



The Helm

Keeping Advisers on Course

Counseling and Advising Services
College of DuPage
September 2007/Volume 4, Number 1

Award Winners

Kudos to Burgholzer and Duggan as “Outstanding Advisers”



Judy Burgholzer, Coordinator and Professor of Horticulture, and Michael Duggan, Counselor and Associate Professor, became joint recipients of the 2006-2007 “Outstanding Adviser” award. Burgholzer’s selection represented the Academic Affairs Division; while Duggan’s selection represented the Student Affairs Division. This award was developed to recognize those individuals who provide outstanding academic advising to students. It is an outgrowth of the AQIP 2 Action Project: Improving Student Advising.

Their selection was based upon demonstrated innovation and leadership within their respective divisions, professional development opportunities in which they participated and their “Approach to Advising” essay. As recipients of this honor, they receive a monetary award of \$500 along with a personal plaque and recognition during the All-College Workshop activities. The two were also invited to attend the 2007 National Academic Advising Association (NACADA) conference, which will take place in Baltimore, Maryland in October 2007.

So what advice can these “outstanding advisers” give? Burgholzer’s advising strategy involves providing stu-

dents with the necessary information to pinpoint their area of study, make appropriate course selections, and follow through on their academic plan while considering other commitments, including family and work. “Advisers should be readily available and always willing to help students navigate through myriad college procedures. Advisers guide students as they make career decisions by being well informed of trends, positions, and salaries in their field.”

Duggan feels it is important to “treat each student as a unique individual.” He adds, “It sounds so simple and unsophisticated, but I find when times get busy and hectic we can jump to making blanket conclusions about a student without taking the time to fully know who they are. It takes more time in the beginning to do this, but in the long term it builds trust and rapport that will make the advising process much more pleasant and effective later on.”

Burgholzer and Duggan join colleagues Sue Frank and Jane Ostergaard (2005-2006) as winners of the prestigious “Outstanding Adviser” award. Nominations for the 2007-2008 “Outstanding Adviser” award will begin at the end of October. Watch for details.

SOAP Sessions Offered

Helping Students “Clean-up” Their Academic Difficulties



During August, Counseling Services offered two weeks of daily group sessions for students with Standards of Academic Progress Policy (SOAP) issues. The small group sessions, usually with 6 to 8 students, allow Counselors to work with more students in a shorter amount of time.

If a student has attempted 12 or more credits with a cumulative GPA and semester GPA less than 2.0 or if the student has had 8 or more withdrawals, the student is required to meet with a Counselor. Group sessions were created to alleviate the traditional 2 to 3 hour wait to see a Counselor for academic difficulties.

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The Helm

Helping Students...Continued from Page 1

At the beginning of each session, the importance of confidentiality is stressed in order to maintain a safe and trusting environment. No personal information is given; no names or specific reasons for attending the session are discussed. During the group session, SOAP policy and requirements are explained; reasons for academic difficulty are discussed; requirements for an AA, AS, or AAS degree are outlined; computers are available for students to learn how to retrieve and read a Degree Audit; and course selection is considered.

Once students have made appropriate course selections, the student enters into a "Success Agreement." Additionally, the student is given a short "homework" assignment. This could include asking the student to attend a Student Success workshop; visit the Library to use the DISCOVER database (which is an all-in-one resource for career interest exploration, college match, and choice of major and occu-

pational information); watch a video; or meet with a faculty adviser. The student will then be given a permit to register.

Students are required to schedule an appointment with a Counselor during the first four weeks of the term. At this session a more personalized approach is taken; individual strategies are discussed along with an update as to how the student is doing.

According to Sue Martin, Associate Dean, Counseling and Career Services, "The group sessions went extremely well for our pilot program. Students were surprisingly receptive and the counselors who facilitated the sessions were able to capitalize on the group dynamics. One of our goals in counseling is to continually provide our students with the opportunities to develop skills that will lead to student success. This was a great effort in that direction."

Do You Copy?

