

What's Inside?



**From the Desk of the
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Dr. Shirley Adams**

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Greetings! I hope your semester is going well.

I'd like to use my letter to talk about the concentration plan of study (CPS), which was implemented over a year ago to assist students in planning their bachelor's degree program. Before we had the CPS we had a concentration plan with essay. The CPS is an advising tool which allows you the opportunity to work with your academic counselor to develop your concentration. It is then reviewed by one or two faculty members with expertise in the area or areas you have selected. The CPS requires that you list the courses that you have taken or plan to take as part of your concentration, and you must write a short rationale as to why those courses make an interconnected grouping. The key word here is "interconnected". In other words, why do these 36 credits form a concentration?

You can probably give a good reason why you took every course in your degree program, but that's not what we are asking you to do. We are asking you to explain why these 12 courses or 36 credits fit together as a unit, not as separate courses.

For those of you who enroll at Charter Oak with few credits, developing your concentration is easier because you have the flexibility to select courses. For those of you who enroll with over 100 credits, the task is more difficult because you want to use courses you have already taken. That is understandable; however, sometimes the courses you have taken don't form an interconnected unit or if you are trying to combine courses already taken with another content area, you will end up with more than the minimum 120 credits to graduate. That happens to a lot of students. But you need to remember, the concentration has to be an interconnected unit. It is not just a list of unrelated courses.

The CPS needs to be done soon after you enroll at Charter Oak. It must be done before you complete your first 12 credits. When you are developing your CPS, ask yourself, why am I selecting these courses? How do they fit together? How are they going to help me meet my professional or personal goal?

Developing your CPS should not be a difficult task. Look at it as your chance to plan your degree. It is an opportunity to see if the courses you have selected are, in the eyes of the faculty, appropriate to your goals. The CPS is really your educational road map. You wouldn't start a road trip without figuring out how to get to your destination. Without a map, you may end up having to turn around and backtrack. It is the same with the CPS. If you don't submit it early and have it approved, you may think you are ready to graduate and the faculty will say "no, you need additional courses" or "the rationale doesn't support the courses you have selected" or "the courses you have selected don't fit together."

Your academic counselor and our faculty are here to help you plan your journey to the baccalaureate degree. Heed their support and expertise and you should arrive at your destination in the most expedient and cost-effective manner!



New Distance Learning Courses For Spring 2006

Fourteen new online courses will be offered during the Spring 2006 semester (January 23 - May 6)

ASE 265: Child Development: The Middle Years. This course is a study of the principles and theories of normal child growth and development from birth through adolescence with emphasis on ages 5-14. It is designed to provide a foundation for individuals who desire to work in after school programs and for existing school-age staff who wish to further their knowledge and education.

ASE 270: Supervision and Leadership in After School Education. This course will explore the qualities and tasks associated with management, supervision, and leadership roles in after school education programs.

BIO 120: Introduction to Genetics with Lab. This course is a 4 credit introductory course in genetics for non-science majors, focusing on human genetics.

BUS 250: International Business. This introductory course provides an overview of globalization and examines the utility and adaptability of core business functions within a global context.

COMM 101: Introduction to Speech Communication. This course is a survey incorporating intrapersonal, interpersonal, and public speaking. Students will acquire theory and develop skills in gender communication, workplace communication, interviewing, informative and persuasive speaking.

CRJ 210: Introduction to Forensic Science. This course will familiarize students with the basic principles and uses of forensic science in the American system of justice.

MATH 103: College Algebra. This course provides a study of the fundamentals of college level algebra: a study of algebraic expressions, equations and inequalities, function theory, including linear and quadratic functions, polynomials, rational and radical expressions, quadratic equations and inequalities, exponentials and logarithms, and Conic Sections.

MGT 464: Mastering Project Management. This course is based on the work of Robert Buttrick of Cable and Wireless UK and the Project Management Institute's Project Management Body

of Knowledge (PMBOK). New business, organizational and technology landscapes are examined and followed with a review of the PMI frameworks, processes and knowledge areas. The course concludes with a chapter about preparation for PMI certification.

MUS 120: Rock and Roll: History and Analysis.

In this course, students will study the history of rock and roll. Students will learn the distinctions (and similarities) between various sub-categories and chronological periods in rock music.

