plan well in advance and have assignment info and draft information at the ready.
- E-mail and telephone appointments available.
- Visit  
*[www.stonybrook.edu/commcms/writrhet/writing\\_center/appointment.html](http://www.stonybrook.edu/commcms/writrhet/writing_center/appointment.html)*

# Professional Socialization and Career Resources



Stony Brook University | School of Professional Development

**PDK** PHI DELTA KAPPA at STONY BROOK UNIVERSITY  
THE PROFESSIONAL EDUCATION ASSOCIATION

HOME ABOUT US MEMBERSHIP EVENTS OUTREACH SPD CONTACT US

**2013 Friends of Education Awards**

The Stony Brook University Chapter #1603 of Phi Delta Kappa International sponsors an annual "Friends of Education Award" to recognize the commitment and effectiveness of outstanding educators, staff members, and citizens throughout Nassau and Suffolk County. Nominations for this honor are submitted by colleagues, supervisors and community members. The Phi Delta Kappa at Stony Brook University ("PDK@SBU") Selection Committee have reviewed an impressive array of nominations and have selected the following winners for the award:

**Phi Delta Kappa Become a Member**

For an application, please visit [PDK International](#)

For questions about membership, please contact:

Kevin Keane at [KeaneKev@live.com](mailto:KeaneKev@live.com)

- Phi Delta Kappa:  
[www.stonybrook.edu/spd/pdk](http://www.stonybrook.edu/spd/pdk)
- Stony Brook Career Center:  
[career.stonybrook.edu/](http://career.stonybrook.edu/)
- Graduate Student Success:  
[www.stonybrook.edu/spd/success](http://www.stonybrook.edu/spd/success)

Phi Delta Kappa, the professional association for educators, maintains an active SBU Chapter.

# 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.

<http://it.stonybrook.edu/services/catalog/a-z/all>

- Stony Brook E-mail:  
[www.stonybrook.edu/mycloud](http://www.stonybrook.edu/mycloud)



Google Apps



Lynda.com



Software Catalog



SOLAR

# Keep in Touch!



[facebook.com/spdstonybrook](https://facebook.com/spdstonybrook)



[twitter.com/spd\\_stonybrook](https://twitter.com/spd_stonybrook)



[youtube.com/user/StonyBrookSPDOnline](https://youtube.com/user/StonyBrookSPDOnline)



Stony Brook University

# FAR BEYOND

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MASTER OF ARTS STUDENT ORIENTATION