Student Code of Conduct and Academic Honesty

Two Board Policies and Procedures have been reviewed and updated, Policy 5050-- Course-Related Academic Integrity, and Policy 5715--Student Rights and Responsibilities. This has resulted in the *Student Code of Conduct* booklet being reprinted and the *Academic Honesty* brochure being updated.

The *Student Code of Conduct* booklet includes excerpts from the Board Policy. The brochure, *Academic Honesty*, details the due process for students who have been accused of academic dishonesty. In all instances of suspected academic

dishonesty, the first step is a meeting between the student and instructor. Depending on the outcome, prescribed procedures dictate what happens next along with the potential disciplinary action that may be taken. If you are unsure of how to proceed, please consult with the Associate Dean of your academic division.

Copies of the booklet and brochure have been distributed college-wide. If you would like additional copies, please contact the Counseling and Advising office at extension 3051.

What's the Buzz?

Pager System Serves as a Convenience



Something new is "cooking" in the Counseling and Advising Center. A new hand-held pager system, (much like those found in restaurants) is being instituted. In exchange for their driver's licenses, students will receive a pager which will light up to alert them to return to the Counseling and Advising Center. The system also has the ability to page cell phones. Students will receive a recorded message asking them to return.

The long range system will have the capability to track students throughout the SRC and IC buildings. Students not returning the pager will be billed a \$40 fee.

Jocelyn Harney, Vice-President for Student Affairs and Enrollment Management, adds "At certain times throughout the year, the Center gets especially busy. Rather than having students standing or sitting on the floor while they wait, our goal was to enable students to go about their business, while they were in the queue. They may make trips to the Library, Bookstore, or classroom while they are waiting to see an Adviser or Counselor."

Service Learning Partners Students with Community Service



Service Learning is an academic program that incorporates classroom theory with meaningful service projects in the community. The Service Learning program will be hosting a “Service Learning Fair” on Wednesday, September 5 from 9:00am to 1:00pm in SRC 2800. This will give students participating in courses offering service learning an opportunity to meet with representatives from community organizations. A few of the many community partners planning to attend include: Morton Arboretum, CoACH Care Center, Glen Ellyn Community Resource Center, and World Relief DuPage.

The three components of successful Service Learning are preparation, action and reflection. “Preparation” includes

the setting of objectives for the skills to be learned, including the planning of the project and entering into the community. “Action” is the actual completion of the service work which is part of the stated goal. “Reflection” takes place after the service work is completed and students actively think about the experience in terms of personal insights as well as the relationship between the work completed and the achievement of academic objectives.

At COD, more than thirty courses incorporate service learning as part of their classroom curriculum. Service Learning provides an opportunity for students to merge classroom learning and civic engagement.

For more information about the Service Learning program visit: <http://www.cod.edu/servicelearning/> or call: (630) 942-2598.

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Employment Opportunities

DuPage Job Fair to be Held October 5

The DuPage Job Fair will be held on Friday, October 5, from 10:00am to 5:00pm in the Physical Education Arena. Hosted by Career Services, over one hundred and fifty Chicagoland companies will offer thousands of career/job opportunities. Employers will be seeking candidates for entry level to mid-management to professional level positions. Admission is free and open to the general public. Participants are encouraged to bring multiple resumes.

Scheduled workshops include: “Interviewing for Success” and “How to Find a Government Job.” Times and locations can be found on the Career Services website at: <http://www.cod.edu/Service1/CECS/CarServ/Carserv.htm>.

Free shuttle service will be available for the duration of the Fair. The shuttle service will run between Lot M and Lot B (west side of campus) to St. James Catholic Church (located

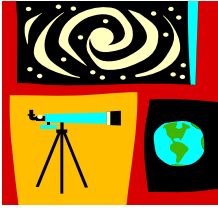
at Fawell and Park) and go directly to the DuPage Job Fair. A website will be created for a listing of the employers anticipated to attend; view: www.dupagejobfair.com. Students can contact Career Services at 630/942-2230 or stop by SRC 1490 for more information.

According to Nancy Wajler, Manager of Career Services, “The DuPage Job Fair is a collaborative effort between College of DuPage and State Representative Sandy Pihos. The annual event is a community service to connect employers and job seekers for the purpose of securing potential employment. We anticipate a huge success once again this year.”



