

STATE UNIVERSITY OF NEW YORK



**EMPIRE STATE
COLLEGE**

**EMPIRE STATE
COLLEGE**

STATE UNIVERSITY OF NEW YORK

2012-2013

**NORTHEAST CENTER
STUDENT HANDBOOK**

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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HOW TO USE THIS DATEBOOK

What is this datebook and why was it created?

This datebook was designed especially for the students of the Northeast Center. Every new student who comes to orientation during the 2012-2013 academic year will be given one of these datebooks. Current students may also request a copy. We see the creation and distribution of this datebook as an opportunity to better serve specific organizational needs and academic success of our Northeast Center students. Your mentors and other staff members of the center also have copies of the datebook. This way we can have a common text to refer to enabling us to better assist you with your academic success at Empire State College.

What are some of the key features of the datebook?

You will find many resources available in the datebook that go beyond simply having a customized calendar. Some of the most useful items include:

- Contact information for all the staff and faculty of the Northeast Center as well as a listing of who you should contact with any special questions or needs.
- Customized “Terms at a Glance” for each term of the 2012-13 Academic Year.
- Information about how to maximize your academic performance and the resources available to you through the college.
- All college dates and workshops are embedded in the monthly and weekly pages of the datebook.
- Reference pages for English grammar and how to cite sources accurately.
- Note pages for your own note taking needs.
- A quick reference back cover for all college dates and deadlines.

Can I access this information online?

The content information of the handbook pages are available for download/printing and the ability to synchronize (“sync”) events from the datebook into your Microsoft Outlook, Google Calendar and/or Smartphone are also available. You can access all of this information by going to the datebook’s website – www.necacademicsupport.pbworks.com/Datebook and subscribe to the NEC Events Google Calendar.

How can I share my feedback?

This is the first of what we hope will be many editions of a datebook designed for our students.

If you have any suggestions for future editions or comments about this datebook, please let us know. You can speak with your mentor, call the main center number or send an e-mail to necacademicsupport@esc.edu and put “Datebook feedback” in the subject line.

**ALL DATES AND EVENTS ARE CURRENT AS OF JUNE 2012
AND ARE SUBJECT TO CHANGE**

SUNY EMPIRE STATE COLLEGE NORTHEAST CENTER

Dear Student:

As the Dean of the Northeast Center I want to welcome you Empire State College! Whether you are entering college for the first time, transferring from a community college or returning after years of employment, we are pleased that you have chosen to pursue your academic and personal development with us.

At Empire, you will be supported by high-quality faculty mentors and staff who are committed to providing you with an innovative, challenging education that meets your needs. At the Northeast Center you'll have the opportunity to take a broad range of studies in a variety of formats. And, as a state-wide college, you can take advantage of the diverse resources of a state-wide college while receiving local guidance and support. In this setting, your potential for growth and constant learning is unlimited.

Navigating college can be challenging, particularly in an innovative setting like Empire State College. This Handbook is designed to provide you with the information that you'll need to be an informed and successful student. Much of what you'll need to know is here, but if you can't find what you're looking for in this planner, don't hesitate to ask us.

I encourage you to take advantage of all that Empire has to offer. I know that your time here will be both academically enriching and personally rewarding.

Regards,

Dr. Gerry Lorentz,
Dean of the Northeast Center

A FINAL NOTE ABOUT THE DATEBOOK

The development and delivery of this datebook to Northeast Center students would not have been possible without funding from the Student Activities Fee (SAF). We would like to express our gratitude to the SAF committee for accepting our proposal and providing us with the funds to have this datebook available for students for the 2012-2013 academic year.

Additionally, I would like to thank everyone on the Northeast Center staff and faculty for providing us with the information and feedback on drafts of the planner. A special thanks needs to be extended to Janet Jones in the print shop for her work on the planner's front and back covers, and to Kirk Starczewski and Debra Park for reviewing the content.

Finally, I want to recognize the following people for their extra efforts in taking pictures, contributing content, gathering information about unit specific resources, doing research, inputting data, editing, distributing, and doing all the different things necessary to get this planner into your hands. Thank you so much Felicia Barcomb, Cindy Bates, Lynne Black, Jenny Calhoun, Mary LaMountain, Michele Lee, Gerry Lorentz, Stephanie Nolan, Cynthia Petker, MarySue Ray, Sarah Rose and Sarah Spence-Staulters.

And a huge thanks to my co-editor, Kate Stockton, for jumping in and working so hard to get this project done so well and completed on time. It couldn't have been completed so well without you!

Lisa D'Adamo-Weinstein

Director of Academic Support

September 2012 Term At A Glance

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
SEPTEMBER							
1	10 <i>Term Begins</i>	11	12	13	14 <i>Last Day for Add/Drop</i>	15	16
2	17	18	19	20	21	22	23
3	24	25	26	27	28	29	30
OCTOBER							
4	1	2	3	4	5	6	7
5	8 <i>Columbus Day, College Closed</i>	9	10	11	12	13	14
6	15	16	17	18	19	20	21
7	22	23	24	25	26	27	28
NOVEMBER							
8	29	30	31	1	2	3	4

9	5	6	7	8	9	10	11
10	12	13	14	15	16	17	18
11	19	20	21	22	23	24	25
DECEMBER							
12	26	27	28	29	30	1	2
13	3	4	5	6	7	8	9
14	10	11	12	13	14	15	16
15	17	18	19	20	21	22	23
					<i>Term Ends</i>		

Office of Academic Support
 Northeast Center • 21 British American Boulevard • Latham, NY • 12110 • 518-783-6203 • www.NECAcademicSupport.pbworks.com
NECAcademicSupport@esc.edu

November 2012 Term At A Glance

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
NOVEMBER							
1	October 29 <i>Term Begins</i>	30	31	November 1	2 <i>Last Day for Add/Drop</i>	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
DECEMBER							
4	19	20	21	22 <i>Thanksgiving College closed</i>	23	24	25
5	26	27	28	29	30	December 1	2
6	3	4	5	6	7	8	9
7	10	11	12	13	14	15	16
8	17	18	19	20	21	22	23

JANUARY									
9	24	25	26	27	28	29	30		
	Faculty No Appt Period	Faculty No Appt Period	Faculty No Appt Period	New Year's Day, College Closed	Faculty No Appt Period	Faculty No Appt Period	Faculty No Appt Period	Faculty No Appt Period	Faculty No Appt Period
	31	January 1	2	3	4	5	6		
10	Faculty No Appt Period	Faculty No Appt Period	Faculty No Appt Period	Faculty No Appt Period	Faculty No Appt Period				
	7	8	9	10	11	12	13		
11									
12	14	15	16	17	18	19	20		
FEBRUARY									
13	21	22	23	24	25	26	27		
14	28	29	30	31	February 1	2	3		
15	4	5	6	7	8	9	10		
16	11	12	13	14	15	16	17		
17	18	19	20	21	22	23	24		
	President's Day, College Closed				Term Ends				

