



Stony Brook **University**



Higher Education Administration Program

Stony Brook University

School of Professional Development

New Student Orientation – Summer & Fall 2016



Our Agenda

- Curriculum overview
- Enrollment information
- Reminders, to do list, and campus resources
- SPD policies and deadlines
- Academic and online student expectations
- Required library workshops
- Volunteer, student employment, leadership, and networking opportunities
- HEA welcome breakfast and GA interview day
- Q&A



Who We Are

- Welcome to the School of Professional Development!
- Master of Arts and Advanced Graduate Certificate (AGC) in Higher Education Administration
- Program focus on student affairs and higher education administration
- More than 250 students currently enrolled
- 220 proud alumni/ae
- 28 adjunct faculty members



Curriculum Overview

- 36-credit Master of Arts degree
- 18-credit Advanced Graduate Certificate
- **Face-to-Face:** 14-week term, Monday-Thursday evenings - 3 hour classes (generally 5:30 p.m. start)
- **Online via Blackboard:** 10-week, rapid paced term - starts at beginning of fall, spring, and summer I
- Courses accessible on Blackboard one week prior to start of term
- Textbook details listed on SOLAR under each course
- Summer 2016 classes begin: **Tuesday, May 31**
- Fall 2016 classes begin: **Monday, August 29**



Core Courses – 18 credits

HEA 501 - Foundations of Higher Education Administration

HEA 502 - Survey of College Student Development Theory

HEA 503 - Leadership in Higher Education

HEA 504 - Research and Assessment in Higher Education

HEA 521 - Diversity and Higher Education

HEA 595 - Project Seminar (not required for AGC)



Elective Courses
18 credits for Master of Arts
3 credits for Advanced Graduate Certificate

HEA 510 - Technology in Higher Education

HEA 520 - Advising and Counseling in Higher Education

HEA 522 - Crisis Management and Prevention in Higher Education

HEA 523 - Student Affairs Administration

HEA 524 - Enrollment Management

HEA 525 - The Contemporary Undergraduate

HEA 526 - Career Counseling and the Psychology of Work

HEA 527 - Community College Administration (*new course*)

HEA 530 - Legal Issues in Higher Education



Elective Courses *continued*

HEA 531 - Finance Issues in Higher Education

HEA 532 - Facilities Management in Higher Education

HEA 533 - Intercollegiate Athletics in Higher Education

HEA 534 - Philanthropy in American Higher Education

HEA 535 - International Higher Education

HEA 540 - Critical Issues in Higher Education (*summer institute only*)

HEA 560 - Comparative University Systems (*study abroad course*)

HEA 586 - Practicum – *special permission required for AGC students*

HEA 587 - Advanced Practicum



Practicum

- 3-credit internship at a college or university; must be unpaid
- Open to students pursuing the Master of Arts degree
- Required for students who do not have at least one year of professional higher education experience or are not currently employed in higher education
- Excellent opportunity to gain practical experience and strengthen resume
- Work with site supervisor and Stony Brook practicum coordinator
- Options in fall and spring
- 150 total hours – approximately 10 hours per week
- Online course component with some written assignments and discussion boards



Summer Institute

- HEA 540 – Critical Issues in Higher Education
- 3 credit course instructed by Dr. Timothy Ecklund
- Hybrid course – some online work in early July
- Stony Brook West campus – Monday, July 18 – Friday, July 22, 9 a.m. – 5 p.m., with some evening activities
- Guest speakers, alumni reception, opportunity for online and face-to-face students to meet
- On-campus residence hall and hotel options



Study Abroad

- HEA 560 – Comparative University Systems
- 3 credit course instructed by Dr. Frank Shih
- Abroad trip in late May/early June
- China program – May 21 – June 4, 2016
 - Visit to several Chinese universities, Beijing, and Shanghai
- Florence, Italy – summer 2017
 - Visit to several Italian universities, including Florence University of the Arts



Enrollment

- Resolve any holds/blocks and enroll as soon as you are eligible
- Each semester, you will need to “agree” to the financial responsibility statement prior to registering – no paper bills are mailed
- Enrollment dates are listed in SOLAR
 - Fall and Summer - Early April
 - Spring and Winter - Early November
- Courses are reserved for HEA students during early enrollment
- Do not over-enroll



Enrollment

- Summer enrollment is open starting **April 6**
- Check your starting fall enrollment appointment date/time on SOLAR
- If you wish to enroll in a course(s) this summer, please e-mail spd@stonybrook.edu with your name and SB ID #, saying you are an HEA student, and ask that you be activated to enroll in summer 2016. This request will be processed **within 2 business days** in order to allow you to register.
- Must enroll in HEA 501 in fall 2016 (not offered in summer)
- **Register by MAY 1 for summer and fall courses**



Transfer Credit Policies

Grade of B or better required.

