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### From the Desk of the Vice President for Academic Affairs

July 2004

We had another wonderful graduation. 507 graduates, the largest class ever. It was heart-warming and exciting to see the proud graduates and their families at the graduation ceremony. I hope those of you who could not make it have viewed the web cast on our web site.

We also had a record number of online distance-learning course registrations again this year, a 12 percent increase over last year. Unfortunately we also had a record number of cases of plagiarism. Apparently my letter in the March issue of UPDATE was not as effective as I had hoped it would be.

If you are taking any of our online or video courses, it is important that you know how to write a research paper. We offer a one-credit course that will teach you (or refresh your skills) on how to write a research paper. There are many good web sites that explain how to correctly write a research paper. We also have online writing assistance available.

Here are a few tips: "You must give credit whenever you use

- Another person's ideas, words, opinion, or theory
- Any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge
- Quotations of another person's written or spoken words: or
- Paraphrase another person's spoken or written words."

(Writing Tutorial Services, Indiana University website <http://www.indiana.edu/~wts/wts/plagiarism.html> June 11, 2004)

Remember—"using another person's phrases or sentences with out putting quotation marks around them is considered plagiarism **EVEN IF THE WRITER CITES IN HER OWN TEXT THE SOURCE OF THE PHRASE OR SENTENCES SHE HAS QUOTED.**" (Writing Tutorial Services, Indiana University web site <http://www.indiana.edu/~wts/wts/plagiarism.html> June 11, 2004)

Please take the time to learn (or re-learn) how to write a research paper. As I said in the last UPDATE, our instructors use Turnitin.com which checks for plagiarism. If you plagiarize a paper or your submissions to a threaded discussion, it results in an F for the course. That is a big price to pay whether you do it on purpose or you do it out of ignorance.

One of Charter Oak's general education outcomes is ethics. We expect our students to act ethically and that starts with doing one's own work.

In the next issue of UPDATE, I want to be able to report that we had a semester with no student conduct problems. Help me to make that happen.



## Graduating Class of 2004

Each year we do a statistical profile of our graduating class. This year we had the largest graduating class ever, 507 students, a 21 percent increase over last year. Approximately 53 percent of the students were female; average age was 41 years old; 93 percent were employed with 35.8 percent in business/industry; 86 percent earned a Bachelor's degree with 49 percent earning their degree in individualized studies; 55 percent were from Connecticut, and graduates were from 40 different states.

### **Doris G. Cassidy Award Winners:**

Edu S. Araujo, Corpus Christi, Texas, Bachelor of Science in Individualized Studies (3.8 gpa)  
Joseph S. Flood, Guilford, Connecticut, Bachelor of Arts in French (3.8 gpa)  
Carmelo E. Genovese, Middletown, Connecticut, Bachelor of Science in History (3.6 gpa)  
Frederick R. Messer, Waitsfield, Vermont, Bachelor of Science in Individualized Studies (3.6 gpa)  
Allison J. Powell, Hampton, New Hampshire, Bachelor of Science in Bus. Admin. (3.6 gpa)

### **Awards for Outstanding Academic Performance: (all have 4.0 gpa's!)**

Matthew Careb, Bristol, Connecticut, Bachelor of Arts in History  
Dana M. Lambert, Woodstock, Connecticut, Bachelor of Science in Business Administration  
Joy C. Mlozanowski, Higganum, Connecticut, Bachelor of Arts in Liberal Studies  
Patricia T. Sullivan, Bristol, Connecticut, Bachelor of Science in Human Services

### **D'Amato Graduate Studies Award:**

Patricia Douglas, Bloomfield, Connecticut, Bachelor of Science in Child Studies, Class of 2003



## New Health Care Administration Concentration

Charter Oak State College is pleased to announce the creation of a new concentration in Health Care Administration. This concentration was developed in collaboration with insurance industry leaders, nursing professionals, and hospital executives. The primary objective is to provide employees in health care related fields with

a broad understanding of the health care industry.