January 2013 Term At A Glance

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
JANUARY							
1	21 <i>Martin Luther King, Jr. Day, College Closed</i>	22 <i>Term Begins</i>	23	24	25 <i>Last Day for Add/Drop</i>	26	27
2	28	29	30	31	February 1	2	3
FEBRUARY							
3	4	5	6	7	8	9	10
4	11	12	13	14	15	16	17
5	18 <i>President's Day, College Closed</i>	19	20	21	22	23	24
6	25	26	27	28	March 1	2	3
MARCH							
7	4	5	6	7	8	9	10

8	11	12	13	14	15	16	17
9	18	19	20	21	22	23	24
10	25	26	27	28	29	30	31
APRIL							
11	1	2	3	4	5	6	7
12	8	9	10	11	12	13	14
13	15	16	17	18	19	20	21
14	22	23	24	25	26	27	28
15	29	30	May 1	2	3	4	5
<i>Term Ends</i>							
<i>Easter</i>							

March 2013 Term At A Glance

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
MARCH							
1	11 <i>Term Begins</i>	12	13	14	15 <i>Last Day for Add/Drop</i>	16	17
APRIL							
2	18	19	20	21	22	23	24
3	25	26	27	28	29	30	31
4	April 1	2	3	4	5	6	7
5	8	9	10	11	12	13	14
MAY							
6	15	16	17	18	19	20	21
7	22	23	24	25	26	27	28
8	29	30	May 1	2	3	4	5

9	6	7	8	9	10	11	12
	Faculty No Appt Period	Faculty No Appt Period	Faculty No Appt Period	Faculty No Appt Period	Faculty No Appt Period	Faculty No Appt Period	
10	13	14	15	16	17	18	19
JUNE							
11	20	21	22	23	24	25	26
12	27	28	29	30	31	June 1	2
	Memorial Day, College Closed						
13	3	4	5	6	7	8	9
14	10	11	12	13	14	15	16
15	17	18	19	20	21	22	23
16	24	25	26	27	28	29	30
					Term Ends		

May 2013 Term At A Glance

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
MAY							
1	20 <i>Terms A & B Begin</i>	21	22	23	24 <i>Last Day for Add/Drop</i>	25	26
2	27 <i>Memorial Day, College Closed</i>	28	29	30	31	June 1	2
JUNE							
3	3	4	5	6	7	8	9
4	10	11	12	13	14	15	16
5	17	18	19	20	21	22	23
6	24	25	26	27	28	29	30
JULY							
7	1	2	3	4 <i>4th of July College Closed</i>	5	6	7

8	8	9	10	11	12	13	14
					<i>Term A Ends</i>		
9	15	16	17	18	19	20	21
10	22	23	24	25	26	27	28
	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>		
11	29	30	31	August 1	2	3	4
	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>	August 1 <i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>		
AUGUST							
12	5	6	7	8	9	10	11
	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>		
13	12	13	14	15	16	17	18
	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>	<i>Faculty No Appt Period</i>		
14	19	20	21	22	23	24	25
15	26	27	28	29	30	31	September 1
					<i>Term B Ends</i>		

NEC ACADEMIC SUPPORT FREE WORKSHOPS & DROP-IN HOURS

2012-2013 MONTHLY SCHEDULE

Workshops happen onsite in Latham and Saratoga and online. Students can attend face-to-face or virtually all at the same time.

We ask that you reserve your space in advance by e-mail or phone. Please indicate the workshop title, date & location (Saratoga, Latham or online) for the workshop(s) you plan to attend.

E-mail: NECAcademicSupport@esc.edu

Phone: 518-783-6203

For access to the workshops online, place the link (<http://bit.ly/NECworkshops>) in your web browser.

For more information about how to use the online workshop classroom or to access our materials before or after a workshop, place the link (<https://bitly.com/WorkshopHowToInfo>) in your web browser.

August			
Pieces of Success – Before the Term Begins	Aug. 29th	Wednesday	6-7pm

September			
Drop-in Hours: Enhancing How You Learn in the Angel Environment	Sept. 5th	Wednesday	4-7pm
Drop-in Hours: Enhancing How You Learn in the Angel Environment	Sept. 7th	Friday	9:30am-12:30pm
Drop-in Hours: Plan for Success- Developing Your Study Plan	Sept. 12th	Wednesday	4-7pm
Drop-in Hours: Plan for Success- Developing Your Study Plan	Sept. 14th	Friday	9:30am-12:30pm
Managing Yourself as a Successful Student	Sept. 19th	Wednesday	6-7-pm
A+ Student Strategies for Reading & Thinking Critically	Sept. 21st	Friday	10-11am
Write Effectively & Overcome Writer's Block	Sept. 24th	Monday	6-7pm
Pieces of Success- Start the Term Off Right	Sept. 26th	Wednesday	6-7pm

October			
A+ Student Strategies for Reading & Thinking Critically	Oct.3rd	Wednesday	6-7pm
Making Sense of Your Assignments & Texts	Oct. 5th	Friday	10-11am
Learning Strategies for Math & Science	Oct. 10th	Wednesday	6-7pm
Managing Yourself as a Successful Student	Oct. 12th	Friday	10-11am
Making Sense of Your Assignments & Texts	Oct. 15th	Monday	6-7pm
Research & Citing Sources Made Easy	Oct. 17th	Wednesday	6-7pm
Reduce Stress & Bring Balance to Your Life	Oct. 22nd	Monday	6-7pm
Pieces of Success- Midterm Check-in	Oct. 24th	Wednesday	6-7pm
Write Effectively & Overcome Writer's Block	Oct. 26th	Friday	10-11am
Planning & Writing Your Rational Essay	Oct. 29th	Monday	6-7pm

November			
Research & Citing Sources Made Easy	Nov. 2nd	Friday	10-11am
Managing Yourself as a Successful Student	Nov. 14th	Wednesday	6-7pm

Learning Strategies for Math & Science	Nov. 16th	Friday	10-11am
A+ Student Strategies for Reading & Thinking Critically	Nov. 28th	Wednesday	6-7pm
Planning & Writing Your Rational Essay	Nov. 30th	Friday	10-11am

December			
Write Effectively & Overcome Writer's Block	Dec. 5th	Wednesday	6-7pm
Reduce Stress & Bring Balance to Your Life	Dec. 7th	Friday	10-11am

January			
Drop-in Hours: Enhancing How You Learn in the Angel Environment	Jan.16th	Wednesday	4-6pm
Pieces of Success – Before the Term Begins	Jan.16th	Wednesday	6-7pm
Drop-in Hours: Enhancing How You Learn in the Angel Environment	Jan. 18th	Friday	9:30am-12:30pm
Drop-in Hours: Plan for Success- Developing Your Study Plan	Jan.23rd	Wednesday	4-7pm
Drop-in Hours: Plan for Success- Developing Your Study Plan	Jan.25th	Friday	9:30am-12:30pm
Managing Yourself as a Successful Student	Jan 30th	Wednesday	6-7pm

