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From the Desk of the Vice President for Academic Affairs

Congratulations to all of those who graduated! It was heartwarming and exciting to see the proud graduates and their families at the out-of-state student reception on Saturday evening, the graduation brunch, the ceremony, and the reception following the ceremony. Danielle C. York, a member of the graduating class from Wisconsin, opened the ceremony with a wonderful rendition of “The Star Spangled Banner” and Trudi LeBron, another member of the class from Connecticut, closed the ceremony with “America the Beautiful.”

Barry Rahmy gave the “Message from the Graduate.” He challenged the graduates to “continue to nurture your talent, and share it with the world while you have the light, undertaking additional journeys with the determination and courage you’ve already shown.”

Our graduating class of 697 reached a new record! Of those, 53.6 % were female, the average age was 40 with an age range of 19 to 67. It was a fairly diverse class: 20 percent were students of color, and students came from all 50 states plus Japan and foreign military bases. We had two married couples, a mother and son, and one student who earned his associate and bachelor degrees in the same year. Most of the graduates work in Business/Industry, followed by Education, and the majority of degrees were awarded with a concentration in Individualized Studies or Liberal Studies.

We also had a record number of online distance-learning course registrations again this year, a 47 percent increase over last year. Unfortunately we also had a record number of cases of plagiarism. Apparently my letters in the March and July 2004 issues of UPDATE were not as effective as I had hoped they would be. Therefore I am repeating my article, with a few changes.

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.”

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

Remember—**“using another person’s phrases or sentences without 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.”** (from Writing Tutorial Services, Indiana University website June 11, 2004—<http://www.indiana.edu/~wts/wts/plagiarism.html>)

Please take the time to learn (or re-learn) how to write a research paper. Our instructors use Turnitin.com which checks for plagiarism, so 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 Ethical Decision Making. We expect our students to act ethically and that starts with doing one’s own work and giving credit to the original source.

Many of the students who plagiarized this year were surprised when they received e-mails from their instructors telling them that their work was plagiarized and that they would receive an F. The most common responses were “I did not do it on purpose.” “I copied the material”. “I thought I cited it correctly, therefore it should not be plagiarism.” Unfortunately, the instructor does not know if you did it on purpose or not.

The solution is to learn how to write a term paper. If you have not done a paper in a long time, there are many resources on line to help you. You can also take ENG 102A, our one-credit research writing course.

In addition to incorrect citations, the other major problem was students submitting what we call a “patch work quilt”—nothing but quotes. The only words that were the students were a few transition words. When you write a term paper or research paper, you should cite the work of authorities in the field, but you need to show your instructor that you understood what you have read by putting the material in your own words and/or by using quotes

from authorities to support your concepts.

These same rules apply to threaded discussion postings.

I hope these tips are helpful and that in the next issue of *Update* I will be able to report that we had a semester with no student “plagiarism” issues.

Shirley M. Adams, Ph.D.
Vice President

Award Recipients for the Graduating Class of 2006



The Doris G. Cassiday Award is given to those graduates of Charter Oak who have achieved excellence in innovative learning and who exemplify the essence of the Charter Oak mission. With this award, the College recognizes individuals who avail themselves fully of a broad range of learning options, earning credits both inside and outside the traditional classroom setting. These options include distance learning, testing, portfolio assessment, contract learning, military service school courses and other noncollegiate sponsored instruction, which has been evaluated for credit, as well as classroom instruction.

Doris G. Cassiday Award Winners:

Allen D. Black, Groton, Connecticut,
Bachelor of Science in Individualized Studies
William A. Easterling, Colorado Springs, Colorado,
Bachelor of Science in Individualized Studies
Brenda D. Jenkins, Chester, Connecticut,
Bachelor of Science in Business Administration
Keith H. Ford, Fort Mojave, Arizona,
Bachelor of Arts in Liberal Studies
Samantha Lendl, Goshen, Connecticut,
Bachelor of Arts in Anthropology
Vlasta J. Noubel, Seymour, Connecticut,
Bachelor of Arts in Liberal Studies
Javier Velez-Ramos, Odenton, Maryland,
Bachelor of Science in Individualized Studies
Danielle C. York, Greenfield, Wisconsin,
Bachelor of Arts in Liberal Studies

