



The Helm

Keeping Advisers on Course

Counseling and Advising Services
College of DuPage
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Referral Process Begins

Continuing Continuous Improvement

AQIP

AQIP 2-**Improve Student Advising** has been successfully completed and resulted in a list of recommendations for improvement. And so the work continues. Advising is central to student success. It is the people who come face-to-face with students on a regular basis who provide the positive growth experiences for students that enable them to identify their goals and talents and learn to put them to use. The caring attitude of college personnel is viewed as the most potent retention force on campus.

The results of several recent surveys of student opinions have concurred with this assessment. In the *2004 Noel-Levitz Student Satisfaction Inventory Survey Results*, the data confirms the importance of academic advising/counseling to students. According to the *2005 ACT Survey of Student Opinion*, our students have indicated we have an opportunity for improvement in the area of academic advising, including information provided by advisers and availability of advisers. And a recent *2006 Community College Survey of Student Engagement (CCSSE)* administered by COD's Research and Planning Office, found that academic advising and planning are tied as the number one items along with financial aid, of importance for student respondents. (These surveys can be located on the College's Research and Planning Office intranet site.)

The reaffirmation and verification of the "Advising Model" was a direct result of AQIP 2. It is comprised of three integral components—General Advisers, Counselors, and Faculty Advisers. General Advisers help new students with their initial course selection, placement test interpretation, general transfer planning, explanation of Degree requirements and offer referrals. Counselors help undecided students, probationary students, and students who have been dropped for low scholarship. They assist students in learning to manage personal problems, career counseling, transfer planning, career assessment and provide outside agency referral. Faculty Advisers help students with a declared major and serve as discipline specialists. They offer suggestions regarding prerequisites, course selection and substitution, career advising, and program specific transfer planning.

Add to the "advising mix"—Admission Specialists, Special Population Advisers (Multicultural, International, Student Success Advocates, Special Services), and Career Services Specialists who may see students at various intervals dependent upon the identified issue. Countless individuals and entire departments are here to assist students as they navigate through COD.

Continuous Improvement...Continued on Page 2

Advising Awareness

New Campaign to Encourage Early Advising

A new campaign is being launched to persuade returning students to take advantage of early advising opportunities with a General Adviser, Counselor, or Faculty Adviser. It's unofficial, but April is being designated as "Advising Awareness Month."

According to Sue Martin, Associate Dean of Counseling

and Career Services, "We would like students to see an Adviser in advance of their registration dates. Our campaign will encourage students to seek assistance earlier rather than later." Summer Term registration begins for returning students on March 26 while Fall Term registration begins for returning students on April 30. Watch for details!

The Helm

From Page 1...Continuing Continuous Improvement

Dr. Jocelyn Harney, Dean of Student Services, has been involved with the AQIP process from its inception to Continuous Improvement status. "We have been constantly moving toward full implementation of the 'Advising Model.' We have taken a number of steps to take us there."

The Contact Management System which tracks student advising knowledge and provides a mechanism to improve communication between the adviser and advisee was created. "Basic Adviser Training" has been offered through the TLC with a pod cast version in the works. The Counseling and Advising website was updated with the introduction of the Student Advising Resource Site (STARS).

And even this newsletter, **The Helm**, was a direct result of AQIP 2.

Within the Advising Department, an outcomes-based advising survey labeled, "Advice for Advisers" was developed to continually monitor the student's clarity in determining their next step in the advising process. The results of this survey have been shared at a recent In-Service.

And finally, with input from individual departments, a referral process has been created within the Counseling and Advising Center for students who have advising questions. Using the "Advising Model," students will be directed to the appropriate individual whether it be a General Adviser, Counselor, or Faculty Adviser. Adds Harney, "We will continue to measure how we're doing and strive for continuous improvement of the Advising process."

March 5 & 6

Disney College Program Recruiters Visit COD

Since 1992, hundreds of COD students have participated in the Disney College Program internship in Orlando. Students have resoundingly reported their experiences to be "awesome" or the "best experience ever." 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 live in Disney apartments and meet people from all over the world while also completing a college level class.

While working in front line roles, participants have the opportunity to network, learn transferable skills, gain real-

world experience, and be a part of a team of cast members from hundreds of job disciplines. Students have the chance to "live, learn and earn at Disney World."

Encourage students seeking an adventure to attend a Disney presentation on March 5 at 6:30pm or March 6 at 3:00pm in SRC 2800. Additional information is available at:

www.disneycollegeprogram.com or visit the Cooperative Education and Internship Program at: www.cod.edu/Service1/CECS/CoopEdu/CoopEdu.htm.



