



# The Helm

*Keeping Advisers on Course*

Counseling and Advising Services  
College of DuPage  
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## Dramatic Increase Seen in E-mail Advising



The number of e-mail contacts which have been received by Counseling and Advising Services has risen dramatically. Overall contacts for both areas have risen over 62% from the previous year.

General Adviser, Laura Nenninger, who answers the vast majority of advising inquiries, states that questions run the whole gamut, but certain questions are asked more often. The most frequent question comes from students wanting to know the number of credits needed to finish their degree program. "Due to the Family Education Rights and Privacy Act (FERPA), I can't look this information up and comment specifically, but I'm able to send the students the appropriate link and directions on how to run their degree audit. Most students seem pleased they are able to do this themselves."

Many questions are received regarding transfer information. Students seeking to make a smooth transition to a four year institution, ask which courses might be most helpful. Nenninger is able to send links to transfer guides for specific schools. Questions regarding placement tests and prerequisite information from both prospective and current students seem to arise frequently also. Again, Nenninger is able to provide information and useful links.

According to Ron Schiesz, Counselor, "Although the

number of e-mails received is increasing, my job is actually more enjoyable and less tedious to perform as the college web resources continue to grow. The links associating the information we have online has become easier for students to find quickly, whether it's an academic program or the array of services offered by the college. In years past I would have to key stroke lengthy e-mail responses and today it is more of a process of cutting and pasting in the proper links and URL addresses."

Students submitting questions can expect a response in 48 hours; generally the wait time is significantly less. Students also need to be advised that Federal Privacy law limits the ability to transmit private student record information by e-mail. As the Internet continues to grow in popularity and becomes even more ubiquitous in our lives and homes, the number of online contacts will increase even more.

Still, sometimes the "old-fashioned" method of meeting "face-to-face" is necessary. Students can visit the Counseling and Advising office at SRC 2044. General Advisers are available on a "drop in" basis while Counselors are available by appointment as well as walk-in.

Students with questions may e-mail an Adviser at: [generaladvising@cdnet.cod.edu](mailto:generaladvising@cdnet.cod.edu) or a Counselor at: [counseling@cdnet.cod.edu](mailto:counseling@cdnet.cod.edu).

## Plethora of Academic Support Services at One Address

A variety of academic support services are available in one convenient location: Berg Instructional Center (IC), Room 3040. The Academic Support Center offers free peer tutoring, skills development or assistance in reading, writing, math and speech. This center is helpful to those who may be having difficulty completing their coursework; as well as those who are doing well, but feel they could do even better with some assistance.

The **Peer Tutoring Program** helps COD students who are enrolled in developmental or college-level coursework. Each term, tutoring assistance is provided for students enrolled in over 200 different COD courses, ranging from Accounting to Speech. Tutoring supplements never replaces class attendance and personal study time. Tutors help clarify points from lectures, labs, discussions, or assigned readings. "The Peer Tutoring program has been going strong for over eight years," states Rae Maslana,

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### Academic Support Services...Continued from page 1

Coordinator of Tutoring, “Last year over 1300 students were served, many returning multiple times, culminating in over 5500 visits.”

In addition to “in person” assistance, peer tutoring is also available online at: <http://ivctutor.illinois.edu> . Get online help in such areas as math, science, English, computer science, social sciences, study skills, and test-taking strategies.

Peer tutors are paid by College of DuPage to offer these free services to students. Tutors must hold master proficiency in the subject they tutor. The dates and times when tutoring sessions are held vary depending on student needs and tutor availability. In addition to face to face and online assistance, the Peer Tutoring Area houses over 250 different resources in a variety of mediums. These audio-visual, CD Rom, and Internet resources are for use during or to augment tutoring sessions. For more information visit: [http://www.cod.edu/Service1/Tutoring/Tutor\\_2.htm](http://www.cod.edu/Service1/Tutoring/Tutor_2.htm).



Got some math issues? **The Math Assistance Area** is staffed with instructors who are available over forty-five hours per week to answer questions about Math 0460, *College Arithmetic*, through Math 2232, *Calculus and Analytic Geometry II*. If a student is taking a more specialized course, calling ahead is recommended to see when instructors who are familiar with a certain specialty are available. Appointments are not required, but are recommended for students with busy schedules or topics that are not familiar to the majority of instructors.

“The Math Assistance Area is to be used specifically by students taking COD math courses. The sheer volume of visits by students, over 4000 during last term, keeps the center very busy,” notes Sharon Swiglo, Supervisor. Videotapes are available for some courses. Visit: [www.cod.edu/Service1/ACADASST/math/Math\\_Ass.htm](http://www.cod.edu/Service1/ACADASST/math/Math_Ass.htm) for additional information.