Awards for Outstanding Academic Performance

Each year the Connecticut General Assembly recognizes graduates from all of the colleges and universities in Connecticut for their academic achievements:

Martha Aigner, Trumbull, Connecticut,
Bachelor of Science in Human Services
(3.9 GPA)
Dorothy Henry Arcovitch, Milford, Connecticut,
Bachelor of Science in Individualized Studies
(3.9 GPA)
June M. Sangapore, Milford, Connecticut,
Bachelor of Science in Individualized Studies
(3.9 GPA)

Alpha Sigma Lambda Induction Students

Adene H. Fordyce	Paula D. McDaniel
Matthew I. Friedman	Jason W. Murphey
Martin Garcia	Cynthia M. Ott
Jennifer C. Heil	M. Peter Saxon
Brenda D. Jenkins	Mark W. Searles
John F. Kennedy	Hiromi Tsujino
Kathryn L. Lucas	Edith M. Valsaint
Theresa M. Lumas	Patricia A. Zielinski
Dawn Mason-Affinito	Jason J. Zigmont

Faculty

Prof. Phyllis Gutowski	Dr. Julius Rubin
Dr. David Henderson	Dr. David Sloane
Dr. Regina Miller	

Staff

Doris Cassiday
Patricia Derech
Josi Zendzian



New Fall 2006 Course Offerings

15-Week Courses

August 28, 2006—December 9, 2006

ASE 399:	After School Field Experience Practicum (3 credit course)
BUS 341:	Risk Management and Insurance
CRJ 310:	Criminology
ENG 304:	The American Short Story
POL SCI 320:	Constitutional Law
SOC 320:	Urban Youth in American Society

Eight-Week Courses

Term 1—August 28, 2006 to October 21, 2006

HCA 350: Transcultural Competency in Health Care Administration

IDS 102: Prior Learning Portfolio Development

Eight-Week Courses

Term 2—October 23, 2006 to December 16, 2006

HCA 115: Medical Records Science
IDS 102: Prior Learning Portfolio Development

Five-week courses

(see catalog or website for start and end dates)

PSA 360: America's Homeland Security
PSA 465: Global Perspectives in Emergency Management
PSA 499: Leadership in Public Safety (Capstone Course)

Fall registration runs through August 18, 2006. There is a \$20 late fee for registrations after that date. Current students will be e-mailed a course schedule, but you can find the course schedule and register for courses at <http://www.charteroak.edu/distancelearning/index.cfm>

On-Line Course Workshop

Are you thinking about taking an online course but are unsure about your ability to navigate it? This workshop can help!

At our On-Line Course Workshop, you'll be guided through a course site and 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, an Introduction to Computing course, but you do need to have some familiarity with computers.**



The date, time and place to follow in late July. Watch your email for information.

For reservations contact Linda Larkin at (860) 832-3841 or llarkin@charteroak.edu.

If you are from outside the area and cannot attend the workshop but wish to have some questions answered about on-line courses, join us in the COSC chat room at <http://web.ctdlc.org:7877/academics.html> on Tuesday, August 1st from 7 pm to 8 pm EST. Sue Israel and Karen Severino of the Distance Learning Office will answer your questions

about what it's like to take an online course. If your question is of a technical nature (i.e., what browser do I use to access my course?), a CTDLC Help Desk staffer will be in the chat room to assist. If you've taken a distance learning course and would like to share your experiences with those who might be considering one, please join us.

You asked for it – the Student e-Lounge!

Earning a degree through a distance learning college need not be a lonely experience. Did you know that Charter Oak State College 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, registered nurses, and ship builders) and you have attended an astounding number of different colleges prior to your matriculation at Charter Oak.

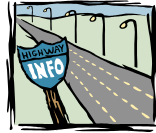
You've chosen to complete your college degree, and you've chosen to do so at a unique institution that allows for lots of independence and individualization. You are an interesting group of people from varied backgrounds who share a common goal. What we've heard from our students was that they would 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.

