

The Helm

Keeping Advisers on Course

Counseling and Advising Services
College of DuPage
September 2005/Volume 2, Number 1

Welcome to Fall Term 2005

Same Old September?



As much as some things change; some things do remain the same. The starting date of classes may have changed along with the duration of terms, but some things do remain rooted in tradition: The bond between a student and his/her faculty adviser is one of the most important components of student success and satisfaction.

According to Judy Pelletier, Coordinator of Advising, during the first week of class, "It is important for the instructor to explain to the students their specific areas of knowledge and in which areas he/she could most effectively advise." Discussion of current vocational opportunities and future outlook in career fields is also helpful. Students will need to know the instructor's office hours along with internet address or phone number in the event contact is needed.

Students experiencing academic difficulty can be direct-

ed to The Academic Support Center in IC 3040, at 630/942-3941. There students will find assistance through the Math, Reading, Speech or Writing Centers. Peer Tutoring is also available through the Center. The Centers for Independent Learning located on campus at IC 200, 630/942-2186, and at off-campus sites provide supplemental instruction in reading, basic English and study skills.

Physical and emotional support systems are in place also. The Health and Special Services Office, IC 2001, 630/942-2154, provides support services for students with documented learning and/or physical disabilities. Counseling and Advising Services, SRC 2044, 630/942-2259, provide counseling and academic advising for students experiencing personal problems that interfere with academic success. For more information about resources, visit the Student Advising Resources Site (STARS) website: www.cod.edu/aspcod/stars.

Advocating Student Success in College



The Student Success Program serves approximately two hundred students who are presently enrolled in English 0481 and 0482, Approaches to College Reading I and II. Student Success Ad-

vocates, as they are called, support students who participate in the program and assist in helping students make a successful transition to College of DuPage.

They help educate students in improving their time management skills by looking candidly at their fixed commitments including academic, work, family and other areas that are significant to them. They not only provide information but also show students how to access information that leads to a higher level of confidence, knowledge and empowerment to be successful in college.

The Student Success Advocates form a partnership with the student and instructor, with classroom visits and

attendance at both the mid-term and end of term conference. They help students maximize their potential, utilize resources and prepare for future coursework for the next term.

During Summer Term, the Advocates become an integral part of "OARS", Orientation, Advising, Registration Sessions. They literally provided the first component to "OARS." During Summer 2005, the Advocates provided over one-hundred fifty orientation sessions for new students. Their "Lighting the Way" presentation provided students with a broad overview of college requirements, degree requirements, resources, and opportunities.

For further details, call Colleen Morgan, Coordinator, New Student Orientation and Student Success Program at: 630/942-2822, or visit:

www.cod.edu/advising/success.htm.

Technology in Student Advising

This fall Counseling and Advising Services will begin implementing a Contact Management System. This development is a direct result of AQIP 2—Improve Classroom Based Advising System.

The system will track student advising knowledge and provide a mechanism to improve consistency of the information that each student receives. The intent is to provide the student with accurate and updated information and improve the adviser/advisee communication flow.

The Contact Management system will provide the user with general student information, academic data, test score data, referral resources, and a Knowledge Set drop down box. The Knowledge Set is a compilation of academic ad-

vising information. This information will help the student to understand institutional policies, procedures, and terminology. A check off will indicate the advising content covered by the adviser

According to Jocelyn Harney, Dean of Student Services, "We are refining the system to make it ready for future use by faculty. Recent upgrades include the ability to generate reports which can be printed immediately and locally, and spreadsheets which can provide unique sub-sets of student information for local level analysis. It's an excellent tool."

The Contact Management System can be found on the College Intranet. Training will be made available at future dates through the Teaching and Learning Center (TLC).