PSA 400: Leadership in Public Safety. This course examines the motivation theory relating to individual and group functioning in public safety organizations. Students will examine leadership styles and their impact on performance.

PSA 425: Counteracting Terrorism in Public Safety. This course explores current issues, proposed solutions and shortcomings in public safety preparation for and response to the threat of Terrorism.

PSA 450: Psychology of Personal Development in Public Safety. In this course students examine personal and professional relationships through the use of effective verbal and non-verbal skills.

PSY- ECE 301: Psychology of Play. This course will examine play as a medium for cognitive and social-emotional growth from infancy to adulthood.

SOC 450: Social Theory. This is a survey course covering the most recognized and significant thinkers in the development of Sociology as a discipline during the 19th, 20th, and 21st centuries.

Spring registration begins November 14. Current students will receive a catalog in the mail, but you can also find the catalog and register at <http://www.cosc.edu/DistanceLearning.cfm>.

New Core Faculty Members

Clifford M. Nelson, Assistant Professor, University of Connecticut. Dr. Nelson has a D.B.A. and an M.C. in Finance, Accounting and Economics; and a B.S. in Accounting from University of Illinois. Dr. Nelson teaches a variety of courses, including Managerial Accounting, Accounting Information Systems, Principles of Management, Computers and Management, Cost Effectiveness and Control. He brings to Charter Oak experience teaching adult students, an understanding of both business and academe, and an understanding of the use of technology in teaching.

Stephen M. Cox, Associate Professor and Department Chair of Criminology and Criminal Justice, Central Connecticut State University. Dr. Cox has his Ph.D. in Criminal Justice and Criminology from Michigan State University and his M.S. in Criminal Justice and B.S. in Police Administration from Eastern Kentucky University. He brings to Charter Oak an understanding of the educational background of police officers and what they need to do to advance in their field and an understanding of what background is needed to work in criminal justice-related fields, such as public safety.

Cheryl Curtis, Associate Professor, Secondary Education, University of Hartford. Dr. Curtis has her Ed.D. and her M. Ed. in Education from the University of Massachusetts and her B.A. from Marywood College. Her areas of interest include multicultural education, use of multimedia in the classroom, and reading. She brings to Charter Oak a background in secondary education which we currently do not have and is needed as we have had more students wanting to complete their degrees at Charter Oak and then go on to a teacher certification program.

Stephen J. Misovich, Associate Professor of Psychology at the Hillyer College, University of Hartford. Dr. Misovich earned his Ph.D. and M.A. in Social Psychology from University of Connecticut and a B.A. in Sociology from the University of Connecticut. He brings to Charter Oak expertise both in psychology and sociology, two areas of interest to many of our students.

Maureen A. Conard, Associate professor of Psychology at Sacred Heart University. Dr. Conard has her M.A. and Ph.D. in Industrial and Organizational Psychology from the University of Connecticut and a B.A. in Psychology from Providence College. Her research interests include personality, stress and performance and consumer psychology. She brings to Charter Oak expertise in psychology and also industrial psychology.

Johnny E. Williams, Assistant Professor of Sociology at Trinity College. Dr. Williams has his Ph.D. and his M.A. from Brandeis University; an M.A. from University of Arkansas; and B.A. from Ouachita Baptist University. His research interests include political sociology, religion, social movements, cultural sociology, and race. He brings

to Charter Oak expertise in sociology, cultural sociology, and religion, expertise that will assist our students in developing concentrations in sociology of interest to a number of our students.

Charter Oak State College Celebrates Non-Traditional Student Week 2005!

Throughout the year Charter Oak State College celebrates its adult students and their commitment to reaching their educational goals, but most especially, we do so during Non-Traditional Student Week. During this special week beginning November 8th, COSC will be offering the following events and workshops. Please join us!

Monday, November 7th Two workshops: The Experts are Waiting to Help

How to Write a Concentration Essay (for students who matriculated prior to 7/1/04)

Tips on How to Write the Academic

Autobiography (for students who matriculated 7/1/04 or later)

Two concurrent sessions will be offered and led by COSC faculty. Come and meet with faculty and get their expert advice on how to approach this degree requirement.