Place Your Vote -April 4

Cavalcade of Cool Co-op and Internships

A sample of creative co-ops and internships will be showcased on April 4, in the SRC Upper Walkway. This will take place from 9:30am to 12:30pm.

Jean Spahr, Manager of the Cooperative Education and Internship Program, invites the college community to stop by and view and vote for the "coolest of the cool" internships.

"We're looking to do this in a fun venue. Everyone who votes will be part of a drawing and eligible for a variety of prizes donated by COD faculty. It is our hope that

by seeing what student-interns have accomplished, it will inspire others to intern while at COD."

Last year's winner was David Mayhew, Fine Art Photography Promotion Intern. According to Mayhew, "The internship allowed me as an international student to crack open the door of the Fine Art world, helping me to start selling my work and allowing me to keep photographing projects."

For more information contact the Cooperative Education and Internship Program at: (630)942-2611.

April Brings Month Long Disability Awareness to COD



During five consecutive Mondays in April, a variety of speakers will visit the College of DuPage to bring to the forefront disability awareness and discuss disability issues.

Beginning on April 2, Dr. Paula Kluth will present, *Teaching Students with Autism Spectrum Labels: 10 Easy-to-Implement Strategies*, at 3:00pm in SRC 2800. Dr. Kluth has served as a classroom teacher, consulting teacher, and inclusion facilitator. She is the author of several books. In her workshop participants will learn practical ways of supporting students with autism and other disabilities. Topics addressed include defining “Autism Spectrum Labels” (ASL) and listening to the voices of those with ASL. The focus will be to create easy supports for teaching and learning, and making the classroom comfortable for all learners. She will review specific adaptations related to organization, communication, and study skills.

On April 9, Jeff Howard, Counselor and Professor from Chemeketa Community College and Western Oregon University will present *Deaf People’s Own Language, Culture and Community*. He has worked for many years as an American Sign Language (ASL) instructor and workshop facilitator. He is proud of his native language and enjoys teaching non-native signers how to communicate with people who are deaf and use ASL. He would like COD staff and interested participants to share their experiences and ask specific questions regarding deaf students. His presentation will take place at 3:00pm in SRC 1450.

Randy Borst, former President of the Association on Higher Education and Disability (AHEAD) and Director of Disability Services at the University of Buffalo, New York will speak on April 16, at 3:00pm in SRC 1450. His talk will take a broad view of assistive information technology for individuals with disabilities, focusing particularly on sensory impairments and learning disabilities. Borst, who is blind, will specifically address: assistive software and hardware for accessing the computer itself; the user’s perspective on accessible web design; and off-the-shelf as well as specialty-market software for nontraditional uses of the computer to enhance success for educational activities.

On April 23, Brian R. King will introduce *Life Team Strategy* for people on the Autism Spectrum. In this five part strat-

egy, individuals learn to identify the strengths and challenges in every aspect of their child’s life. King is a Licensed Clinical Social Worker who was diagnosed with Asperger’s Autism as an adult. He is the father of three sons, two of whom have diagnoses on the Autism Spectrum. This presentation will take place at 3:00pm in SRC 1450.

To conclude the month’s activities, the Chemeketa Community College DanceAbility Ensemble will perform on April 30, at 3:00pm in SRC 2800. Over the past eight years, the DanceAbility Ensemble has presented Interactive Movement Workshops to students, staff, and community members. The purpose of these workshops has been to provide an open and inclusive, non-threatening environment, where anyone who is interested in exploring his/her range of movement possibilities can do so. The series of movement exercises have been designed to include “everybody” no matter what the experience, ability, or disability. This workshop will challenge long-held beliefs about people with disabilities, and what dance should look like.

Also on April 30, DanceAbility will give a formal performance on the Arts Center Main Stage demonstrating their incredible dancing talents. The performance will be at 7:30 pm and tickets are not required.

For additional information on any of these presentations contact Michael Duggan, Counselor at (630)942-2845 or Duggan@cod.edu or visit the website at: <http://www.cod.edu/special/disability/index.htm> .

Disability Awareness Activities Calendar:

- April 2, 3:00pm—SRC 2800**
Teaching Students with Autism Spectrum Labels
- April 9, 3:00pm—SRC 1450**
Deaf People’s Own Language, Culture, & Community
- April 16, 3:00pm—SRC 1450**
Assistive Information Technology
- April 23, 3:00pm—SRC 1450**
Life Team Strategy —Autism Spectrum
- April 30, 3:00pm—SRC 2800 & 7:30pm—Arts Center**
DanceAbility Ensemble

HONORS =Academics + Extracurricular + Recognition/Transfer

Learn. Explore. Achieve. These three words have become the slogan for the Honors Program and appear on all of its program literature. According to Joyce Fletcher, Coordinator of the Honors Program, there is a reason for this. "The 'learn' stresses academics; the 'explore' focuses on extracurricular; and 'achieve' is about recognition and transfer."