Credits cannot have already been applied to an earned graduate degree.

- **Master's degree:**
 - Maximum of 12 credits total.
 - Combination of up to 12 Stony Brook credits and/or 6 external credits.
- **AGC:**
 - Maximum of 6 credits total.
 - Combination of up to up to 6 Stony Brook credits and/or 3 external credits.
- Complete "Transfer Request Form" for non-Stony Brook courses.
- Complete "Course Substitution Form" for Stony Brook courses.
- Both forms are available on the SPD website.



Reminders, To Do List, & Campus Resources

- Health Form (MMR immunization record) – NOT required if fully ONLINE student
 - Mail or fax to Student Health Services – see details on Health Form
 - http://www.studentaffairs.stonybrook.edu/shs/forms/immunization_form_2011.pdf
- Net ID: Sign up on SOLAR; provides your access to all campus computing resources
- Contact Information and SB Alert: Verify/sign up on SOLAR
- Stony Brook Email: <http://www.stonybrook.edu/mycloud>, use your Net ID and Net ID password to log in
- Parking Pass for face-to-face students: www.stonybrook.edu/parking
- Stony Brook ID Card for face-to-face students: www.stonybrook.edu/campuscard



Reminders, To Do List, & Campus Resources

- Teaching, Learning and Technology Orientation — <https://tlt.stonybrook.edu/StudentServices/help/Pages/TechnologyOrientation.aspx>
Contains demos on all campus applications and information on obtaining free or substantially reduced software.
- Blackboard — www.stonybrook.edu/blackboard
- Library Services—www.library.stonybrook.edu. HEA-specific library guide at <http://sunysb.libguides.com/spd>
- Career Center – Handshake—www.stonybrook.edu/career
- Disability Support Services—www.stonybrook.edu/dss
- Writing Center – contact Kim Giacalone at kim.giacalone@stonybrook.edu for referral information



SPD Policies & Deadlines

- SPD Bulletin: www.stonybrook.edu/spd/bulletin
- Academic calendar and add/drop deadlines:
www.stonybrook.edu/spd/graduate/calendar
- Tuition and fee liability deadlines: www.stonybrook.edu/bursar
 - Summer – due by first day of class
 - Fall – due by August 15
 - Spring – due by January 15
 - You are not dropped for non-payment; will accrue late fees



Academic Expectations

- Be an active participant in the classroom.
- Dedicate the time necessary to each class – including reading and writing assignments.
- Meet all assignment deadlines.
- Focus on the quality of your writing – including content, citations, sentence structure, grammar, and spelling.
- Network within the University and higher education professional associations.



Academic Expectations

- Put theory into practice by doing volunteer or other internship work.
- Read announcements on Blackboard.
- Seek advising.
- Stay current on higher education issues by reading *The Chronicle of Higher Education*, *Inside Higher Education*, and other printed and online higher education resources.
- Be aware of and follow all SPD policies and deadlines.



Online Student Expectations

- Must commit 10-15 hours per week to each online class.
- Each week begins on Monday and ends on Sunday.
- Required to log on and post on at least three separate days per week (but most log in daily) as well as respond to classmates' postings.
- Discussion boards must be done on time to receive credit; no "make-up" discussion boards.
- Must feel comfortable expressing yourself in writing.
- Must be extremely motivated and disciplined.
- Must be comfortable using computers and basic technology.
- If technical issues or problems occur, contact:
spd_online@stonybrook.edu or call (631) 632-9484