The following courses are included in the Health Care Administration concentration. All of the courses are available online and will be offered by Charter Oak in an accelerated format:

- Introduction to Health Care Systems and Administration
- Management of Quality Health Care
- Economics of Health and Health Care
- Contemporary Ethical Issues in Health Care
- Regulatory and Accrediting Agencies in Health Care
- Financial Accounting
- Health Care Finance
- Human Resource Management
- Strategic Management in Health Care Administration
- Approved Leadership elective
- Approved electives (2) in a related field such as Health Care Administration, Business, Management, Informatics, MIS, Insurance, etc.

The concentration requires a total of 36 semester credits, and students may transfer in equivalent courses completed at other regionally accredited colleges and universities. If you are a matriculated student with questions about this program, please contact your Academic Advisor. Non-matriculated students should contact the Admissions Office for additional information.



## New Distance Learning Courses being offered this Fall

The following new courses will be offered this fall:

### TERM I ACCELERATED COURSES:

- August 30, 2004 to October 23, 2004
- \*ACC 101: Financial Accounting
- \*HCA 201: Health Care Quality Concepts and Principles
- \*HCA 450: Leadership in Health Care Administration
- \*MGT 101: Introduction to Management

### TERM II ACCELERATED COURSES:

- October 25, 2004 to December 18, 2004
- \*ECE 250: Administration and Supervision of Early Childhood Programs

- \*EDT 311: Instructional Design – Curriculum Application
- \*FIN 211–HCA 211: Health Care Finance
- \*HCA 401: Regulatory and Accrediting Agencies and Requirements for Health Care Organizations
- \*HCA 499: Strategic Management in Health Care Administration
- \*MGT 462: Effective Project Management

**ON-LINE FULL TERM COURSES:**

- CRJ 205: Controversial Trials and the Criminal Justice System
- EDT 310: Issues and Trends in Education Technology
- EDT 499: Educational Technology e-Portfolio Course
- ENG 303: The American Novel
- HCA 399: Health Care Administration Practicum
- HIS 350: Contemporary China: History, Politics and Culture
- MUS 130: Survey of Jazz Styles
- PSY 335: Psychology of Exceptional Children

Fall registration begins July 5. Current students will receive a catalog in the mail, but you can also find the catalog and register through our Website, [www.charteroak.edu](http://www.charteroak.edu)



**Women in Transition Program**

Charter Oak State College has received funding from two sources to expand its Women in Transition Program during the 2004-2005 academic year. The NewAlliance Bank, through the NewAlliance Bank Foundation, has provided funding to support five women in the New Haven area. Federal TANF Bonus Funds received from the State of Connecticut will allow the College to serve up to 36 women primarily from the Hartford, New Haven, New Britain, Bristol and Waterbury areas.

Participants in the program must be:

1. Single mothers
2. Working in low -paying jobs
3. Have at least 21 college credits
4. Have some computer/technology experience
5. Be highly motivated
6. Meet Federal Student Financial Aid requirements
7. Be able to take at least two college courses each semester

8. Find it difficult to get to a college campus to continue their education.

WIT students will be loaned a computer and will be provided with Internet access. There will be support for college fees, course tuition and textbooks.

If you know someone who fits the above profile, have her contact Delores Bell, WIT Coordinator (e-mail: [dbell@charteroak.edu](mailto:dbell@charteroak.edu) or at (860) 832-3845) for more information or an application.



**Message from your Student Association President**

I'm Tim Kulig, your COSC Student Association President. I hope your experience here is everything you've hoped and expected in a distance learning college.

From time to time, the Student Association initiates e-mails and mailings asking for your feedback on items important to students. Please consider taking the 5 minutes to address these questions for us. We are here to better your experience with the College and address your student needs effectively.

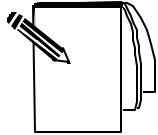
Past feedback by students has shown a need for the COSC Student Association to develop an on-campus orientation program. The orientation format will be designed by the Academic Affairs Office with the help of a current student, Trudi LeBron, and will explain the process of enrollment and matriculation to new students as well as introduce them to advisors and administrators. We anticipate having the program in place for Fall 2004 with future plans for an online version for out of state students sometime in 2005. If you have any suggestions, please forward them to me at the email address below or to Linda Larkin at [llarkin@charteroak.edu](mailto:llarkin@charteroak.edu).