Honors students have an opportunity to participate in academically enhanced courses designed to add depth to their college experience. The structure of the class--smaller size and seminar format encourages students to get to know each other and their professors well.

Students may participate in "Honors" in one of two ways. Students may take individual Honors courses or they can participate in the Honors Scholar Program.

Students who meet the eligibility criteria may apply for a permit to register for individual Honors courses. Entering freshmen may apply after achieving one of these criteria: a high school cumulative grade point average of at least 3.5 on a 4.0 scale or a composite ACT score of 25 or higher. Current COD students must meet these two criteria: completion of 8 or more college-level credits with a cumulative GPA of at least 3.2.

Students who meet the eligibility criteria may apply for admission to the Honors Scholar Program at any time, though first year entrance is preferred. The eligibility requirement for the Honors Scholar program is the same as it is for taking individual honors courses with one exception. Current COD students who apply to the program must have a cumulative GPA of at least 3.5.

Those admitted to the Honors Scholar Program are entitled to a waiver of in-district tuition on all Honors courses as long as they maintain a minimum of 3.5 GPA and make satisfactory progress toward completing other program requirements. Students commit to completing 18 semester hours of Honors courses (a total of five or six courses) including an Honors seminar.

The majority of Honors courses offered fulfill the general education requirements that are part of the core curriculum for any major. Other Honors courses meet the elective

credit hours needed to earn an associate's degree. Each

semester between 500-600 students are enrolled in Honors courses. Fletcher would also like faculty to encourage exceptional students to consider Honors as an option. "It is often very meaningful to students when they have an affirmation from faculty." Students can take individual Honors courses if they have the recommendation of two faculty members.



The Honors Program not only stresses academics, but encourages students to become well-rounded individuals. Opportunities abound for participation in a variety of activities. Last term Honors students attended the Phi Theta Kappa (the international honorary society for two year colleges) Satellite Seminars and Movie Night at the Tivoli Theater in Downers Grove.

This term students will have the option to attend mini seminars on "Transfer Talk" and "Finding a Summer Internship." Added to the mix in March, is the annual "Gain the Etiquette Edge." Students gain skills to help in interviews or corporate presentations and increase their confidence at social events--while feasting on a delicious gourmet dinner prepared by COD Culinary Arts students!

Students who complete the Honors Scholar Program receive special recognition at the Celebration of Academic Excellence and at commencement and on their transcripts and diplomas. These accolades transfer well to four year institutions. Recent Honors students have transferred to such select institutions as Columbia University in New York City, Northwestern, Georgetown University, Mt Holyoke College, University of California at Berkeley, Wheaton College, University of Michigan, Duke University, and of course the University of Illinois.

For further information regarding the Honors Program call (630) 942-2749 or visit: http://www.cod.edu/Academic/AcadProg/Hon_Prog/Honors.htm.

Learning Opportunities



The following **Student Success** and **Food for Thought Workshops** are offered:

What Can I Do With a Degree in Advertising, Design and Illustration?

March 6, Noon to 1:00pm in the Student Resource Center (SRC), Room 1450A—inside the cafeteria

John Callegari, Professor, will be the presenter.

Learn how to develop the skills necessary to build a professional quality portfolio. Discussion on what to do with a degree.

Success At College of DuPage Is Spelled A-S-C

March 12, Noon to 1:00pm in the Student Resource Center (SRC), Room 1450A—inside the cafeteria

Rae Maslana, Coordinator of Tutoring, will be the presenter.

The Academic Support Center located in Room 3040 of the Berg Instructional Center spells success.

Juggling Too Many Boxes?

March 20, 5:00 to 5:50pm at the Westmont Center, Room 25A, 650 Pasquinelli Dr., Westmont

Jessica Dyrek and Margery Walters, Counselors, will be the presenters.

Discussion and awareness on balancing life's stressors in a group format.

Stress Management

March 29, Noon to 1:00pm in the Student Resource Center (SRC), Room 1450A—inside the cafeteria

Dennis Emano, Counselor, will be the presenter.

Know your capacity to deal with stress and how you respond to it.

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

April 4, Noon to 1:00pm in the Student Resource Center (SRC), Room 1450A—inside the cafeteria

Nancy Wajler, Manager of the Career Services Center and Sandy Werner, Counselor will be the presenters.

