

# Informational Session

**School of Professional Development**  
**MA in Liberal Studies / MS-HRM**

# Agenda

- Welcome
- About Stony Brook and SPD
- Master's Program Overview
- Schedule
- Advisement Team
- Next Steps
- Questions

# About the School of Professional Development

- School for working professionals who want to advance their careers through part-time graduate study
- Traditional program courses offered primarily online
- Contract programs offered using an executive model (customized agency-specific classes)



*School of Professional Development -  
Computer Science Building Suite 2321*

# Cohort Program Overview

## What is a cohort?

- Cohort programs are created through a contract with the Agency and Stony Brook University. “Learn where you earn.”
- Agency cohort students take the same course with each other every term.
- The course of study is planned out to allow one course per term with four courses per calendar year. The program will be completed in 2.5 years. Traditional graduate students have five years to complete their SPD degree if not part of a cohort.
- All course offerings are scheduled in 10-week sessions.
- The cohort coursework is approved by the agency per a contractual agreement with Stony Brook University.

# Cohort Program Costs and Payments

- A traditional student pays \$1758.49 for a 3-credit graduate course at SUNY's affordable tuition rate.
- Stony Brook University has approved a Human Services Agency Cohort Program cost for a 3-credit graduate course to be: **\$ 1214.60!!\***
- Tuition payments are to be made to the agency directly.
- For more information and forms, refer to the Off-campus Cohort Student Information webpage:  
<https://www.stonybrook.edu/commcms/spd/off-campus-cohorts/students.php>

# Cohort Program Enrollment

## Enrollment:

- Students will be automatically enrolled each term by the School of Professional Development's (SPD) Records and Admissions Office..
- Students are responsible to check their schedules on SOLAR each term.
- Leave of Absence:

Students who need to take a leave of absence must submit a signed Leave of Absence/Leave of Cohort form 2 weeks prior to the start of any term and inform their agency contact person and their faculty director.
- Students who miss a class will need to make up the class **outside of the cohort** (regular tuition rates will apply).

# Program Overview

# Master of Arts Degree Liberal Studies with a Human Services Concentration

- Liberal Studies Core Courses: 15 credits (4 Liberal Studies Foundation/LSF courses + 1 NSLS course)
- Human Services Concentration: 15 credits (5 courses)
- Capstone Project Seminar: 3 credits (one course)

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

- Certain courses in the MA in Liberal Studies program are currently not offered elsewhere – only through cohort programs.

# Liberal Studies Core Courses

## Effective Professional Foundations Courses (4 courses):

- **LSF 501: Effective Professional Communications (1st course)**
- **LSF 502: Effective Professional Thinking**
- **LSF 503: Effective Professional Global & Social Awareness**
- **LSF 504: Effective Professional Action & Leadership**

Each course has been designed to educate students in a variety of **contemporary professional competencies** to help them prepare for today's workplaces.

LSF Content focuses on foundational areas of importance **across professions**, including education, business and finance, management, industry, non-profits, human services and more.

# LSF 501

## Professional Communication

- All cohort students will begin the program with LSF 501 - Professional Communication.
- As part of this class, students will complete 2 library seminars on research and citation skills.
- Knowing how to conduct research and properly cite others' work are crucial skills for success in any graduate program.

# Additional Liberal Studies Required Courses

## **3-credit STEM Course:**

- A STEM option to be approved at a later time.

## **3-credit Capstone Seminar:**

- CED 595 Project Seminar
  - Teaches students to understand and conduct research and create a portfolio of documents in several professional genres appropriate to the interests of the student (for example: recorded PowerPoint presentations, Infographics, business plans, reports for boards, executive reports, short videos, and more)
  - Must earn a “B” or higher to count toward the degree
  - Students will be guided in selecting a topic for their research based on their concentration

# Human Services Liberal Studies Concentration SAMPLE Program– 15 credits

- CEL 596 Leadership Theory and Practice
- CEL 597 Leading High-Performance Teams
- CEL 537 Foundations of the Non-Profit Organization
- CEL 538 Financial Accounting for Non-Profit Organizations
- CEL 536 Advocacy and Legislation
- Other course options: CEZ 545 Autism Spectrum Disorders Today, CEF 562 Transition Planning for People with Intellectual/Developmental Disabilities, etc.