Our next Student Association meeting will be in September. Your input as fellow students is very important, so please get involved. As September draws closer, the meeting date will be posted on the website along with the agenda.

If you would like to get involved with the orientation program or the Student Association, please e-mail me

at tkuligcosc@yahoo.com. Have a great summer everyone!

Timothy Kulig, President



## Portfolio Assessment Workshop

Hear a presentation by COSC's Dr. Maryanne LeGrow, Assessment Coordinator. See examples of successful portfolios, and have your questions answered. This is a perfect opportunity to decide if this method of earning credit is right for you. **A non-refundable fee of \$35.00, which includes the Portfolio Assessment Handbook, is due July 29th** Contact Dr. LeGrow at (860) 832-3846 or e-mail: mlegrow@charteroak.edu. To register or ask questions. **Deadline: July 29. Register Early! Seating is limited.** Can't make the workshop? Order a taped copy for \$12.00.



**Are you thinking about taking an online course but are unsure about your ability to navigate it? Let us help you!**

Join us on Tuesday evening, August 17th, from 6:00 p.m. to 8:00 p.m. for hands-on instruction. You'll be guided through a course site, we'll show you how to send email with attachments, make postings and enter a threaded discussion – all the tasks that you need to master to ensure success at online learning. This is not, however, an Introduction to Computing course. You do need to have some familiarity with computers. For reservations please call Linda Larkin at (860) 832-3841 or email her at llarkin@charteroak.edu.

If you find that online learning is for you, there will be representatives from the Distance Learning Office there to help you sign up for courses.

The workshop will be held at Central Connecticut State University's Robert Vance Academic Center – Room 108, Paul Manafort Drive, New Britain, CT 06053. Parking is available in the attached garage.

Directions to CCSU and Vance Hall can be found at [http://www.ccsu.edu/viewbook/find\\_us.html](http://www.ccsu.edu/viewbook/find_us.html)



## Excellence in Nursing Award!

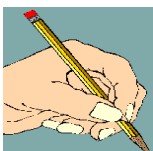
Congratulations are in order for Linda Kapinos, RN, MSN who was recently honored with a Nightingale Award for Excellence in Nursing. The Nightingale Award for Excellence was developed to encourage retention and inspire future nurses to join the field. By focusing public attention on outstanding professionals in nursing, the award also encourages licensed nurses who work outside health care to return to practice.

Linda is a member of the Charter Oak State College distance learning faculty as well as an Associate Professor of Nursing at Capital Community College in Hartford, Connecticut. Linda teaches the CLN/ COSC LPN to RN Articulation Bridge distance learning course designed for certified LPN's who are pursuing RN certification.

## Early Childhood Education Administrators Honored

The 2004 recipients of the Connecticut Directors' Credential were honored recently with a reception at the State Capitol in Hartford. On Tuesday, May 4<sup>th</sup>, seventeen directors of Connecticut early childhood centers, along with their family members and guests, were welcomed to the second annual CDC award ceremony by Dr. Merle Harris, president of Charter Oak State College. Guest speaker was Ms. Edna Negrón Rosario, educator, activist, and Southern New England Regional Director for Puerto Rican Federal Affairs.

Awardees also received congratulations from Ms. Claudette Beaulieu, Deputy Commissioner of the Department of Social Services; Ms. Darlene Ragozzine, Executive Director of Connecticut Charts-A-Course; Ms. Judith Goldfarb, Executive Director of the Hartford Area Child Care Collaborative; Dr. Maryanne LeGrow, Credential Coordinator; and Connecticut State Legislators, Representatives and Senators from the various towns where credential recipients live and work.



## TESTING NEWS

### Web Sites for CLEP & DANTEs

**CLEP:** <http://www.collegeboard.com/student/testing/clep/about.html>

**DANTEs:** <http://www.getcollegecredit.com>

Helpful information on preparing for the CLEP computer-based exams can be found at <http://collegeboard.com/student/testing/clep/prep.html>



### Fee increase for exams

On July 1, 2004 the fee on exams administered to matriculated students at Charter Oak State College will increase slightly. The CLEP and DSST (DANTEs) administration fee will be \$35.00. The Charter Oak State College exams in Statistics, Early Childhood Education and Child Developmental Psychology will be \$70.00.