Career Transition Assessment

CTA Steers Career Choices into the Fast Lane



A new assessment tool is available at College of DuPage for individuals wishing to transition into a new career. It's aptly called Career Transition Assessment (CTA). It is a personalized on-line assessment/database housing local and Internet resources to aid in career transition. This system began in November of 2004, and recently won the National Association of College and Employers (NACE) 2005 Outstanding Achievement in Innovative Programming Award. College of DuPage is only the second community college to have received this award.

This system identifies seven major components of a career transition: stress management, time/change management/career goal and objectives, research management, resume/portfolio development/networking, and interviewing effectiveness. Currently, about 350 students are active in the system.

The assessment asks the individual to answer questions that identify his/her strengths and areas for improvement as it relates to a career transition. The results will provide available resources at College of DuPage, DuPage County and the Internet. The assessment/system also provides our career specialists with knowledge and better understand-

ing of their clients, which allows a more productive and action oriented career coaching session. The assessment can be taken numerous times, as individuals make progress and improvements in the seven key career transition areas identified.

According to one user, Thomas Elmore, "I took the CTA assessment and thought it was outstanding! With only 29 questions, it was simple and to the point. The questions were straight-forward and easy to understand. This tool should be very helpful to anyone who takes it, especially with the provided links to help in skill development and/or improvement phase."

Nancy Wajler, Manager of Career Services Center, and one of the developers of the system, states: "CTA assists students in assessing their career transition and at the same time provides them with up-to-date job information. It has been extremely well received and is a very progressive program. It is one-of-a-kind!"

The CTA system assists students, COD graduates and community members of Community College District 502. For more information, call: 630/942-2230 or e-mail: CSC@CDNET.COD.EDU.

Students Live, Learn, and Earn at Disney World



Do you know a student who would benefit from an internship resulting in strong work-force skills, including communications, customer service, team work, and leadership, while living and working at the “happiest place on earth?” Recommend the Walt Disney World College Program! Disney will visit COD on Monday, October 10 to recruit “cast members” for Spring Semester 2006.

Over the past fifteen years, hundreds of our students have joined Mickey’s cast in Orlando. Each student-intern is advised by a COD faculty member and has learning goals connected to the work assignment in Orlando. Every COD student takes a college level class offered on Disney prop-

erty as part of the internship experience. Additionally, students are encouraged to participate in special networking presentations by leaders from the Disney business lines, volunteer for the Make a Wish Foundation or Give Children the World, and experience life in sunny Florida.

Would you like to learn more about the College Program and Professional Internship Program at Disney? Regional Recruiter Roger Antoniazzi will host a luncheon for COD faculty and staff on Thursday, September 29 at 12:15pm in SRC 1450B. Please contact Jean Spahr, Coop/Internship Program Manager, at spahrj@cdnet.cod.edu to reserve your spot. Information about the College Program is available to students and educators at: www.wdwcollegeprogram.com.

Service Learning Community Partner Fair, September 14 & 15

Service Learning, Merging Classroom with Community



The Service Learning Program at College of DuPage is an academic program that incorporates classroom theory with meaningful service projects in the community. Over thirty faculty in over forty courses incorporate Service Learning as part of their classroom curriculum. Service Learning is a method of instruction that provides an opportunity for students to merge classroom learning and civic engagement.

The Service Learning Program will be hosting a Service Learning Community Partner Fair. It will be held on Wednesday, September 14th from 6:00pm-8:30pm and Thursday, September 15th from 11:00am-2:00pm in SRC 2800 DEFG. This will give students participating in courses offering service learning an opportunity to meet with representatives from community organizations.

Future projects slated for Fall 2005 include a partnership with anthropology students who will become involved in refugee resettlement in Wheaton; respiratory students will

be dealing with medically frail children affiliated with Coordinating Action Children’s Health (CoACH); and students from biology and English classes will work in the COD Community Garden to plant and harvest organic fruits and vegetables for the People’s Resource Center.