The **Reading Assistance Area** provides consultants to assist students one-on-one to become stronger readers and more successful students by enhancing reading and study strategies. For more information: [www.cod.edu/Service1/ACADASST/read/read\\_asst.htm](http://www.cod.edu/Service1/ACADASST/read/read_asst.htm).

According to Jeffery Siddall, Associate Professor, “Over six hundred students are served annually, returning anywhere from three to ten times for additional services. We see a wide scope of students, some with special needs, some with developmental reading issues, along with students

from the general population who want to enhance their reading skills. We also see students who want to improve their academic reading to better understand their classroom texts.”



Another academic support service, the **Writing Assistance Area** is staffed by part-time faculty from the Liberal Arts Division. Writing coaches work with writers on a one-to one basis on a variety of activities and projects. These activities might include narrowing a topic, focusing a thesis, deciding on strategies, and revising. Projects might range from writing a research paper to writing a lab report.

Coaching will take place during the course of a single session or a series of standing appointments; meetings are either scheduled in advance or impromptu, and last half an hour. Visit: [http://www.cod.edu/write\\_cnr](http://www.cod.edu/write_cnr).

“We work with students on any writing assignment from any discipline. Annually we see over two thousand students. We’re here to help students tackle a writing assignment in History, Psychology, or Chemistry, with all of its corresponding documentation,” adds Helen Szymanski, Associate Professor.



Need help in the creation or delivery of a speech? Head over to the **Speech Assistance Area**. Professional coaches provide personal and group coaching. They can help in speech writing techniques such as topic selection, organization, outlining, research and source crediting. They also can help in delivery of skill building and refinement in areas such as gestures, posture, eye contact, pronunciation, articulation, anxiety control, using visual aids and vocal qualities.

According to Geoffrey Elwell, Associate Professor, “The complexity of service we offer varies. We can offer students advice on basic speech techniques; we can also help prepare for elaborate multimedia presentations. We have videotape recording studios with reviewing stations. We can provide instant feedback to students.” Visit: <http://www.cod.edu/Service1/ACADASST/SpAA/speech.htm>.

Some Areas serve only enrolled College of DuPage students; while other areas are open to adult community members. Some services require appointments; others provide drop-in assistance. Hours among the areas vary, especially between academic terms. Some of these services are also available at Regional Centers. Call for more specific information at: (630) 942-3941.



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

### **Balancing Your G.P.A. and Co-Curricular Activities**

**Monday, January 30, 12:00 p.m. to 1:00 p.m. in SRC 1450A (inside the cafeteria)**

**Presenters: Arne Anderson, Student Success Advocate and Moira Sobkoviak, Student Success Advocate**

As a C.O.D. student, there are people, events, and activities competing for your time and attention. Do you find it difficult to juggle the demands from school, work, family, and friends? 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 Be Successful in College While Really Trying**

**Tuesday, February 7, 12:00 p.m. to 1:00 p.m. in SRC 1450A (inside the cafeteria)**

**Presenter: Carol Giegerich, Counselor**

Did your final grades from Fall Semester surprise you? Do you need to better understand how to be a successful student? Attend this presentation to gain skills, awaken strategies, and understand what it takes to be a successful student. Setting goals, establishing study guidelines, time management, and available resources to help you will be discussed.

### **Did You See That Stop Sign? COD's Rules of the Road**

**Wednesday, February 8, 1:00 p.m. to 2:00 p.m. in IC 2005**

**Presenter: Nancy Svoboda, Counselor**

Would you like to know how to turn an "F" into an "A"? Would you like to be provided with more detailed information about a course than is detailed in the college catalog before you sign up for it or to see what types of assignments have been required in the past for similar courses? Would you like to find out how to take a course on a pass/fail basis or when to drop a class you're not doing well in so you don't receive a bad grade in it? Are you interested in finding out about late start classes? If so, this workshop is for you. Come and learn the answers to these questions and much more about COD's "rules of the road" that affect you.

### **Acknowledging Resistance and Building Understanding in Cultural Communications—Food for Thought**

**Wednesday, February 15, 12:00 p.m. to 1:00 p.m. in SRC 1450A (inside the cafeteria)**

**Presenters: Dana Thompson, Counselor and Michael Duggan, Counselor**

Thirty eight years ago Rev. Martin Luther King Jr. was brutally assassinated as a result of intolerance. One specific challenge we all face today is the same as it was back in Dr. King's era: communication. This workshop focuses on establishing understanding and communication with people of diverse backgrounds through a variety of engaging activities.