To use the e-Lounge, go to <http://www.cosc.edu/advising/studentassociation/elounge.cfm> and click on "Enter e-Lounge"

Respond to another student's posting or start your own. **This is your lounge! Get e-connected!**

Regional Accreditation Visit

Charter Oak State College is regionally accredited by New England Association of Schools and Colleges. Regional accreditation ensures that a college offers quality education, hires qualified faculty and staff, meets its mission, has integrity, and is fiscally sound. Charter Oak is up for renewal of its regional accreditation in October 2006. Charter Oak, as part of this process, had to prepare a self-study in which we examined our strengths and our challenges,



reexamined our mission statement, and developed projections for the future. We did this with input from faculty, staff, and students. A copy will be on our web site later on this summer for your review and comment. There will be time for student input during the October 22-25 visit of the accreditation team, which is comprised of faculty and administrators from other colleges.

We will either set up a time for an online chat or call-in for those who want to participate. Once the visit schedule is finalized we will e-mail you additional information.

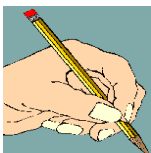
Help in Preparing the Concentration Plan of Study and the Academic Autobiography

As a COSC bachelor's degree student, you have the opportunity to have your concentration reviewed by the faculty at the beginning of your degree, and to have a reflective capstone piece evaluated by the faculty at the end of your academic journey. The first piece is called the Concentration Plan of Study or CPS, and the capstone piece is called the Academic Autobiography.



This is your chance to communicate with faculty and they are eager to assist you in moving through this process and in producing documents that represent you well.

Each month, faculty and academic counselors invite you to join them in the COSC chat room for question and answer sessions. Occasionally, we will do a web cast instead that allows you the option of calling your questions in. This is an informal means to interact with faculty and get the help that you need. Look for notification to come in your email each month. The chats last an hour and are offered on various evenings and times.



TESTING NEWS

Always check with your academic counselor before registering for an exam.

Web Sites for CLEP & DANTES

DANTES: <http://www.getcollegecredit.com>

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

For helpful information on preparing for the CLEP computer-based exams, go to <http://collegeboard.com/student/testing/clep/prep.html>

CLEP fee Increases

As of 7/1/2006 the new CLEP fee is \$60. The Charter Oak administration fee remains \$35 for COSC students.

DANTES News

Beginning this fall, Thomson Prometric, the parent company of the DSST/DANTES tests, will be offering Internet-Based Testing (IBT) for their exams. Examinees will now be able to get immediate test results after they complete their exams. Charter Oak State College will be an administration site for IBT exams once we have equipment to support the change.

Discontinued Exams

CLEP has retired their Trigonometry and Algebra & Trigonometry exams.

New Exams Available!

CLEP has a new Pre-Calculus exam, 3 credits, lower division. Several new Excelsior College Examinations have been approved by ACE: *World Conflicts*, 3 credits, upper division; *World Population*, 3 credits, upper division and *College Writing*, 3 credits, lower division.

Fee for TECEP

Thomas Edison State College has informed us that they will be increasing the fees for their TECEP exams. Therefore, in 2006-07 Charter Oak State College will be charging \$225 for

these exams. If you wish to take these exams, you must contact the Charter Oak State College testing office and register at least 7 weeks prior to your test date.



TestingFAQs

Q: How do I register for an exam at Charter Oak State College?

All of our registration information can be accessed at <http://www.charteroak.edu/enrolled/testadminschedule.cfm>

You will find important information on taking exams at the College, how many open seats are currently available for our upcoming dates, costs, as well as links to the registration forms. Read all of the information carefully.

Q: How soon should I register for an exam?

A: We typically fill CLEP sessions at least 8 weeks before the scheduled date. DSST (DANTES) exams should be registered for at least 5 weeks before the scheduled test date. To register, you must send in the form with the correct test fees.

Q: How should I pay for an exam?

Each exam you take requires two fees, an administrative fee payable to Charter Oak State College, and a fee to the test company for the test itself. Only the Charter Oak State College administrative fee can be paid by check, money order or charge.

Each exam company (CLEP/DSST) has different specific requirements for payment of the exam fee itself. Please refer to the registration form for each exam for the correct amounts and the correct form of payment. Read this information carefully to avoid delay in processing your request. The testing staff cannot accept cash payments for exams.

Remember to check with your academic counselor before registering for an exam.