Steve Gustis, Service Learning Coordinator, finds “Service Learning is a teaching pedagogy which enhances classroom learning and offers students an opportunity to learn outside the classroom.” Community organizations that are expected to attend the Fair include the YWCA, DuPage Children’s Museum, Western DuPage Special Recreation Association, Senior Home Sharing, and the Humanitarian Project.

For more information on Service Learning or to find out which classes are designated, call Steve Gustis at 630/942-2655 or visit the website at: <http://www.cod.edu/Service1/CECS/SrvLrn/servindx.htm>.

Transfer Information Made More Accessible



Transfer information will become even more accessible to students. Rather than digging through mounds of catalogues, or booklets, a double-sided information sheet will be provided by over thirty in-state colleges and universities. These sheets will be made available in wall pockets outside of the Counseling and

Advising offices, SRC 2044.

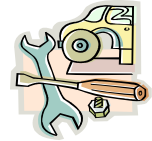
General information, such as the web address, school location, contact individual(s), mission statement, major/degree programs, along with admission requirements will be pro-

vided. Other important links which will be included are: tuition/fees, financial aid, scholarships, program specific information, Illinois Articulation Initiative (IAI) information, housing, athletics, and student clubs/organizations. Future campus tour dates, open houses, along with specific transfer suggestions will also be provided.

Bob Regner, Coordinator of College Articulation, believes that "This information will enable students to compare and contrast institutions. It will assist students in making important educational decisions and life choices."



Teaching Workplace Competency to Special Populations



Last year over seventy-five students benefited from an award winning program at College of DuPage. The program is Vocational Skills which won an Award for Innovative Workforce Development Initiative from the Illinois Community College Board (ICCB). Vocational Skills classes have been designed for students with mild to moderate cognitive impairment or mental retardation.

According to Steve Fry, Career Specialist for the Vocational Skills Program, "Over 70% of the adult disabled population is unemployed. This program provides linkages for them into the job market." The courses are designed to develop entry-level employment skills and enhance independent living skills. The eight week courses meet for three hours each week on campus or at community-based sites. The tuition for each course is \$174 with a \$30 lab fee that includes the cost of materials and supplies.

Students can take Employment Skills I, which introduces the preparation for job placement. Students are trained in resume writing, job searching, application completing, and job interviewing. The student can continue with Employment Skills II, where he/she will learn about "job-culture", on-the-job communication and employer expectations.

If the student is interested in getting skills for an office environment, courses have been developed to help do just that. Keyboard Skills, along with Computer Skills I and II

introduce keyboard and typing skills and the student can advance to computer technology and word processing.

Other interest areas also include Automotive Skills, which teaches the student basic car operations, maintenance and detailing. Food Service Skills I includes demonstration and hands-on-learning in the following areas: basic sanitation, safe food handling, safety issues, and basic food preparation and cooking. Hotel Housekeeping Skills I involves general hotel housekeeping and social skills. Students learn basic skills such as bed making, trash handling, and vacuuming. The student is also taught appropriate privacy and communication skills with a guest. New classes will be offered in Horticulture and Business Office Skills.

After taking these classes what happens to the students? They have found jobs at Jewel, Dominick's, PetsMart, Toys R Us, and Sunrise Assisted Living. In fact, five former students work here at the college. They can be found in hospitality, physical education, information technology, custodial operations, and the library. One former student, Mike Garrison, who works for information technology says "The skills I learned in class helped me get this job. I like what I do."

How to find out more about the program? Visit www.cod.edu/vocational/ or contact Sally Field Mullan at 630/942-2941, Steve Fry at 630/942-3854, or Michael Duggan at 630/942-2845.



The following **Student Success** workshops are offered:

How To Get What You Want: Goal Setting and Goal Attainment

September 12, noon to 1pm in the Student Resource Center (SRC), Room 1450A—inside cafeteria

Jeanne Kempniak, Counselor, will be the presenter.

Come and learn steps for success. How do you put together where and what you want to be with how you're going to get there? Discover simple strategies that you can use on a daily basis.