A focus on which careers will be in demand in the global marketplace and assistance in how to identify the right career for you.

Time, Time, Time, Time is on Your Side...Yes It Is

April 9, Noon to 1:00pm in the Student Resource Center (SRC), Room 1450A—inside the cafeteria

Edison Wells, Counselor, is the presenter.

Take this session on time management and find out exactly where you are spending time and how to best prioritize it.

Protect Yourself and the One(s) You Love F.Y.I. on Sexually Transmitted Diseases—Food for Thought Presentation

April 18, Noon to 1:30pm & April 19, 6:00 to 7:30pm in the Student Resource Center (SRC), Room 1450A/B

Edison Wells, Counselor, and Dina Zaccaria, DuPage County Health Department

Every year millions of new cases of Sexually Transmitted Diseases are reported in the U.S. Learn how to lower your risk.

Ready, Set, Transfer

April 24, Noon to 1:00pm in the Student Resource Center (SRC), Room 1450A—inside the cafeteria

Dana Thompson, Counselor, is the presenter.

Find how to choose the best school for you; the best times to apply; and what key information schools will need from you and more.

Who Am I? Where Do I Fit In?—Food for Thought Presentation

April 25, Noon to 1:30pm in the Student Resource Center (SRC), Room 1450A/B—inside the cafeteria

Dennis Emano and Dana Thompson, Counselors, will be the presenters.

Have you ever wondered how you uniquely fit into this world? Come to this workshop and discuss what makes you special.

Test Taking Anxiety

May 2, Noon to 1:00pm in the Student Resource Center (SRC), Room 1450A—inside the cafeteria

Arne Anderson, Student Success Advocate, is the presenter.

Are you looking for ways to reduce test taking anxiety? If so, this workshop is for you.

Celebration Café—Food for Thought Presentation

May 14 & 15, 10:00am to 3:00pm, in the Student Resource Center (SRC), Room 1450A/B—inside the cafeteria

Energize your spirits and celebrate your successes. Stop by for refreshments.



Tools and Tips
By
Marge Peters

Test Drive a Career: Using Informational Interviews to Explore Occupations

Do you encounter students who are interested in a field in which you advise but aren't really sure they want to commit to it – or need to know more? Encourage these students to explore the field using "Informational Interviewing." This technique combines career education and networking as the student identifies a person in the career field to interview (not ask for a job!). The interview includes prepared questions about everything from what the typical work day is like, to the training needed, to the job outlook and salary ranges. Students learn a lot about the reality of the job and, if they are articulate and well-prepared, may even have a personal link to a potential future employer. Some helpful links:

Informational Interviewing: Discover Newsletter: <http://www.act.org/discover/news/0107/info.html>

It's a handy, one-page guide to the essentials of this technique.

Informational Interviewing: Get the Inside Scoop on Careers: <http://www.bls.gov/opub/ooq/2002/summer/art03.pdf>

A six-page article from the Summer 2002 issue of *Occupational Outlook Quarterly*

This includes a sample interview request letter and possible questions to ask.

Quintessential Careers: Informational Interviewing Tutorial and Top Tool for College Students

Tutorial: http://www.quintcareers.com/informational_interviewing.html

Top Tool for College Students: http://www.quintcareers.com/student_informational_interviewing.html

Although the site is very commercial with lots of ads, the content is top-notch with both guides explaining why to use this interview, giving personal insights into results, and the showing, in-depth, the steps for effective informational interviewing.

Another career exploration tool, the **Career Inventory Workshop** is available through the College of DuPage. During this three-hour workshop, COD Counselors will administer and interpret the newly revised Strong Interest Inventory, a widely recognized inventory that measures your likes and dislikes and compares your interest with people employed in various occupations. This information can help you identify general areas of career interests as well as activities and occupations that you might want to explore. Upcoming test dates: March 7, 6 to 9pm, and April 19, 1 to 4pm. For additional information visit: <http://www.cod.edu/advising/group.htm> .

Special Student Services Information Night, April 24

Special Student Services Information Night is an opportunity for students with disabilities, parents, teachers, counselors and community members to learn more about COD's Special Student Services Department. The presentation will take place on April 24, at 7:00 pm in SRC 2800. For more information call: (630) 942-2141.

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

Please contact: Mandy Kouri, Advising Support Coordinator

Counseling and Advising Services

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*No pessimist ever discovered the secrets of the stars,
or sailed to uncharted land,
or opened a new doorway for the human spirit.*

Quote attributed to Helen Keller