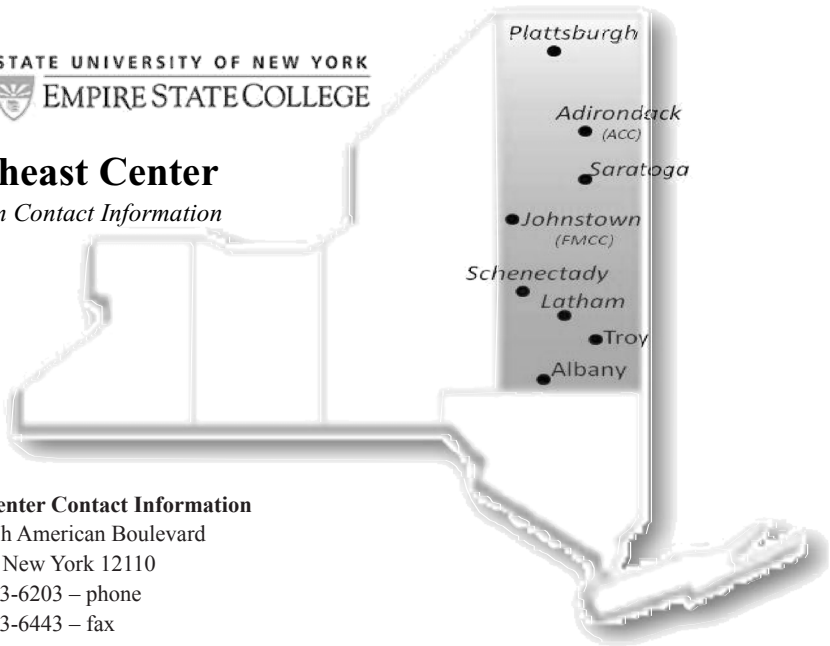
February			
A+ Student Strategies for Reading & Thinking Critically	Feb.1st	Friday	10-11am
Write Effectively & Overcome Writer's Block	Feb.4th	Monday	6-7pm
Pieces of Success- Start the Term Off Right	Feb.13th	Wednesday	6-7pm
Making Sense of Your Assignments & Texts	Feb.15th	Friday	10-11am
Learning Strategies for Math & Science	Feb.20th	Wednesday	6-7pm
Managing Yourself as a Successful Student	Feb.22nd	Friday	10-11am
Making Sense of Your Assignments & Texts	Feb.25th	Monday	6-7pm
Research & Citing Sources Made Easy	Feb.27th	Wednesday	6-7pm

March			
Reduce Stress & Bring Balance to Your Life	March 4th	Monday	6-7pm
Write Effectively & Overcome Writer's Block	March 8th	Friday	10-11am
Planning & Writing Your Rational Essay	March 11th	Monday	6-7pm
Pieces of Success- Midterm Check-in	March 13th	Wednesday	6-7pm
Research & Citing Sources Made Easy	March 15th	Friday	10-11am
Managing Yourself as a Successful Student	March 25th	Monday	6-7pm

April			
Learning Strategies for Math & Science	April 5th	Friday	10-11am
A+ Student Strategies for Reading & Thinking Critically	April 10th	Wednesday	6-7pm
Planning & Writing Your Rational Essay	April 12th	Friday	10-11am

Northeast Center

Location Contact Information



Main Center Contact Information

21 British American Boulevard
 Latham, New York 12110
 (518) 783-6203 – phone
 (518) 783-6443 – fax

<p>Adirondack Unit SUNY Adirondack J.Buckley Bryan, Jr. Higher Education Center 640 Bay Road Queensbury, NY 12804 518-832-7615</p>	<p>Empire State Plaza Office Empire State Plaza Concourse Level Suite 108 Albany, NY 12220 518-473-4034</p>	<p>Johnstown Unit Fulton- Montgomery Community College 2805 State Highway 67 Johnstown, NY 12095-3790 518-736-3622, ext. 8923</p>	<p>Latham Center SUNY Empire State College Northeast Center 21 British American Boulevard Latham, NY 12110 518-783-6203</p>
<p>Plattsburgh Unit 316 Sibley Hall 101 Broad Street Plattsburgh, NY 12901 518-564-2837</p>	<p>Saratoga Unit 111 West Avenue Saratoga Springs, NY 12866-6048 518-587-2100, ext 2297</p>	<p>Schenectady Unit 328 State Street, 1st Floor Schenectady, NY 12305-2306 518-388-0483</p>	<p>Troy Unit The Rice Building 216 River Street, 3rd floor Troy, NY 12180 518-279-5180</p>

Student Information Center (SIC)
 1-800-8476-3000 or 518-587-2100
 Option 1 from the menu or Ext. 2285
 M-F 8:30 a.m. – 5 p.m.

NORTHEAST CENTER PERSONNEL

To contact any of the center personnel listed below, please call (518) 783-6203 or e-mail them using the following format:

firstname.lastname@esc.edu

Be sure to include any punctuation in the name as part of the e-mail address.

Please note – Staffing changes might happen throughout the course of a year, so be advised that this list is current only as of June 2012.

HEAD ADMINISTRATORS

Gerald Lorentz, Dean

The Dean is the Chief Academic and Chief Operating Officer of the Center.

John Eisler, Associate Dean

The Associate Dean supervises the offices of Academic Review, Academic Support, Student Services and Residency programs.

MENTORS & INSTRUCTORS

Below you will find a listing of all of the faculty and staff of the Northeast Center who teach and/or mentor students. Individuals are listed alphabetically by last name, and each entry includes their title/role, Area of Study, and the subject areas in which they teach.

Please note:

- The title MENTOR indicates that these individuals hold a unique role in the college in that they teach not only in particular subject areas, but that they also work individually with students to guide and design degree programs and serve as a students' primary academic advisor throughout their academic program.
- The labels of INSTRUCTOR or LECTURER indicate that these individuals have a particular subject matter expertise in which they teach that might be in addition to their other responsibilities within the center.