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>

Main Office Test Administration Schedule July 2006 - December 2006				
	CLEP		Correspondence, COSC, DSST/ DANTES, TECEP	
Month	Day	Time	Day	Time
August	5	9 a.m., 12 & 2 p.m.	5	9 a.m. & 12 p.m.
	8	9 a.m. & 12 p.m.		
	19	9 a.m., 12 & 2 p.m.	19	9 a.m. & 12 p.m.
September	9	9 a.m., 12 & 2 p.m.	9	9 a.m. & 12 p.m.
	12	9 a.m. & 12 p.m.		
	23	9 a.m., 12 & 2 p.m.	23	9 a.m. & 12 p.m.
October	7	9 a.m., 12 & 2 p.m.	7	9 a.m. & 12 p.m.
	14	9 a.m., 12 & 2 p.m.	21	8:30 & 11:30 a.m.*
November	4	9 a.m., 12 & 2 p.m.	4	9 a.m. & 12 p.m.
	7	9 a.m. & 12 p.m.		
	18	9 a.m., 12 & 2 p.m.	18	9 a.m. & 12 p.m.
December	2	9 a.m., 12 & 2 p.m.	2	9 a.m. & 12 p.m.
	5	9 a.m. & 12 p.m.	9	8:30 & 11:30 a.m.*

Distance Learning Course Examination Schedule Fall 2006	
Date	Place and Time
Mid-term: October 21 Final: December 9	<p>For Connecticut residents: Central CT State University 8:30 a.m. & 11:30 a.m.</p> <p>Out-of-state students need to arrange for a proctor through the Distance Learning Office.</p> <p>To download a Proctor form, go to http://www.charteroak.edu/Forms/ProctorForm.doc</p>



GRADUATION NEWS

Criteria for Letters Confirming Your Graduation

We receive a number of requests from students asking that a letter be sent to a college or to an employer verifying the date of their graduation. We are more than happy to honor this request. **However, you should not make the request unless the following criteria have been met:**

1. Your academic autobiography or your concentration and essay has been approved.
2. You have submitted your graduation application and survey (see deadlines for submission).
3. You have completed all academic requirements (contact your academic counselor).
4. All of your transcripts have been received by Charter Oak.
5. All fees have been paid (including the graduation fee).
6. All financial aid requirements have been completed.

When you have met the above criteria, requests should be made in writing to the Academic Vice President, Dr. Shirley Adams, 55 Paul J. Manafort Drive, New Britain, CT 06053-2150 or sadams@charteroak.edu. The request should include the name, title and address of the recipient.

Graduation Process

Immediately following each graduation date you can expect to receive a complimentary transcript indicating your date of graduation plus 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 from the COSC Registrar's Office.

Diplomas are rarely required as proof of graduation. They 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 and forms, go to <http://www.cosc.edu/advising/graduation.cfm>

Graduation Deadlines

The graduation application and the graduation survey can be downloaded at <http://www.cosc.edu/advising/graduation.cfm>. They are also mailed to you by the Registrar's Office. They can be mailed to the attention of Gale Terrill, 55 Paul Manafort Drive, New Britain, CT 06053-2150 or faxed to her attention at (860) 832-3999.

PLEASE pay attention to these DEADLINES. They are strictly enforced.

Note that faculty must **APPROVE** your Concentration Proposal and Essay or Academic Autobiography **in advance of the transcript deadline.**

Graduation Date	Application 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

CHARTER OAK STATE COLLEGE
Board for State Academic Awards
55 Paul J. Manafort Drive
New Britain, CT 06053-2150

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What's My Status?

Using the Charter Oak Web Site to View Your Status Report

Good news! Charter Oak students can now use the college's web site to view their most up-to-date Status Report without having to wait for a paper copy to come in the mail.

When a Charter Oak State College student matriculates, they are provided with a username and password to log in to the system. Students already enrolled were sent their username and password when online Status Reports first became available in the spring of 2004. If for some reason you have misplaced your username and password, your counselor can give it to you. (**NOTE: This is not the same as the password that you may have used to register for online courses or to take courses in Blackboard.**)

How to Do It:

Go to Charter Oak's web site, www.CharterOak.edu. Hopefully you've already used it to familiarize yourself with the College.

On the far right is an area called "Charter Oak Learners". Underneath it, above "Charter Oak Alumni", click on "More".

Now the same area reads "Student Log In". Here, enter the username and password the College sent to you, then click "Enter".

You're in! Underneath the "Student Log In" section are links to some of your student information, such as your Status Report, fees you've paid, transcripts the College has received for you, and so on.

Give it a try!