Also on July 1, 2004 the fee payable to the CLEP program will increase to \$55 per test. The DSST (DANTEs) program will increase to \$60.00 per test. If you have scheduled for an exam after July 1, please note that the new fee will prevail. The Thomas Edison State College exam fee is also likely to increase, contact the testing office after July 1 for more information.



### FAQ's on Testing

Here is a sample of what is on the popular "Frequently Asked Questions" section of our web site:

**Q:** How long will it take to study for an exam?

**A:** Your study habits have a lot to do with the time needed. Most exams are worth 3 semester hours of college credit. We suggest that you provide yourself with ample time that suits your learning style. Some accomplished test takers may be able to complete their study in half the time of a typical course. However, this varies by the

individual. The key to remember is "time" is not your focus. Learning the subject matter is what counts.

For more popular FAQ's go to <http://www.cosc.edu/Advising/testingfaq.cfm>



### BOOKS: OLD & NEW

**FREE 2000 EDITION CLEP GUIDES:** It is now almost three years since CLEP transitioned from paper-and-pencil to a solely computer-delivered system. Charter Oak State College has old (2000 edition) copies of the "Official Guide to the CLEP Examinations"; we would be willing to give these away at no charge to any student who would like to pick them up at our office. Please note that this older edition of the Guide refers to different scores required and different scoring computation procedures used. Most of the information on content material is still helpful however. If you require assistance with the computer format, you should still consider getting the most recent edition of the Guide available through CLEP 1-800-323-7155.

### Library copies of Official DANTEs Test Preparation Guide

The Charter Oak State College library has several copies of the DSST book "The Official DSST Test Preparation Guide" published by Thompson Learning. This publication covers 8 DSST exam titles: Business Math, Ethics in America, Financial Accounting, Human Resource Management, Introduction to Business, Organizational Behavior, Personal Finance and Principles of Supervision. It features pretests and posttests for each exam, a subject overview and practice sets for mastering test-taking skills.

Check with your advisor regarding the exam you are planning to take, and then call our office to see if you can borrow the book. Books are loaned on the honor system for up to 3 months. Please return all books promptly so that others may benefit.

Please use the following internet address for information on how to register for the CLEP, DANTES, COSC, and TECEP exams: <http://www.charteroak.edu/Advising/testadminschedule.cfm>

<b>Test Administration Schedule</b>		
Month	CLEP (Administered on Tuesdays and Saturdays)	Correspondence, COSC, DANTES, TECEP, Distance Learning
August	7 (9 a.m., 12 & 2 p.m.) 10 (9 a.m. & 12 p.m.) 21 (9 a.m., 12 & 2 p.m.)	7 (9 a.m. & 12 p.m.) 21 (9 a.m. & 12 p.m.)
September	11 (9 a.m., 12 & 2 p.m.) 14 (9 a.m. & 12 p.m.) 18 (9 a.m., 12 & 2 p.m.)	11 (9 a.m. & 12 p.m.) 18 (9 a.m. & 12 p.m.)
October	2 (9 a.m., 12 & 2 p.m.) 16 (9 a.m., 12 & 2 p.m.)	2 (9 a.m. & 12 p.m.) 23 (8:30 a.m. & 11:30 a.m.)*
November	6 (9 a.m., 12 & 2 p.m.) 9 (9 a.m. & 12 p.m.) 13 (9 a.m., 12 & 2 p.m.)	6 (9 a.m. & 12 p.m.) 13 (9 a.m. & 12 p.m.)
December	4 (9 a.m., 12 & 2 p.m.) 7 (9 a.m. & 12 p.m.)	4 (9 a.m. & 12 p.m.) 11 (8:30 a.m. & 11:30 a.m.)*
<b>*No DANTES exams in New Britain on these dates.</b>		
<b>Distance Learning Examination Schedule Fall 2004</b>		
Distance Learning Courses	Date	Place and Time
Fall Term	Mid-term: October 23 Final: December 11	Central CSU 8:30 a.m. & 11:30 a.m.