Thomas Akstens – Mentor/Lecturer

Cultural Studies

Teaching primarily in the areas of literature; drama and drama theory; film and film theory; material cultural studies of art; and gender studies

Anthony (Tony) Anadio – Mentor/Lecturer

Historical Studies

Teaching primarily in the areas of American and European history

Cynthia (Cindy) Bates – Mentor/Assistant Professor/Unit Coordinator

Arts

Teaching primarily in the areas of theater studies; performance studies; theater history; acting; directing; film studies; and public speaking

MaryAnn Borden – Mentor/Lecturer

Historical Studies and Cultural Studies

Teaching primarily in the areas of American Culture, American Studies and American History

Mete Cetiner – Mentor/Assistant Professor

Science, Mathematics and Technology & Business, Management and Economics

Teaching primarily in the areas of information systems; computer science; and information technology

Kate Colberg - Outreach and Recruitment Specialist/Lecturer

Business, Management and Economics

Teaching primarily in the area of business management

Robert (Bob) Congemi – Mentor

Cultural Studies

Teaching primarily in the areas of literature and writing

Lisa D’Adamo-Weinstein – Director of Academic Support/Assistant Professor

Cultural Studies & Educational Studies

Teaching primarily in the areas of study skills; academic writing; learning assistance; adult learning; technology and learning; emerging technologies; and the cultural impact of technology

Cathy Davison – Mentor/Associate Professor

Science, Math and Technology

Teaching primarily in the areas of biological and health sciences

John Eisler - Associate Dean/Associate Professor

Human Development and Science, Math and Technology

Teaching primarily in the areas of the neurosciences and psychology

Ralph English- Mentor/Lecturer

Social Sciences

Teaching primarily in areas of political systems; public policy, American history, comparative religions; and ethics

Liza Feldman – Assessment Specialist/Lecturer

Cultural Studies

Teaching primarily in the area of journal writing and yoga

Michael Fortune – Faculty Instructional Technologist/Lecturer

Cultural Studies

Teaching primarily in the areas of educational technology and music

Karen Garner – Mentor/Associate Professor/Faculty Chair 2012-2013

Historical Studies

Teaching primarily in the areas of US history; the histories of Modern China and Japan; US women’s history; the histories of women in Europe, East Asia and the Middle East; international women’s history; and the global feminist movement

Richard Gotti – Mentor/Professor

Human Services & The Arts

Teaching primarily in the areas of creative writing, human services and psychology

Christopher Grill – Mentor/Lecturer

Historical Studies

Teaching primarily in the areas of American political, cultural, & intellectual history; public affairs; American government; American political thought; political behavior; nuclear weapons and arms control; and political science

Elaine Handley – Mentor/Professor/Unit Coordinator

Cultural Studies

Teaching primarily in the areas of creative and academic writing; American literature; humanities courses about war and peace; and women studies

Joan Harrington – Mentor/Lecturer

Cultural Studies

Teaching primarily in the areas of women's studies; business; and cultural studies

Claudia Hough – Mentor/Lecturer

Cultural Studies

Teaching primarily in the areas of writing; literature; critical thinking; and wellness

Leslie Jarvis – Mentor/Professor

Business, Management and Economics

Teaching primarily in the areas of finance and management information systems (MIS)

Lisa Johnson – Unit Retention Coordinator/Lecturer

Business, Management and Economics

Teaching primarily in the areas of strategic management, marketing (research, service, not for profit and general) and entrepreneurship. Secondly teaching in the areas of organizational behavior and development

Reynolds Jones – Technology Services Specialist/Lecturer

Science, Math and Technology

Teaching primarily in the areas of computer applications; web design; advanced web design; technology and futurism; and future energy

Linda Jones – Mentor/Assistant Professor

Science, Math and Technology

Teaching primarily in the area of environmental geosciences

Sewon Kim – Mentor/Assistant Professor/Unit Coordinator

Business, Management and Economics

Teaching primarily in the areas of coaching; organization behavior; international cross-cultural management; managerial leadership; organization development and change; human resource development; and social science research methods

Efrat Levy – Mentor/Assistant Professor

Educational Studies and Cultural Studies

Teaching primarily in the areas of child and adolescent development; schooling and society; and library and information studies

Gerald (Gerry) Lorentz, Dean/Professor

Historical Studies

Teaching primarily in the areas of medieval and early modern European history; world civilization; and the history of exploration, generally examining popular culture and society

MaryNell Morgan – Mentor/Associate Professor/Unit Coordinator

Social Theory, Social Structure and Change, Historical Studies, Cultural Studies

Teaching primarily in the areas of African American experiences; black women's literature; American government and politics; race, class and gender; and American government

Sylvain Nagler – Mentor/Professor

Human Development

Teaching primarily in the areas of cognitive processing and irrational decision making; issues in social justice; development across the lifespan; privilege and power; and analyzing behavioral choice

Irene Norsworthy – Mentor/Lecturer/Unit Coordinator

Business, Management and Economics

Teaching primarily in the areas of marketing; management; leadership; and business ethics

Karen Pass – Mentor/Associate Professor

Science, Math and Technology

Teaching primarily in the areas of human nutrition; environmental science; and ecology

George Pilkey – Mentor/Lecturer

Community & Human Services

Teaching primarily in the area of counseling and the psychology of well-being

Patricia Pillsworth – Assistant to the Dean/Lecturer

Historical Studies

Teaching primarily in the subject areas of 20th century Europe; World War I; World War II; and diplomatic history

Anastasia Pratt – Mentor/Lecturer/Unit Coordinator

Cultural Studies

Teaching primarily in the areas of art and architectural history; American studies; peace studies; public history and history; and American culture

William Regan – Mentor/Lecturer

Business, Management, and Economics

Teaching primarily in the subject areas of marketing management and strategic management

Duncan RyanMann – Mentor/Professor/Unit Coordinator/Faculty Chair 2011-2012

Business, Management and Economics

Teaching primarily in the areas of health care economics; health care policy; environmental economics and policy; ecological economics; public policy; public finance; and micro and macro economics

Amy Salvati - Instructor

Science, Mathematics and Technology

Teaching primarily in the area of mathematics

Kate Stockton – Learning Coach/Lecturer

Cultural Studies

Teaching primarily in the areas of study skills; academic writing; and learning assistance

Kathy Tarrant - Mentor/Lecturer

Business, Management and Economics

Teaching primarily in the areas of human resource management; entrepreneurship; and women at work

Christine Testani – Mentor/Lecturer

Community and Human Services & Human Development

Teaching primarily in the areas of psychology; health psychology; and human services

Nadine Wedderburn – Mentor/Assistant Professor

Public Affairs & Social Theory, Social Structure and Change

Teaching primarily in the areas of public policy; public sector administration/management; social research methods; social theory; sociocultural issues; and urban studies

Joseph Yogtiba – Mentor/Assistant Professor

Community and Human Services

Teaching primarily in the areas of social research; social policy; human service issues; gerontology; professional ethics; group dynamics and group work; history of social welfare; crisis intervention; and interviewing skills.

PROFESSIONAL STAFF

Below you will find a listing of all of the professional staff of the Northeast Center. Individuals are listed alphabetically by last name, and each entry includes their title/role and their primary areas of responsibility.

Kate Colberg, Outreach and Recruitment Specialist

Primarily responsible for admissions and all recruitment /outreach to prospective students

Lisa D'Adamo-Weinstein, Director of Academic Support

Primarily responsible for the overall operations of the NEC Office of Academic Support, including the development and delivery of individual appointment, workshops and print and online resources, as well as the work of learning coaches and peer coaches

Mary Dann, Director of Academic Review (retiring August 2012)

Primarily responsible for the overall operations of the NEC Office of Academic Review

Liza Feldman, Assessment Specialist

Primarily responsible for the prior learning assessment process in the NEC Office of Academic Review

Michael Fortune, Faculty Instructional Technologist

Primarily responsible for collaborating with faculty and providing training in instructional technologies for teaching and mentoring

Joan Johnsen, Coordinator of Student Services

Primarily responsible for being the resource for students, faculty and staff on service related areas such as orientation; extended orientation workshops; disability services; and questions such as "Who do I talk to about....?"