Not only will you get some helpful hints, but you'll also have the opportunity to meet other students struggling with the same issues you are. Milk and cookies will be served to calm any lingering nervousness! **Free of Charge, 7 – 8:00 p.m.**

Reservations: (860) 832-3855 or email <mailto:llarkin@charteroak.edu>

Tuesday, November 8th

On line chat with COSC Alumni – your opportunity to network and hear how others completed their degrees. **7:00—8:30 p.m. EST**

Wednesday, November 9th Exam Does Not Have To Be a Four Letter Word: Building a degree through standardized exams

Many students have found that studying on their own and taking standardized exams such as CLEP and DAN TES is a great alternative to taking courses. It takes motivation and organization but it is efficient and cost effective. Come and learn more about taking exams for credit from Paul Morganti, COSC's Associate Registrar. You will also have the opportunity to hear from a current COSC student who has taken many exams successfully and learn some of his study tips. **Free of charge, 7-8:30 p.m.**

Reservations: (860) 832-3841 or email <mailto:llarkin@charteroak.edu>

Thursday, November 10th, 5:00 to 6:30 p.m.

Friday, November 11th, 12 noon to 1:30 p.m.

Jump Start Your Education—An opportunity to meet with an admissions counselor, have transcripts evaluated and register for classes (new students only)

Saturday, November 12th Making the Connection: Linking who you are and what you do with what you know!

Join us, Saturday November 12 at Charter Oak State College in New Britain, for a workshop devoted to you and your career.

Are you looking to change your role or responsibilities at your current employment? Are you considering a new career? Or are you retiring to finally pursue that long held dream? As a non-traditional student you know how to find alternative routes to accomplish your goals. You also know how hard it can be to take that first step. This program is designed to help you continue your personal and professional evolution.

In this 4-hour workshop, we will familiarize you with the Myers-Briggs Type Indicator (MBTI), a tool to assess personality. We will step through a process for documenting experience and we will discuss different ways non-traditional education can be used to distinguish you as a professional.

We believe that you will leave this program with information you can use in your development including:

- An appreciation of your personality *and* the personalities of others
- The means to tap into your personal and professional experiences and
- Insight on how to make the most of your non-traditional education

We look forward to seeing you on November 12!
Fee: \$25, 9:30 a.m. to 1:30 p.m., lunch included.
Reservations: (required by October 28th): (860) 832-3841 or email <mailto:llarkin@charteroak.edu>.

Sunday, November 13th Inaugural *Degrees Without Boundaries* 5K Road Race—sponsored by the COSC Alumni Association. Registration materials are available at <http://www.cosc.edu/Alumni/coscroadrace.cfm>. The recipient of the first Alumni

Undergraduate Scholarship to be awarded to a current COSC student will be announced at the Road Race.

Scholarships Available

Applications are being accepted for two scholarships available to Charter Oak students in good standing. These awards are need-based and consider information related to the following criteria: amount of income, assets, number of dependents, employment status, fixed expenses, personal circumstances such as disability, single parent status, etc. In addition, each scholarship has specific criteria described below.

The **John and Elizabeth Blennerhassett Scholarship**, established by Charter Oak graduate, Susan Sweeney, is open to working adults who show academic promise and financial need. This year, the award will be in the amount of \$500 and can be used to cover tuition, fees, books or other educational expenses.

The **Harris-Wiener Family Scholarship Fund** was established in 1998 by Charter Oak State College President Merle W. Harris and her husband, David to assist needy women who wanted to continue their education, particularly women wishing to pursue careers in education, social service or public service. This year, the award will be in the amount of \$500 and can be used to cover tuition, fees, books or other educational expenses.

Application deadline for both scholarships is November 30, 2005. Award notification will be made on or about December 23, 2005. For an application, contact Harry White at 860-832-3863 or <mailto:hwhite@charteroak.edu>.

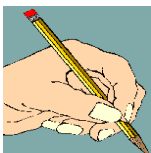
Power of Women Event



You are cordially invited to attend a reception to benefit the COSC Foundation's Women in Transition Fund and the AAUW Educational Fund.

The benefit will be held at Saint Joseph College in West Hartford, on November 9 from 5:30 to 7:30 p.m. Honored guests are Meredith Brokaw and Karen Houseknecht, Ph.D. Tickets are \$50.

For tickets: <mailto:mwoodman@charteroak.edu> or call 860-832-3876.