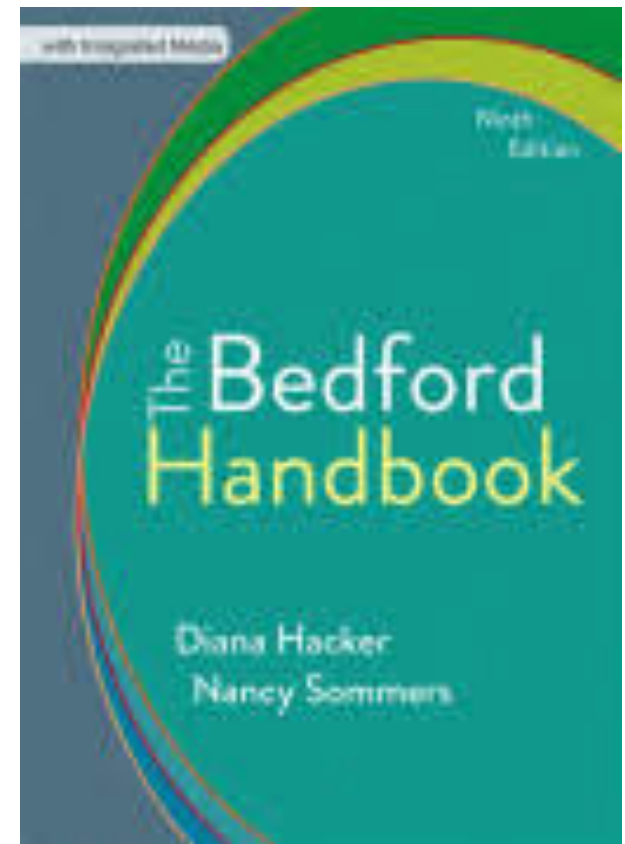
Academic Integrity

- Intellectual honesty is the cornerstone of all academic work.
- All work submitted or posted by students must be their own.
- Submission of writing or ideas which are not the original work of the student (and not properly referenced) is considered plagiarism.
- Submission of similar or same papers or projects in more than one course without prior permission of the instructors constitutes academic dishonesty.
- Unintentional plagiarism is still plagiarism!
- Refer to SPD's "Policy and Procedures for Governing Academic Honesty" for specific information. <http://www.stonybrook.edu/spd/assets/pdf/dishonesty.pdf>
- **Minimum penalty for a student found guilty of academic dishonesty:**
F grade in the course and suspension from the University for one term/semester.



The Bedford Handbook

- By Diana Hacker & Nancy Sommers
- 9th Edition, 2013
- Available on Amazon.com
- Required for HEA 501
and HEA 595





Two Required Library Workshops

Research Skills for HEA Students

Citation Skills for HEA Students

These webinars are presented by the instructional librarians at their SB Connect meeting site. Access instructions will be emailed to all students who register in advance.



Optional Library Workshop

Online Learning Orientation

If you are taking an SPD online course for the first time, we recommend that you attend one of the following online learning webinars.

- How online learning is different from classroom learning
- How to navigate Blackboard
- How to participate in class discussions
- How to submit assignments
- How to communicate with your instructor



Volunteer & Student Employment Opportunities

- Volunteer, graduate student employee, and paid or unpaid opportunities
- Theory to practice connection
- Strengthen resume to be more marketable and competitive
- Some positions are posted on Handshake at www.stonybrook.edu/career
- Information on Blackboard under the “Higher Education Administration” student group



Leadership & Networking Opportunities

Higher Education Administration Association

The HEA Association aims to:

- Help new HEA students with their transition to the program
- Develop relationships with peers
- Facilitate networking among peers, faculty, and staff
- Increase awareness of University culture and opportunities
- Encourage career advancement opportunities

* Contact Alex Barkley at alexander.barkley@stonybrook.edu

Career Development Series – four part series

Careers in Higher Education Conference

Designed to provide participants with hands-on interactive activities to illustrate the various departments and functions within higher education and student affairs.



HEA Welcome Breakfast & GA Interview Day

- **Friday, April 8, 9 a.m., Student Activities Center (SAC) room 305**
- Park in garage at “Main Entrance” of Stony Brook (Nicolls Road)
- Meet and greet new HEA students, listen to a panel of current HEA students, and meet HEA faculty
- Interview on-site for graduate employment opportunities
- See GA opportunities at **you.stonybrook.edu/heaopportunities** and submit your resume and cover letter today!



Stay Connected!



us on Facebook!

facebook.com/stonybrookhea

hea@stonybrook.edu





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***Good luck
this semester!***

**For more information,
visit www.stonybrook.edu/spd/hea**