Lisa Johnson, Unit Retention Coordinator

Primarily responsible for non-matriculated enrollments, monitoring students' satisfactory academic progress (SAP), and collaborating with the Coordinator of Student Services and the Outreach and Recruitment Specialist to provide retention, recruitment and student services to students in the northern units of the center.

Reynolds Jones, Technology Services Specialist

Primarily responsible for the hardware and software technology upkeep at all locations of the center

Lori McCaffrey, Residency Specialist

Primarily responsible for the planning and implementation of the residency mode of study

Patricia Pillsworth, Assistant to the Dean

Primarily responsible for Center operations, facilities & student services

Sarah Spence-Staulters, Learning Coach/Peer Coaching Coordinator

Primarily responsible for developing and delivering academic support workshops and individual appointments to students. Additionally, is responsible for the design, delivery and supervision/evaluation of the NEC Peer Coaching Program

Kate Stockton, Learning Coach/Lecturer

Primarily responsible for developing and delivering academic support workshops and individual appointments to students. Additionally, is responsible for the design and teaching of the academic support study group, Enhancing the Academic Eye.

SUPPORT STAFF

Latham

Donna Buker, Secretary; Center Office of Academic Review

Primarily responsible for transcripts, assessment & graduation status

Jacqueline Svingala, Receptionist

Primarily responsible for student I.D. cards & general inquiries

Maureen Harney, Recruitment Secretary

Primarily responsible for the operations of recruitment and outreach efforts

Mary LaMountain, Secretary; Residencies and Academic Support

Primarily responsible for the operations of the center residencies and the Office of Academic Support

Sarah Rose, Clerk 2, Office of Student Services

Primarily responsible for documents, enrollment, orientation & the NEC Office of Student Services

Wendy Scott, Keyboard Specialist, Center office of Academic Review

Primarily responsible for prior learning assessment and other academic review tasks

Cheryl Yost, Secretary to the Dean/Office Manager

Primarily responsible for Dean's calendar and appointments, adjunct/evaluator pay, supplies, financial aid & tuition

Unit Secretaries

Michele Lee, Secretary, Johnstown Unit

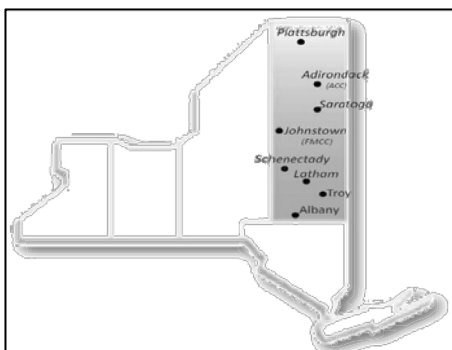
Felicia Barcomb, Secretary, Plattsburgh Unit

Lynne Black, Secretary, Adirondack Unit

Jenny Calhoun, Secretary, Saratoga Unit

MarySue Ray, Secretary, Schenectady Unit

Cynthia Petker, Secretary, Troy Unit



CLOSER LOOK AT OUR LOCATIONS

At eight locations in the northeast region of New York State, SUNY Empire State College's Northeast Center is staffed by sixty-three faculty, professionals and support staff who are dedicated to the academic success of approximately 1,200 students.

Latham Center – is the main administrative and teaching hub of the Northeast Center. Most of the professionals, administrators and the majority of the teaching faculty are primarily located in Latham. However, the Latham office serves all of the units within the Northeast Center. The Latham Center is accessible via the Capital District transit Authority (CDTA) bus routes. The Service Route 610-(Flex) Wolf Road and Commuter Route - 737-Corporate Woods/Airport are the routes that stop closest to the center. For more details about these bus routes and to access updated schedules, please go to the CDTA website - <http://www.cdta.org>. In Latham, students have access to free WiFi, a student lounge, a computer lab, and a student success lab. Many functions including a Coffee House and Art Show, Non-traditional Students Week, a Student Recognition Reception and CoNECTIONS Career Event are held annually at this location.



Faculty and staff at this location: Antony Anadio, Donna Buker, Mete Cetiner, Kate Colberg, Robert Congemi, Lisa D'Adamo-Weinstein, Mary Dann, Cathy Davison, John Eisler (Associate Dean), Maureen Harney, Liza Feldman, Michael Fortune, Richard Gotti, Christopher Grill, Joan Harrington, Claudia Hough, Leslie Jarvis, Joan Johnsen, Reynolds Jones, Mary LaMountain, Gerry Lorentz (Dean), Lori McCaffrey, Sylvain Nagler, Karen Pass, Patricia Pillsworth (Assistant to the Dean), Bill Regan, Sarah Rose, Amy Salvati, Wendy Scott, Sarah Spence-Staulters, Kate Stockton, Jacque Svingala, Kathy Tarrant, Joseph Yogtiba and Cheryl Yost (Dean's Secretary/Office Manager)

Nearby libraries: SUNY Albany, Albany City Public Library and Colonie (Sanford) Library



Adirondack Unit
SUNY Adirondack
J. Buckley Bryan, Jr. Higher
Education Center
640 Bay Road
Queensbury, NY 12804

518-832-7615

Adirondack Unit – is located in the J. Buckley Bryan, Jr. Higher Education Center on the SUNY Adirondack campus in Queensbury across from Plattsburgh’s office. Students have access to a student computer, study space in the unit and student lounge space. Students can use the SUNY Adirondack Library and cafeteria. In addition to independent studies, study groups may be held in this unit.

Faculty and staff at this location: Tom Akstens, Lynne Black (Unit Secretary), Lisa Johnson, Sewon Kim (Unit Coordinator) and Christine Testani

Nearby libraries: SUNY Adirondack & Crandall Public Library

**Empire State Plaza
Office**

Empire State Plaza
Concourse Level
Suite 108
Albany, NY 12220
518-473-4034



The Empire State Plaza Office is located on the concourse of the New York State Plaza. This location primarily serves as a recruitment and outreach resource for the entire college. Workshops on Financial Aid, Time Management, Public Speaking and Career Planning are offered to the public, state employees and Empire State College students. Students have access to student computers and meeting space for scheduled student-mentor appointments.

Faculty and staff at this location: Bob Congemi and SusanEve LeClair

Nearby libraries: SUNY Albany and Albany City Public Library

Johnstown Unit
Fulton- Montgomery
Community College
2805 State
Highway 67
Johnstown, NY
12095-3790
518-736-3622
Ext.8923



The Johnstown Unit is centrally located in the classroom building on the Fulton-Montgomery Community College campus near the student counseling center and the library on the. Public busses run to the campus. In addition to independent studies, study groups may be held in this unit. Students at this unit have access to free WiFi, a student computer lab and FMCC's library.