Visit the DATATEL website for a one-stop source of information about the implementation project. You are encouraged to review the project team information. Keep informed by reading the Project Charter and reviewing upcoming activities. The website can be accessed through the College Intranet at: www.cod.edu/It/Datatel/index.htm.

Galaxy of StARS (Student Advising Resources Site) Expands



Finding advising resources just got easier. The **Student Advising Resources Site (STARS)** which can be found at:

<http://www.cod.edu/aspcod/stars/> has added helpful new links.

site provides student resources and educational services. Downloads from this site include: "State University Application Deadlines 2007", "State University Foreign Language Requirements 2007", "State Universities in Illinois—At a Glance 2007-08", and "12 Reasons to Stay in Illinois."

College Websites—Transfer Information found at: <http://www.cod.edu/people/faculty/rostep/index.htm> provides links to almost thirty-five in-state colleges and universities. Transfer Guides, 2 + 2 Agreements, Dual Admission, and Course Equivalency Guides can be found. Several out-of-state institutions are listed also.

In addition to these new links, STARS continues to include the basic college links to: **Academic Programs; Catalog, Class Schedule; Conversion Student Handbook, 2nd Edition; Course Applicability System (CAS); Degree Audit Request (DARWIN); Faculty & Staff Search; Pre-requisite Checking; and Registration-On-line.**

Illinois Transfer Resources or iTransfer found at: <http://www.itransfer.org/newwebsite/Default.aspx> is a website designed to give information on the transfer process in the State of Illinois. Within the site, find information regarding the types of transfer, the transfer process, and resources available to students. iTransfer also supports the Illinois Articulation Initiative's (IAI) mission to facilitate student transfer from one participating Illinois college or university to another in order to complete a degree.

Other advising resources include: the **Advising Timeline—Classroom Based; Occupational Information—Colleges and Majors; Student Planning Worksheets, Occupational and Transfer Program Information Sheets; and the Knowledge Set I, II, and III**, a foundation of advising competencies students need to successfully navigate the college. The **Advising Reference Index** was developed to assist advisers and students in addressing common questions regarding services, procedures, and policies.

The link to the **Illinois Association for College Admission Counseling (IACAC)** at: <http://www.iacac.org/resources/>

Check out the STARS site today. It can easily be accessed through the "Counseling and Advising" website.

Movie Viewing on September 24

Hispanic Heritage Month Begins September 15

Hispanic Heritage Month begins on September 15, the anniversary of independence for five Latin American countries—Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. In addition, Mexico declared its independence on September 16 and Chile on September 18.

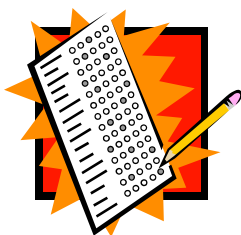
The term Hispanic, as defined by the U.S. Census Bureau, refers to Spanish-speaking people in the United States of any race. On the 2000 Census form, people of Spanish/Hispanic/Latino origin could identify themselves as Mexican, Puerto Rican, Cuban, or "other Spanish/Hispanic/

Latino." More than 35 million people identified themselves as Hispanic or Latino on the 2000 Census.

The Multicultural Center will be celebrating Hispanic Heritage Month by a special showing of the film, "Diarios de Montocicleta" or "The Motorcycle Diaries." This will take place on September 24, from 11:00am to 1:00pm in SRC 1450 A/B (inside the cafeteria). The film is based on the true life story of Ernesto "Che" Guevara de la Serna; "The Motorcycle Diaries" is an "inspiring and thrilling adventure that traces the youthful origins of a revolutionary spirit." A brief discussion will be held after the viewing.

The Student Activities Fair will be held on Wednesday, August 29, from 10:00am until 2:00pm, in the lower walkway of the SRC, near the College of DuPage Bookstore. Over forty student clubs and organizations, along with student service departments and college vendor partners will participate. It's a great venue for students to view the vast array of activities and available to them. Please encourage students to attend.

Assessment and Testing—Please Pass the Aspirin



Test taking can be anxiety ridden. Try telling that to the Assessment and Testing Services. Coordinator Sherry Machacek, estimates that over 10,000 tests are administered each semester.