TESTING NEWS

Web Sites for CLEP & DANTES

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

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

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

On-Line Test Registration Steps

Charter Oak State College has partnered with *RegisterBlast* to enhance our web page with the addition of on-line test registration for those students taking CLEP and DSST/DANTES exams **at our New Britain location**. Here is a short outline of how to register.

Go to <http://www.registerblast.com/cosc>

Select the desired exam from Choose Exam page.

Click "Continue" button at the bottom of the page.

Select Dates page will appear. Choose appropriate test date. Click "Add to Cart". User Login will appear.

Option 1: First time users will click "here" to register. *

Option 2: Students that have already registered will enter username and password.

Cart page will appear again. If information is correct, click "Checkout" button

Final Review page will appear.

Option 1: First time users will click "here" to register. *

Option 2: Students that have already registered will enter username and password.

* "Here" link will take you to a page named User Information. You will complete the registration page which asks questions including First Name, Last Name, etc. Once all information is entered, click "Submit" at the bottom of the page.

Payment Information screen: Complete the credit card information.

Click "Complete Purchase"

When registration process is complete, an email will be sent verifying information, payment and testing date. The email receipt is required on day of testing.

Important . . . Very Important! Click "log out" so you can be registered on the computer. Also retain a copy of your username and password for future exams.

Fee increase for TECEP

Thomas Edison State College has informed us that they will be increasing the fees for their (TECEP) exams. Therefore, in 2005-06 Charter Oak State College will be charging \$245 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.

Taking Exams For Distance Learning Courses From Other Institutions

Our testing office will be happy to schedule and proctor any exams for our Connecticut students who are taking distance learning courses from other colleges at no charge. Please call our testing office at (860) 832-3822 and indicate if the exam you need to take is an on-line exam or a paper based exam. At that time you will be scheduled on one of our regular Saturday test dates. Then, complete and mail the required proctor forms to the university offering the course clearly stating the date of the exam. Call our test office a few days prior to the exam date to be sure the exam materials arrived on time.

Examination Deadline For January 2006 Graduation

CLEP: Mid-December

DSST/DANTES: December 2

EXCELSIOR: Mid-December for multiple choice; November 1 for essay exams.

THOMAS EDISON (TECEP): November 1

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>

Test Administration Schedule January—June 2006			
Month	Date	CLEP (Administered on Tuesdays and Saturdays)	Correspondence, COSC, DANTES, TECEP, Distance Learning
January	Saturday the 7th Tuesday the 10th Saturday the 21st	9 a.m., 12 & 2 p.m. 9 a.m. & 12 p.m. 9 a.m., 12 & 2 p.m.	9 a.m., 12 p.m. 9 a.m. & 12 p.m.
February	Saturday the 4th Tuesday the 7th Saturday the 25th	9 a.m., 12 & 2 p.m. 9 a.m. & 12 p.m. 9 a.m., 12 & 2 p.m.	9 a.m., 12 p.m. 9 a.m. & 12 p.m.
March	Saturday the 11th Tuesday the 14th Saturday the 18th	9 a.m., 12 & 2 p.m. 9 a.m. & 12 p.m.	9 a.m. & 12 p.m. 8:30 a.m. & 11:30 a.m.*
April	Saturday the 1st Tuesday the 4th Saturday the 22nd	9 a.m., 12 & 2 p.m. 9 a.m. & 12 p.m. 9 a.m., 12 & 2 p.m.	9 a.m. & 12 p.m. 9 a.m. & 12 p.m.
May	Saturday the 9th Tuesday the 13th Saturday the 20th	9 a.m. & 12 p.m. 9 a.m., 12 & 2 p.m. 9 a.m., 12 & 2 p.m.	8:30 a.m. & 11:30 a.m.* 9 a.m. & 12 p.m.
June	Saturday the 10th Tuesday the 13th Saturday the 24th	9 a.m., 12 & 2 p.m. 9 a.m. & 12 p.m. 9 a.m., 12 & 2 p.m.	9 a.m. & 12 p.m. 9 a.m. & 12 p.m.
* No DANTES exams in New Britain on these dates.			



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 **ALL** 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 or email <mailto: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 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 and forms, please go to <http://www.cosc.edu/advising/graduation.cfm>.

Graduation Deadlines

The graduation application and the graduation survey can be downloaded from our web site 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 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 **FOUR MONTHS 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, <http://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!