Faculty and staff at this location: Ralph English, Michele Lee and Irene Norsworthy

Nearby libraries: Fulton-Montgomery Community College, Johnstown Library and Amsterdam Library



Plattsburgh Unit
316 Sibley Hall
101 Broad Street
Plattsburgh, NY 12901
518-564-2837

The Plattsburgh Unit is located in the Sibley Hall Building on the SUNY Plattsburgh campus across from Plattsburgh High School. There is free parking but students must secure a parking pass from the unit secretary and bring it back to their car. Students at this unit have access to free WiFi, a student computer, webcam and webconferencing, meeting and classroom space, the Teacher's Research Center (a great study space for students), and Samuel D's Restaurant in the building. In addition to independent studies, study groups may be held in this unit.

Faculty and staff at this location: Anastasia Pratt (Unit Coordinator) & Felicia Barcomb (Unit Secretary)

Nearby libraries: SUNY Plattsburgh, Clinton Community College and Plattsburgh Public Library



Saratoga Unit

111 West Ave.
Saratoga Springs, NY 12866

518-587-2100

The Saratoga Unit is located in one of two Empire State College buildings on West Avenue in Saratoga Springs in the one furthest from the road. Students at this unit have access to free WiFi, a student computer, a student lounge, open study/computer lab and a student success lab. Additionally, students can work with the unit to display their artwork in a teaching gallery and/or reserve space to meet or study in the Center for Distance Learning building across the parking lot. In addition to independent studies, study groups are held in this unit.

All of the Academic Support Workshops are held face-to-face in Latham and Saratoga as well as online for all other locations.

Faculty and staff at this location: Jenny Calhoun (Unit Secretary), Karen Garner (Faculty Chair – 2012-2013), Elaine Handley (Unit Coordinator), Lisa Johnson, Linda Jones, MaryNell Morgan (Unit Coordinator), George Pilkey and Kate Stockton

Nearby libraries: Saratoga Springs Library, Clifton Park-Halfmoon Library, Malta/Round Lake Library and Ballston Spa Library

Schenectady Unit

328 State Street,

1st Floor

Schenectady, NY 12305-2306

518-388-0483



Schenectady Unit – is located a block and a half away from Proctors Theater. There is a paid public parking garage and limited nearby street parking. There are two free two hour parking lots, one behind Proctors and the other on Broadway near Pinhead Susan's. Students have access to a student computer in the unit.

Faculty and staff at this location: Cynthia (Cindy) Bates (Unit Coordinator), Joan Harrington, MarySue Ray (Unit Secretary) and Nadine Wedderburn

Nearby libraries: Schenectady County Community College and Schenectady Public Library



Troy Unit

The Rice Building

216 River Street, 3rd floor

Troy, NY 12180

518-279-5180

street parking is unrestricted and the parking garage is free after 6. In addition to independent studies, study groups are held in this unit. Some Center for Distance Learning (CDL) faculty also have offices at this location.

Troy Unit – is located near the Troy Arts Center in the Rice Building. Students at this unit have access to free WiFi, classroom/study space, a student lounge and student computers. Parking during the day is free on the street for two hours. There is also a paid parking garage and paid lot nearby. In the evenings,

Faculty and staff at this location: Efrat Levy, Duncan RyanMann (Unit Coordinator) and Cynthia Petker (Unit Secretary)

Nearby libraries: Hudson-Valley Community College, Troy Public Library and East Greenbush Public Library

IMPORTANT COLLEGE RESOURCES

WWW.ESC.EDU/MYESC

The following pages contain information regarding specific college resources designed to assist you in all aspects of your college career. The first and most important link to nearly all college resources for students is located at www.esc.edu/myesc. The graphics below gives you a quick overview of the individual tabs and what you will find through MyESC.

Clicking on each tab will bring you to a separate set of resources.



Below are brief descriptions of the content and links you will find on each of the MyESC tabs.

My Records - Check your financial aid, access your academic records (including learning contracts and grades), activate your login, and update your contact information.

Register - Register for your studies, find tutorials and other information about registration.

Academics - Check your financial and academic records, activate your login, and update your contact information. Access your online courses, choose your studies for upcoming terms and plan your studies.

Learning Support - Find online learning resources in academic skill areas critical to your success as a college student and as a lifelong learner, including links to workshops and how to get tutoring. You will also find access to the ESC online library on this tab.

Student Services & Information - Financial aid and scholarships, billing, college bookstore, disabilities services and all other student services.

If you can't find what you are looking for on the MYESC site, please contact the Student Information Center staff. They are best equipped to answer your questions.

Please contact them at:

1-800-8476-3000 or 518-587-2100

Option 1 from the menu or Ext. 2285

Hours: Monday - Friday 8:30 a.m. – 5 p.m.

LIBRARY RESOURCES

WWW.ESC.EDU/LIBRARY



The Empire State College Library and Learning Resources Center is a web-based online library maintained by Empire State College. The online resources of the library are intended to help users maximize local library resources and to provide the necessary tools to efficiently identify library materials located at SUNY college libraries, other local libraries and regional library systems. To this end, the Empire State College Library provides guides to access online card catalogs, indexing and abstracting

databases, full-text documents where available, and Internet resources to support academic research and reference needs.

The Empire State College Online Library provides access to a huge collection of online resources for research and study.

- databases containing millions of full-text journal articles
- e-books, accessible through the Books page
- reference e-books
- subject guides - best research tools and information resources for each subject area
- digital images
- videos
- library skills webinars (@Home Workshops) and how tos (information skills tutorials)
- Ask a Librarian (reference questions)
- support and help with accessing materials through other libraries

STATE UNIVERSITY OF NEW YORK
EMPIRE STATE COLLEGE

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Degrees and Programs Admissions Tuition and Financial Aid Learning Centers Offices and Services

About ESC

ESC Home > Online Library

Online Library

Find Services About the Library

Find

Resources by Subject [databases](#) [databases](#) [e-books](#) [multimedia](#) [art](#) [grouped by type](#)

Article Databases [opac](#) [text](#) [information](#) [containing](#) [journal](#) [articles](#)

Newspaper Databases [opac](#) [text](#) [information](#) [containing](#) [news](#) [articles](#)

Journal Finder [search](#) [journal](#) [title](#) [or](#) [browse](#) [by](#) [subject](#)

Books [search](#) [on](#) [campus](#) [for](#) [e-books](#) [or](#) [download](#) [pdf](#) [ebooks](#)

Multimedia [collection](#) [of](#) [images](#) [video](#) [and](#) [audio](#) [resources](#)

Dictionaries and Encyclopedias [search](#) [for](#) [background](#) [information](#) [on](#) [your](#) [topic](#)

Cite Your Sources [formatting](#) [examples](#) [and](#) [sample](#) [pages](#) [for](#) [APA](#) [MLA](#) [etc.](#)

Library Workshops [online](#) [workshops](#) [on](#) [creating](#) [webpages](#) [chatting](#) [can](#) [be](#) [the](#) [best](#)

Ask a Librarian

How To

Available Chat Help

Ask

Type here to chat. Press ENTER to send.