# Master of Science in Human Resource Management

## Six Core Courses:

**HRM 532 - Foundation of Human Resources**

**HRM 533 - Employee Relations and Labor Management**

**HRM 545 - Employment Law and Policy**

**HRM 548 - Diversity and Global Issues in the Workplace**

**HRM 551 - Business Acumen and Data Analytics for Effective HR Leadership**

**HRM 595 - Strategic Human Resource Master's Project**

## Electives: Choose 4 Electives:

**HRM 537 – Employee Learning and Professional Career Development**

**HRM 538 – Organizational Development and Change Management**

**HRM 541 – Human Relations and Workforce Planning**

**HRM 546 – Job Evaluation, Compensation Systems and Benefits**

**HRM 547 – Performance Management in Organizations**

**HRM 552 – The Strategic Organization: Communication and Employee Relationship Management**

**HRM 553 - HR Leadership, Performance Management and Organizational Effectiveness**

**HRM 554 - The HR Leader as an Organizational Consultant**

# Program Features

## Program Features

- No GRE required
- Certain on-campus fees waived - value of approximately \$300
- \$100 Application fee waived with Off Campus Cohort Programs
- SBU human services scholarship - \$200 per course
- Hybrid classes = combination of online and in-person/real time virtual classes)
- Non-traditional part-time student supports
- SBU student status and student benefits
- SBU/Human Services Cohort program cost value = savings

## Employee/Student Benefits

- Agency endorsement and support – eligible for agency tuition reimbursement
- Cohort Model – networking with peers and a sense of community
- Transfer of knowledge to workplace improves skills and best practices

# Scheduling Overview

- Online classes begin on Monday and end on Sunday evenings starting with the first day of the term.
- Hybrid courses are a combination of asynchronous and synchronous (or in-person) classes per scheduled day of the week for the course.
- 10-session terms (usually 10 consecutive weeks)
- Terms: Fall, Spring I and Spring II and Summer

## Degree program schedule for completion in 2.5 years

### One 3-credit course per session

Spring II 2022	3 credits
Summer 2022	3 credits
Fall 2022	3 credits
Spring I 2023	3 credits
Spring II 2023	3 credits
Summer 2023	3 credits
Fall 2023	3 credits
Spring I 2024	3 credits
Spring II 2024	3 credits
Summer 2024	3 credits - Summer 2024 MSHRM graduation!
Fall 2024	3 credits - Fall 2024 MALS graduation!

# Admissions Requirements

- Bachelor's degree in any field (3.0 average\*)
- Official transcript (a preliminary decision can be made based upon an unofficial transcript)
- Resume
- Personal statement
- Agency reference (in place of letter of recommendation)

\* *Conditional admission is possible for students who have a lower GPA*

# Next Steps

- Order an official transcript
  - Send electronic transcripts to: `spd_transcripts@stonybrook.edu`
  - Send hard copy transcripts to: MALS Director Computer Science Room 2321 Stony Brook, NY 11794-4434
  - International transcripts require a WES evaluation – [www.wes.org](http://www.wes.org)
  - TOEFL scores not required if English is your 1st or 2nd Language
  
- Start to prepare your personal statement
- Update your resume

Review [Application Information](#) webpages

# Application Timeline

## Application link:

<https://professionaldevelopment.stonybrook.edu/apply/>

- Applications due by February 14, 2022
- Decisions and offers 4-6 weeks upon submission
- IMPORTANT - You must accept offer of Admission upon receipt
- Spring II semester starts - March 21, 2022
- Students will be enrolled 2 weeks prior to the start of the term
- Payments due to agency before start of classes per agency deadline dates (approximately 4 weeks before start of classes)

# Advisement and Assistance

## Program Directors/Coordinators:

MA in Liberal Studies

Elisa Scott, J.D.  
Director of MA in Liberal Studies  
[Elisa.scott@stonybrook.edu](mailto:Elisa.scott@stonybrook.edu)

**Program Email:**  
[spd\\_liberalstudies@stonybrook.edu](mailto:spd_liberalstudies@stonybrook.edu)

MS - Human Resource Management

Dr. Leo Giglio  
Director of MS-HRM  
[leo.giglio@stonybrook.edu](mailto:leo.giglio@stonybrook.edu)

**Program Email:**  
[hrm@stonybrook.edu](mailto:hrm@stonybrook.edu)

## Human Services Cohort Programs

Carolyn Jankowski, Assistant Dean Director of  
Human Services Programs  
[Carolyn.jankowski@stonybrook.edu](mailto:Carolyn.jankowski@stonybrook.edu)

## SPD Records and Admissions:

[spd@stonybrook.edu](mailto:spd@stonybrook.edu)  
631.632.7050

# Questions?

## Cohort Contact:

Carolyn Jankowski, Assistant Dean, Human Services Program Director  
School of Professional Development  
Human Services Programs

631-632-7059

[carolyn.jankowski@stonybrook.edu](mailto:carolyn.jankowski@stonybrook.edu)

General Off-Campus Cohort Information Website:

<https://www.stonybrook.edu/commcms/spd/off-campus-cohorts/students>