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

**Monday, February 20, 12:00 p.m. to 1:00 p.m. in SRC 1450A (inside the cafeteria)**

**Presenter: Edison Wells, Counselor**

Always running around at the last minute? Feeling pressured and don't know where your day went? Well it's probably a thing called life that has you up and going all the time. Try taking this session on time management where you will find out exactly where you are spending time and how best to prioritize it.

### **How to Get What You Want-Goal Setting and Goal Attainment**

**Wednesday, February 22, 12:00 p.m. to 1:00 p.m. at the Naperville Center, 1223 Rickert Drive, Naperville, Illinois**

**Presenter: Jeanne Kemptiak, Counselor**

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.

### **How to Get What You Want-Goal Setting and Goal Attainment**

**Tuesday, February 28, 12:00 p.m. in SRC 1450A (inside the cafeteria)**

**Presenter: Jeanne Kemptiak, Counselor**

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** educational sessions are sponsored by Student Services and **Food for Thought** educational sessions, sponsored by the Counseling 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 for Student Success call: 630/942-2259 and Food for Thought call 630/942-2004. **For Americans with Disabilities Act accommodations, call (630) 942-2141 (voice) or (630) 858-2692 (T.D.D.)**

## “How to Find” a Summer Job



**Tools and Tips**  
By  
**Marge Peters**

Winter snow has just begun to drift and it's hard to think of pursuing a summer job, but that is exactly what students should be doing in January. With the semester ending on May 19, our students will be well-positioned to find employment that starts in late May/early June. Here are some great web links to strategy and seasonal job listing sites, as well as internship and co-op possibilities.

**“A Guide for Teens: How to Find a Summer or Part-Time Job” from Quintessential Careers**

[http://www.quintcareers.com/finding\\_summer\\_jobs.html](http://www.quintcareers.com/finding_summer_jobs.html)

For college students, suggested fields of employment, how to research opportunities, résumé writing, interviewing and more.

**The Riley Guide: “Teen, Seasonal, & Kinda Cool Opportunities”** <http://www.rileyguide.com/teen.html>

Links to job sites with job listings primarily for summer work. Lots of recreation, outdoor, and summer camp jobs.

**Quintessential Careers: “Summer and Seasonal Jobs for Teens”**

[http://www.quintcareers.com/summer\\_job\\_sites.html](http://www.quintcareers.com/summer_job_sites.html)

Well-organized, extensive list of sources for seasonal jobs.

**Jobsmart: “Summer Jobs on the Web: High School and College Students”** <http://jobsmart.org/sacto/adjobs/summer.cfm>

List of national and California-based websites listing seasonal jobs and internships.

**Check out COD’s Career Services Center, especially the Cooperative Education/Internship Program**

<http://www.cod.edu/Service1/CECS/CoopEdu/CoopEdu.htm>

Earn academic credit for work-based learning in a job related to your major.

**Internship Tips from the National Association of Colleges and Employers**

[http://www.jobweb.com/Resources/Library/InternCoop\\_Programs/default.htm](http://www.jobweb.com/Resources/Library/InternCoop_Programs/default.htm)

20 essays on why students should seek internship/co-op experience, plus how and where to search.

**Quintessential Careers: “Internship Resources for College Students”**

[http://www.quintcareers.com/grad\\_internships.html](http://www.quintcareers.com/grad_internships.html)

## Celebrate Black History Month in February

A number of events have been scheduled in February to help celebrate Black History Month. Dr. Tyrone Bledsoe, Special Assistant to the President, Diversity Affairs, University of Toledo, and founder of Student African American Brotherhood (S.A.A.B.) will address stereotypes and stigmas associated with being educated in the Black Community. His workshop, “The Misconception of Being Educated in the Black Community,” will take place February 2, 11:00 a.m. to 1:00p.m. in the SRC 1450 A&B.

On February 20, area high schools will perform traditional Black Greek stepping. The Annual Gospel Concert will take place February 25, from 7:00 to 10:00 p.m. in SRC 2800. Come for fellowship and listen to area gospel choirs and enjoy praise dancing from local churches. For further information on any of these activities contact the Multicultural Student Center at (630) 942-2848 or stop by IC 2084.

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

Please contact: **Mandy Kouri, Advising Support Coordinator**

**Counseling and Advising Services**

**SRC 2044f/Ext. 2812**

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*Live in the sunshine, swim in the sea, drink the wild air. Ralph Waldo Emerson*