ESC Library Blog

Access Issues due to Network Problem 5/17/12

Updated: 05/17/2012 11:56:20 AM

Viewing: 10 users online

Does the Library have my Textbook?

Published: 05/16/2012 10:56:20 AM

Viewing: 10 users online

Alumni have free, lifelong access to the Alumni Library.

The college's professional librarians provide reference and other library services days, evenings and weekends via email, phone, chat and the Web.

3 Union Ave., Saratoga Springs, NY 12866. 800-847-3000, ext 2222

To get to the main Library Site, go to <http://www.esc.edu/library>. You can then access a variety of information and resources. Some of the most important links are highlighted below:

Quick Start Tutorial – This tutorial provides information not only about how to navigate the Library website but also how to identify a topic, find keywords to search for information related to your topic, find articles and books related to your topic, and how to document your information sources.

All Databases by Title – This links you to all of the research databases ESC subscribes to based on type of publication (journals, newspapers, books, reference, and images) or subject. It also provides you with a short description of the purpose and types of information found in each database. This is DEFINITELY a site you should bookmark!

Cite Your Sources – Gives you all the information you need to be able to appropriately attribute where you got your information resources from and cite your sources in the appropriate format. Be sure to ask your instructors what formatting style they prefer. Each discipline has a different standard, so you might have to use more than one style throughout your college career.

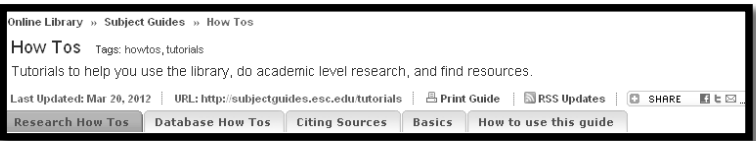
Ask a Librarian – This link is obvious, but it is also probably one of the most underused and most valuable links on the library website. Don't frustrate yourself, ask for assistance early.

Research How To's – Gives you a variety of links and resources to help you navigate through all aspects of the research process.

@ Home Library Workshops

The librarians deliver online workshops on a variety of topics that students can take from home. Workshop topics include, among others: introduction to searching, using books and e-books, choosing the best research materials, citing your sources, using RefWorks. For details or to register, go to www.subjectguides.esc.edu/workshops.

Information Skills Tutorials & Other “How Tos”



The library has a vast array of helpful tutorials and “how to” information available at <http://subjectguides.esc.edu/tutorials>. The graphic above shows the different tabs on the site. By going to each tab, you can access information, watch videos, and learn more about how to best use the resources available through the college's library.

Most important for all students is the comprehensive information skills tutorial found under the “Research How Tos” tab. This tutorial aids students in learning about all parts of the academic research process.

The Information Skills Tutorial

Take the Information Skills Tutorial.

If we could make only one recommendation to our students, it would be to take this tutorial. It steps you through the research process from beginning to end.

- Formulating a research question
- Getting background information with reference books
- Understanding primary versus secondary sources
- Understanding scholarly versus popular sources
- Keywords, boolean operators, and searching in databases
- Evaluating your sources for quality and reliability; critical thinking
- Citing your sources

You can work through the tutorial from beginning to end, or go directly to the specific section that you need.

You can also watch narrated screen-captured videos of how to use different databases and to get an overview of the entire ESC Library site by going to their Youtube channel - <http://www.youtube.com/esclibrarian>.

Local Libraries



Empire State College encourages students to investigate the offerings of nearby public and college libraries. Through the State University of New York (SUNY) Open Access program, Empire State College students have access to the libraries of the State University of New York's two and four-year colleges and universities, including community colleges.

To check out materials from these libraries, you will need to present an Empire State College photo ID with a valid expiration date and Empire State College ID number to check out materials. This is the only proof of enrollment or affiliation that will be accepted at these libraries. This photo ID card can be obtained from the Northeast Center receptionist or from your unit secretary. In addition, some SUNY libraries might ask for additional information and might issue you a temporary card for their library. It is best for you to contact the library you are planning to visit before your trip.

Most SUNY libraries restrict online resources and interlibrary loan services to their own residents. However, your local public library may be able to help with interlibrary loans.

As a borrower through the SUNY Open Access program, you are subject to such rules and regulations, including fines and fees, as are established by the lending campus for its own community. In addition to overdue fines, Empire State College borrowers who have lost or not returned library materials will also be charged processing and/or replacement fees.



Empire State College students with outstanding fines to a SUNY library will have a “hold” placed on their Empire State College student account and will not be permitted to register, obtain transcripts, or be cleared for graduation. Outstanding accounts that are not cleared will be referred to the State Attorney General’s Office

Local Libraries and SUNY Resources by Unit

Northeast Center - Latham	SUNY Albany Albany Public Library Colonie (Sanford) Library
Adirondack Unit – ACC campus	SUNY Adirondack Crandall Public Library
Johnstown Unit – FMCC campus	FMCC Johnstown Library
Plattsburgh Unit – Plattsburgh campus	SUNY Plattsburgh Clinton CC Plattsburgh Public Library
Saratoga Unit - Saratoga	Saratoga Springs Library Clifton Park-Halfmoon Library Malta/Round Lake Library Ballston Spa Library
Schenectady Unit - Schenectady	SCCC Schenectady Public Library
Troy Unit - Troy	HVCC Troy Public Library East Greenbush Public Library

OTHER EMPIRE STATE COLLEGE RESOURCES

THE EMPIRE STATE COLLEGE “BOOKSTORE” – www.esc.edu/bookstore

Empire State College operates a unique service that enables our students across New York State and beyond to obtain many of their texts at a distance. Texts for nearly all study groups and some tutorial studies in the Northeast Center, as well as for all Center for Distance Learning (CDL) courses, can be obtained from the Empire State College Distribution Center in Saratoga Springs. This is not a walk-in bookstore, but a warehouse and shipping service. There is a shipping and handling charge; materials are shipped directly to you and usually received within a week.

You can order your books by contacting:

Online book orders:	www.esc.edu/onlinebookorder
Empire State College Merchandise Orders	800 847-3000 ext 2365 518 587-2100 ext 2365
FAX order #:	518 583-0801
Bookstore telephone numbers:	800 847-3000 ext. 2365, 2383 518 587-2100 ext. 2365, 2383
Financial Aid orders:	Lisa Malatesta, ext. 2370: Lisa.Malatesta@esc.edu
VESID orders:	Lisa Malatesta, ext. 2370: Lisa.Malatesta@esc.edu
Return authorization	Meagan Nestleroad, ext 2365: Meagan.Nestleroad@esc.edu
Question about order already placed:	Meagan Nestleroad, ext 2365: Meagan.Nestleroad@esc.edu
Problem with order received:	Sheila Redder, ext 2383: Sheila.Redder@esc.edu

Information on this page is current as of June 2012

EMPIRE STATE COLLEGE COMPUTER RESOURCES

Technology Helpdesk: techinfo.esc.edu

Contact the college helpdesk with questions about college technology:

Phone number: 800 847-3000 x2420

Hours:

Sunday 1 - 9 p.m. E.S.T.