According to Machacek, “We have 54 computers and 101 chairs at testing tables. I’ve seen times where every computer available is being used and we may have 70 to 80 students taking tests. We peak at the end of each term as students rush to finish CIL courses. We also see high usage of the Testing Lab when the registration period is open and placement testing is in full swing.”

Assessment and Testing Services serves to satisfy course, college or program requirements; identify academic strength and weaknesses; clarify interests, values and personality traits; and/or complete a specialized testing need.

The largest numbers of tests are administered through the Center for Independent Learning. Students enrolled in flexible, self-paced courses take their tests in the Testing Lab. Last Spring alone over 5200 tests were administered.

Placement Testing accounts for another huge chunk of the “testing pie.” The Reading Placement Test is required to determine students’ reading readiness for college level courses. All students enrolling in six or more college level credit hours (with a few exceptions) are required to take the test. The Writing Placement Test is required for all students who intend to enroll in English 1101 to determine preparation for entry into an English composition course. The Math Placement Test assists in selecting the math course most appropriate for the students’ level of understanding.

The General Educational Development (GED) Test, which provides an opportunity for eligible individuals who have not graduated from high school to earn a high school equivalency certificate, is administered here. COD is DuPage County’s only GED testing location.

Degree-seeking students have an option to meet the dreaded “Constitution” requirement by earning a satisfactory score on a United States and Illinois Constitution test administered in the Testing Lab. The GED Constitution Test administered in English or Spanish is also an option.

Counselors use career interest and personality inventories in helping students in career exploration and decision-making. These inventories assist people in determining their interests, personality traits, occupational interests and other information. These tests are administered in the Testing Lab.

Students can earn credit through the College Level Examination Program (CLEP) test from Educational Testing Service. COD is a national test center for CLEP and the examinations are administered by appointment. The American College Test (ACT) is administered at COD four times a year as a community service.

Students may gain credit by “proficiency” for knowledge acquired in an occupation, in educational situations outside of college or through life experiences that are related to specific courses at COD. The Assessment and Testing office assists students with identifying faculty who are available for credit by proficiency. Information sheets can be found in the Assessment and Testing office.

Well, have you reached your testing limit? Assessment and Testing Services also offers the opportunity for classroom make-up exams for individual students, registered at COD, who are unable to take their tests in the classroom because of special circumstances. There are also many other tests administered less frequently. They include a virtual “alphabet soup” such as: Test of Adult Basic Education (TABE); Ability to Benefit (ATB); DANES Subject Standardized Tests (DSST); Psychological Services Bureau, Inc (PSB) Health Occupations Aptitude Exam; and the Health Education Systems, Inc (HESI) Entrance Exam for A.D.N. (Associate Degree of Nursing) Program which are administered.

With all of these tests being taken, is cheating an issue? According to Machacek, “Cheating can occur at any time. We make every effort towards deterrence. Sixteen cameras scan the testing area. The cameras are digitally loaded, so we are able to scroll to a specific timeframe and reassess a situation. We find more cheating taking place near the end of the semester when students might be feeling desperate for that passing grade. We have found students with note cards, scraps of paper, and formulas written on their body. Students have tried using their cell phones or attempted to use the Internet during testing.

“Advising Guide” Introduced at OARS

A new advising tool was introduced at OARS 2007. As part of a pilot project, an “Advising Guide” was created to provide a blueprint for students’ academic advising progress while at College of DuPage. The “Guide” was designed to ease the transition to college and highlight what is expected of students during their academic advising sessions. In addition, it outlined what students can expect from their academic advisers.

The “Guide” also detailed “who’s here to help.” It provided a brief summary of the “Advising Model” which is composed of three integral components—General Advisers, Counselors, and Faculty Advisers. An academic advising information timeline was also included. The timeline shows the various intervals at which important institutional policies, procedures, and terminology are introduced to students. This information will help students to utilize resources and staff to complete their academic program and to assist with career and college transfer information.