A Major Decision: A Workshop For Undeclared Majors

September 20, noon to 1pm in the Student Resource Center (SRC), Room 1450A—inside cafeteria

Susan Frank, Counselor and Sandy Werner, Counselor, will be the presenters

Is it difficult for you to select an appropriate major? If so, help is on the way. You'll gain insight and tools to help you improve your ability to make appropriate decisions and understand how to choose an appropriate major.

Working Smarter, Not Harder

September 28, noon to 1pm, in Student Resource Center (SRC), Room 1450A—inside cafeteria

Arne Anderson, Student Success Advocate, will be the presenter

Come and learn steps for success. As a COD student you have choices to make everyday; how do you make decisions that will pay off? Discuss habits of highly effective students.

Maintaining Balance In A Lopsided World: Time Management

October 3, noon to 1pm, in Student Resource Center (SRC), Room 1450A—inside cafeteria

Edison Wells, Counselor, will be the presenter

Going to college demands a considerable amount of physical and emotional energy. Learn specific ways to balance the competing areas of your life in order to improve your health and have enough energy reserve to persist in college.

How to Get What you Want: Goal Setting and Goal Attainment

October 5, noon to 1pm, in Student Resource Center (SRC), Room 1450A—inside cafeteria

Jeanne Kempniak, Counselor, will be the presenter

Come and learn steps for success. How do you put together where and what you want to be with how you're going to get there? Discover simple strategies that you can use on a daily basis.

Student Success and Learning Disabilities, Part I

October 18, 6 to 7pm, in Student Resource Center (SRC), Room 1450A—inside cafeteria

Michael Duggan, Counselor, will be the presenter

This workshop gives an introduction to understanding what a learning disability is, how it is diagnosed, and resources for academic support within the COD community. This will be the first of a two-part series that will continue winter term.

Time, Time, Time, Time Is On Your Side...Yes, It Is

October 24, noon to 1pm, in Student Resource Center (SRC), Room 1450A—inside cafeteria

Edison Wells, Counselor, will be the presenter

Always running around at the last minute? Try taking this session on time management where you will find out exactly where you are spending time and how best to prioritize it.

Student Success educational sessions are sponsored by Student Services, are free of charge and open to all College of DuPage faculty, students, staff, administrators and community members. Pre-registration is not required. For more information, call 630/942-2259. For Americans with Disabilities Act accommodations, call 630/942-2141 (voice) or 630/ 858-2692 (T.D.D.).



**Tools and Tips
By
Marge Peters**

When Students Ask: What Can I do With a Major In...?

Students who are thinking about their academic specialty often ask for help from their advisers in choosing a possible career path linked with a major. Here are some helpful Internet resources linking majors and careers:

What Can I Do With This Major? <http://career.utk.edu/students/majors.asp>

Guide from the University of Tennessee's Career Services to career paths for 60 majors. It includes occupation types, typical employers, and strategies from specialized coursework to on-the-job experiences to help make the student a "stand-out" candidate. Good links to websites with more information.

What Can I do With a Degree in...? <http://www.uncwil.edu/stuaff/career/Majors>

Seventy-four majors are covered with information on occupations, skills needed, and links to useful sites. From the Career Services at the University of North Carolina at Wilmington.

The College and Career Information Center (CCIC) in the Library is another great resource. It houses a multimedia collection of materials on educational opportunities, college information, career guidance, occupational information, preparation for standardized tests, and job-hunting techniques.

Taste of Cultures Set for September 8

Come celebrate the "Taste of Cultures" on Thursday, September 8 in SRC 1450 from 11:30-3:00. Music will be provided by Mississippi Heat, a blues band, and Cajun and Creole cuisine will be served. This flavorful, musical event funds the Multicultural Scholarship.