# GRADUATION NEWS

## Letters Confirming Graduation

Should you need verification of your impending graduation, either for acceptance to graduate school or for employment purposes, you can request a letter attesting to your status after you have paid the graduation fee. Such requests should be made in writing to the Academic Vice President, Dr. Shirley Adams, 55 Paul J. Manafort Drive, New Britain, CT 06053 or via e-mail to [sadams@charteroak.edu](mailto:sadams@charteroak.edu). The request should include the name, title and address of the recipient.

Immediately following each graduation date you can expect to receive a complimentary transcript indicating your graduation date, and a letter attesting to the fact that you have graduated. This letter or the complimentary transcript is the proof that most employers are seeking. Graduate schools will require an official transcript, which you can request to be sent from the COSC Registrar's Office.

Diplomas, which are rarely required as proof of graduation, are awarded only once a year at the annual ceremony in June. While the diploma is, for many, the eagerly awaited symbol of completion, it

is the transcript or letter attesting to graduation that other interested parties usually require. Should you decide not to attend this celebration, the diploma will be mailed to you immediately following the ceremony. For more graduation information, please view the following link: [www.cosc.edu/advising/graduation.cfm](http://www.cosc.edu/advising/graduation.cfm)

## Graduation Deadlines

Submit the form below to Gale Terrill when you are **three** months prior to completing graduation requirements. **PLEASE** pay attention to **DEADLINES** that are strictly enforced. Note that faculty must **APPROVE** your Concentration Proposal in **advance of the transcript deadline**.

Graduation Date	Notification Deadline	Transcript & Fee Deadline
Jan. 31	Oct. 31	Dec. 31
March 31	Dec. 31	Feb. 28
May 31	Feb. 28	April 30
July 31	April 30	June 30
Sept. 30	June 30	Aug. 31
Nov. 30	Aug. 31	Oct. 31

RETURN THIS NOTICE **THREE MONTHS PRIOR TO THE GRADUATION** FOR WHICH YOU PLAN TO QUALIFY to: Gale Terrill, COSC, 55 Paul Manafort Drive, New Britain, CT 06053

Please provide all the information requested (**PLEASE PRINT**)

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Social Security Number \_\_\_\_\_

Your advisor's name \_\_\_\_\_

I plan to graduate:    January 31 \_\_\_\_\_    July 31 \_\_\_\_\_  
                                  March 31 \_\_\_\_\_    Sept. 30 \_\_\_\_\_  
                                  May 31 \_\_\_\_\_    Nov. 30 \_\_\_\_\_

I will be requesting the following transcripts to be sent to Charter Oak for credits to fulfill graduation requirements:

\_\_\_\_\_  
\_\_\_\_\_

**CHARTER OAK STATE COLLEGE**  
***Board for State Academic Awards***  
**55 Paul J. Manafort Drive**  
**New Britain, CT 06053-2142**

NON PROFIT ORG  
U.S. Postage  
**PAID**  
Hartford CT  
Permit No. 1413



### **You asked for it – the Student e-Lounge!**

Earning a degree through a distance learning college doesn't have to be a lonely experience. Did you know that COSC has approximately 1600 matriculated students? Nearly every state and several foreign countries are represented in your student body. You are employed in a myriad of different careers (including professional NFL football players, corporate executives, RN's, and ship builders) and have attended an astounding number of different colleges prior to matriculation at COSC.

You are an interesting group of people from varied backgrounds who share a common goal. You've chosen to complete your college degree, and you've chosen to do so at a unique institution that allows for lots of independence and individualization. What we've heard from our students was that they would like a way to connect with each other. Are you curious about how others have prepared for exams or portfolios? Do you wonder about finding study materials or where to apply for grad schools? Go to the electronic student lounge so that you can network, chat, share information, and support each other.

Using the e-Lounge is simple. Just go to the COSC website at [www.charteroak.edu](http://www.charteroak.edu) and click on "Academics" and then on "Student E-Lounge." Respond to someone else's posting or start your own. This is your lounge; get e-connected!