According to Jocelyn Harney, Vice President for Student Affairs and Enrollment Management, “Our college advis-

ing system can only be effective if students are engaged and proactive in acquisition and application of advising information. Therefore, the tool was designed and implemented with that purpose in mind. The goal is to help guide the student in the use of COD’s advising services so that they secure the greatest possible benefit from the services available. And since we know that it’s difficult to ask a question or for information when you don’t know what question to ask, we designed the timeline on the back page as an indicator to students to secure information based upon the number of credit hours accumulated, making the information more useful, relevant and timely when received. Subsequent to implementing this pilot, we will evaluate the effort to determine if we’ve achieved the impact that we want by measuring the student learning outcomes.”

The “Advising Guide” may be found on the Counseling and Advising website at:

<http://www.cod.edu/advising/> . Please review and make comments or suggestions. They can be sent to: kourim@cod.edu .

Disney College Program Recruiters Visit October 16 & 17

Do you know a college student who is looking for an internship which will stand out on a resume? The Disney College Program team will be recruiting on Tuesday, October 16 at 6:00pm and Wednesday, October 17 at 1:00pm in SRC 2800. Disney recruits enthusiastic college students to staff entry level roles, and each role is designed to enhance communications, problem-solving, team work, and customer service skills. Students in good academic standing may earn 8 semester hours for this world of work internship at the “happiest place on earth!”

Students will have a chance to work with world-renowned

Assessment and Testing...Continued from page 5

We complete an incident report for all testing irregularities. We note anything taking place out of the ordinary while the student is taking a test. Issues of academic dishonesty are duly noted and sent to the Dean of Students.”

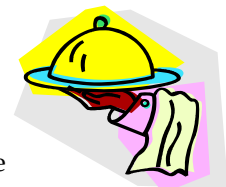
Assessment and Testing Services even administers tests for other educational institutions. They provide a test proctoring service for area residents in order for them to complete course work at other locations.

leadership and gain useful, transferable skills. Students will also have an opportunity to meet people from around the world and make lifelong friends.

Encourage students seeking an adventure to attend a presentation. Additional information is available at: <http://www.cod.edu/special/disney/intern.htm> or at: <http://www.cod.edu/Service1/CECS/CoopEdu/CoopEdu.htm> Students may contact the Cooperative Education and Internship Program office at: (630) 942-2611.

Machacek thinks as interest in distance learning increases so will the number of proctoring instances. Proctored tests are fee based and provide additional funding for testing services and the community. Tests have been proctored for students enrolled in courses as far away as Canada, England, and New Zealand.

For more information about Assessment and Testing Services visit: <http://www.cod.edu/testing/> .





Student Success and Food for Thought Workshops

Time, Time, Time, Time is on Your Side...Yes, it is

Tuesday, September 4, noon to 1:00pm in SRC 1450A (inside the cafeteria)

Presenter: Edison Wells, Counselor

Tuesday, October 9, noon to 1:00pm in SRC 1450A (inside the cafeteria)

Presenter: Edison Wells, Counselor

Always running around at the last minuet? Find out exactly where you are spending time and how best to prioritize it.

Tough Guise—Food for Thought Presentation

Tuesday, September 11, noon to 1:30pm in SRC 1450 A/B (inside the cafeteria)

Wednesday, September 12, 6:00 to 7:30pm in SRC 1450 A/B (inside the cafeteria)

Presenters: Ron Jerak, Counselor and Rae Maslana, Tutoring Coordinator and Counselor

We will view the video “Tough Guise” as a springboard to discussion about attitudes toward masculinity.

Test-Taking Anxiety

Wednesday, September 12, noon to 1:00pm in SRC 1450A (inside the cafeteria)

Presenters: Arne Anderson and Andrea Gorniak, Student Success Advocates

Thursday, October 18, noon to 1:00pm in SRC 1450A (inside the cafeteria)

Presenter: Dennis Emano, Counselor

Are you looking for ways to reduce test-taking anxiety? Find out how to minimize stress during test taking.

Note-Taking Strategies

Tuesday, September 18, noon to 1:00pm in SRC 1450A (inside the cafeteria)

Presenter: Ellen Vician, Student Success Advocate

We'll review basic guidelines for taking notes, examine different methods, and show the Cornell method of note taking.