School Wide Transfer Day, October 20th

Interested in Transferring? Circle your calendar for Thursday, October 20th. That's the date of the 23rd Annual Student Transfer Day. If students are interested in transferring to a baccalaureate-granting institution, this is an excellent opportunity to meet with transfer representatives.

From 9:30am to 12:30pm, in the SRC Upper Walkway, representatives from both public and private Illinois transfer institutions will be found. Later in the day, from 6:00pm to 8:30pm, in the Community Recreation Center (PE), Main Arena, representatives from more than 240 colleges and universities from across the country, along with the in-state representatives, will be available to speak with students.

We welcome comments and suggestions to **The Helm**.

Please contact: Mandy Kouri, Advising Support Coordinator
Counseling and Advising Services
SRC 2044f/Ext. 2812
kourim@cdnet.cod.edu



*You must not lose faith in humanity. Humanity is an ocean;
if a few drops of the ocean are dirty, the ocean does not become dirty.*
Mahatma Gandhi



Thanks to the many people who participated in Orientation, Advising, Registration Sessions 2005.

This includes the Frontline People:

James Allen	Naheed Hasan	Shawn Mertens	Steve Schroeder
Arne Anderson	Nancy Hemphill	Jerry Meyer	Terry Shapiro
Lynnette Arendt	Kristina Henderson	Presy Milas	Helen Shullaw
Cheryl Baunbach-Caplan	Kingston Hollman	Janice Miller	Paul Sirvatka
Amy Bickers	Dennis Hudson	Beth Mitchell	Moira Sobkoviak
Lyuda Blashchuk	Deb Humphreville	Mary Modaff	Caroline Soo
Rita Bobek	Terry Jackson	Kara Molenhouse	William Starkweather
Jim Bradley	Laura Jakubowski	Tom Montgomery-Fate	Kari Stewart
Dick Brehm	Caresse John	Colleen Morgan	Laura Svoboda
Lauren Brenner	Jeanette Johnson	Jerry Morris	Nancy Svoboda
Dwight Carter	Patty Jones-Ward	Karen Morrison	Tiffany Tam
Mary Clawson	Kamlesh Julka	Laura Nennineger	Ruth Thomas
Jo Collins	Charles Kacin	Michael O'Leary	Dana Thompson
Hal Corrigan	Judy Keally	Linda Osanka	Katherine Thompson
Donald Dame	Pat Kee	Jane Ostergard	Leo Torres
Barb Dion	Jeanne Kempiak	Kim Pack	Jaime Velna
Linda Dixon	Carole Kerr	Lisa Pastore	Ellen Vician
Jessica Dyrek	Tim Kilpatrick	Carolyn Payne	Carol Wallace
Millie Feinstein	David Kramer	Mark Pearson	Maureen Waller
Julia Fitzpatrick-Cooper	Jerry Krusinski	Judy Pelletier	Margery Walters
James Fleming	Barb Kuhn	Lori Rabehl	Rose Wang
Joyce Fletcher	Kathy LaPorta	Jan Rajeck	Edison Wells
Susan Frank	Alice Larsen	Linda Randa	Sandy Werner
Barb Fried	Maurice Lemoine	Jennifer Rojek	Sue Wicks
Dilyss Gallyot	Diane Long	Michelle Roman	Julia Willis
Carol Guzman	Roz Long	Stephanie Rose	Patty Yadgir
Fredrick Ikugbagbe	Sue Martin	Tony Rudinski	Keith Yearman
Lana Hall	Ann Marie McDuffee	Kris Runyon	Sam Yeates
Frankie Harris	Marybeth Medrano	Andriana Santillan	

This also includes the Behind- the-Scenes People from:

Admissions, Conference and Events Services, Counseling and Advising Services, Facilities Operations & Maintenance, Health & Special Services, Instructional Services, Information Technology, The Library, Multimedia Services, Public Information, Public Safety, Staff Services, and Telecommunications & Voice Services.

And to anyone else who may have been inadvertently omitted—THANK YOU!