Test-Taking Strategies

Tuesday, September 25, noon to 1:00pm in SRC, Room 1450A (inside the cafeteria)

Presenter: Carol Giegerich, Counselor

Do you need help preparing for tests? Learn the different strategies you can use to prepare for and take tests.

How to Get What You Want—Goal Setting and Goal Attainment

Tuesday, October 2, noon to 1:00pm in SRC, Room 1450A (inside the cafeteria)

Presenter: Jeanne Kemptiak, Counselor

Come and learn steps for success. Discover simple strategies that you can use on a daily basis.

The Secrets Behind MySpace and Facebook—Food for Thought Presentation

Tuesday, October 9, noon to 2:00pm

Presenter: Tom Krieglstein, APCA' Speaker of the Year, and founder of the business, Swift Kick

Hosts: Andie Richmond, Coordinator of Student Activities and Lynnette Arendt, Counselor

This workshop teaches how to protect yourself from identity theft and predators, market yourself to potential employers, create useful connections with your professors, and get more value out of your college experience.

Jobs, Trends, and the Economy—A Workshop for Undeclared Majors

Wednesday, October 24, noon to 1:00pm in SRC, Room 1450A (inside the cafeteria)

Presenters: Nancy Wajler, Manager of Career Services, and Sandy Werner, Counselor

Are you overwhelmed and confused about your college major and career path? This seminar focuses on which careers will be in demand in the global marketplace.

These educational sessions, sponsored by the Counseling Services are free of charge and pre-registration is not required.

For Americans with Disabilities Act accommodations, call (630) 942-2141 (voice) or (630) 858-2692 (T.D.D.)



The Career Information System: A Career Database with an Illinois Focus

Want a career database with Illinois (often Chicago metro area) data but with national information, too? Be sure to check the Career Information System (CIS) sponsored by the State of Illinois. All state residents are eligible to use this site at <http://ilcis.intocareers.org/>. If a Login and password are requested, they are Login: Illinois, and Password: careers.

Click on these useful areas:

Occupations: Check the alphabetical list to see the titles of over 500 occupations in the database. Information includes Wages, Outlook, Skills and Abilities, and Preparation. Be sure to click on “Print” in the upper right corner to submit the entire report for printing. The career profiles are prepared by the University of Oregon with state and local information for Illinois added by the Illinois Department of Employment Security.

School Sort: Search by characteristics listed at the bottom to find undergraduate schools for a specific major, location, cost, scholarship sport, and more. Usually a choice of three or four characteristics yields a selective list. Another sort available is for Graduate Schools if a student asking for advice already has a bachelor’s degree.

Financial Aid Sort: Investigate 3,000 scholarships, grants and loans by choosing personal criteria.

Orientation, Advising, Registration Sessions 2007



You know who you are. You helped make OARS 2007 successful! Thank you!

The massive five and one half week endeavor spanned 113 Orientation Sessions, which were attended by 3191 students and 954 of their parents. Advisers met with 3621 new and 1814 returning students. Registration added dedicated phone lines and operators to handle the flux of students.

Colleen Morgan, Manager of Advising Services offered special thanks to Ellen Vician, OARS Coordinator, who spent “long hours in preparation, development, and constant trouble-shooting throughout OARS activities.”

Vician felt, “It was a monumental group effort that required all the spokes of the wheel to keep moving and everyone supporting each other—front desk staff, orientation presenters, advisers, registration, IT, administrative assistants and others. We were also extremely grateful for the 4 temporary student aides that compiled 4000 folders, kept traffic moving, and answered a wide range of questions from parents and students. Throughout the process, each student was given individual attention, which is a grand undertaking considering the size of our school and the numbers we saw.”

We welcome comments and suggestions to The Helm.

Please contact: Mandy Kouri, Advising Support Coordinator
Counseling and Advising Services
IC 2084C, Ext. 2812
kourim@cdnet.cod.edu



The potential of the average person is like a huge ocean unsailed, a new continent unexplored, a world of possibilities waiting to be released and channeled toward some great good.

Quote attributed to Tracy Brian