Monday - Thursday 9 a.m. - 9 p.m. E.S.T.

Friday 9 a.m. - 5 p.m. E.S.T

Go to the helpdesk web site (<https://techinfo.esc.edu/>) to submit a help request online or search the knowledge base.

STUDENT COMPUTERS FOR NORTHEAST CENTER STUDENTS

Northeast Center students have access to student computers in Latham (as well as at our unit offices in Queensbury, Troy, Johnstown, Plattsburgh, Saratoga, and Schenectady). You may use student computers at Empire State College locations for writing papers and completing other kinds of assignments. In the Latham Office, there is a Computer Lab which is open during normal business hours: M-Th 8:30am-7:00pm, F 8:30am-5pm. Occasionally the lab will be reserved for classes, orientation sessions, and other types of trainings. Please call the main center number to see if the lab is reserved when you would like to use it. Printing and some specialized software are available in the Latham Computer Lab. To use a student computer at the unit locations, contact the local receptionist or staff member.

STUDENT ID CARDS

Students enrolled at the Northeast Center may obtain an Empire State College student identification card from the Center receptionist or from their unit secretary.

The most important feature of the student ID card is that it enables you to use libraries at SUNY institutions, including the library at SUNY Albany and at state community colleges in the area. A student ID may also make available to you student discounts provided by some area merchants (e.g. movie theaters).

An Empire State College ID card does not entitle you to use other facilities (such as transportation or athletic facilities) at SUNY campuses.

MAXIMIZING YOUR ACADEMIC SUCCESS MODES OF LEARNING AT EMPIRE STATE COLLEGE

* *Note: All the bold faced terms below are defined in the section **KEY TERMS TO KNOW**.*

INDEPENDENT STUDY



One mode of instruction at Empire State College is **independent study**. An **independent study** consists of a student and mentor (either your primary mentor or another Empire State College faculty member) meeting together in a one-to-one tutorial to design and carry out a course of study. This tutorial arrangement is formalized and assigned credit by the writing of a **learning contract** which specifies the topics to be studied, the activities to be carried out as part of the study (books to be read, papers to be written, problems to be solved, etc.) and

the standards and expectations for successful completion and mastery of the subject.

From time to time, Empire State College employs academics and professionals from outside the College to work as **instructors** with students in specialized areas of study not covered by the Empire State College faculty. Your primary mentor will arrange for you to work with **instructors** if this is appropriate for your program of study.

For a typical study, you will make contact with your **mentor/instructor** about once every two weeks to maintain progress on the work. You and your **mentor/instructor** should discuss the frequency and mode(s) of contact at the beginning of your **independent study**. Make sure that during your initial and subsequent interactions, you bring up any questions or problems for clarification, so your **mentor/instructor** can provide guidance and advice about how to proceed. Your interactions will help your **mentor/instructor** assess your mastery and understanding of the work already done, and the two of you together will be able to better plan and organize the work to be done for the next interaction.

Students and **mentors/instructors** work together in a collaborative way. You are expected to help shape a study by discussing your interests and your preferences in terms of books and other learning materials to be used in the study and special topics to be covered. In many instances topics can be selected for reports and papers that relate to your personal or professional life. Our experience tells us that when a student provides input into the design of a study, he or she is likely to be more motivated and more satisfied with the outcome.

In addition to **independent study** with mentors and tutors, there are other means of pursuing contract studies at Empire State College. Independent study has the advantages of personal attention and flexibility in schedule and content but it can sometimes be a lonely endeavor. We encourage students to consider incorporating the following types of learning opportunities into their program to diversify their experiences.

Field placements add an extra dimension to independent study, providing students the opportunity to apply learning in practical situations by engaging in projects at community institutions or at their work places. Students and mentors may design independent study contracts around such experiences.



STUDY GROUPS

Small groups of students meet together with a mentor or tutor to explore a topic that is frequently an interdisciplinary or timely subject. The group provides discussion opportunities and access to films, guest speakers, and other learning resources (including other students). Whereas traditional classroom instruction involves a standard number of classroom contact hours between instructors and students for each credit hour earned and is supplemented by students' other assignments, Empire State College study groups supplement students' individualized learning, through group meetings, activities, and/or projects.



ONLINE COURSES

Online courses are structured and designed for groups of students. They offer you the opportunity to interact with other students as well as the course instructor and in online discussions of the course material and group projects. Online courses are generally small groups (15-20) of student and an instructor. Online courses allow you to communicate with your instructor and other members of the course at times that are convenient to you. Your course web site guides you through the goals of the course, the learning activities and defines evaluation criteria. You will not receive a learning contract for online courses. Once you are enrolled in an online course with Empire State College, you will be granted access to our online course management

system, ANGEL, that you will access through MyESC. There is a tutorial for called "CDL - New Student Orientation" in which you can self-enroll. Module 5 of this self-paced reference course will help you to understand how best work in an online learning environment.

SPECIAL RESIDENCY STUDIES

From time to time, the Center or other College locations may sponsor special intensive weekend residency studies on topics of current interest. Past topics have included "Issues in Family Policy" and various topics in women's studies and multicultural studies. Information on upcoming residencies is usually included with Center study group listings and in the online term guide. Specifically, the Northeast Center sponsors the Environmental/Adirondack Studies Residency each fall. This program features a three (or four) day interdisciplinary residency at a National Historic Landmark at Raquette Lake, with students and faculty from all over New York State. Students select a single topic for subsequent guided independent study. During the residency, plenary sessions focus on the theme and related topics, and small group seminars initiate the guided independent study.



CROSS-REGISTRATION

There are some subjects that students prefer to study in a formal, structured classroom either because the student and mentor feel that these studies are best carried out in a traditional mode or because they are not available through independent study at this Center. If you choose to register for a course at a local college, that course is written into an Empire State College learning contract. Your mentor can advise you about special forms that need to be filled out for cross-registrations.

WORKING EFFECTIVELY WITH YOUR MENTOR

Mentors are faculty members who have the dual roles of teachers and advisors. At orientation, you were assigned a primary mentor who will be your advisor throughout your enrollment at the College and who will work with you on the educational planning process for your degree program. Working one-on-one with a faculty member probably will be a new experience for you. The following suggestions are intended to get you off to a good start with your mentor.

COMMUNICATION IS KEY TO YOUR SUCCESS

(Whether it be Face-to-Face, Over the Phone, or E-mail)

Not always, but sometimes, adult learners feel reluctant to ask questions or ask for clarification if they are confused. When you are working with your primary mentor, or any of the other staff and faculty of Empire State College, you should know that communication is key to your success. We are here to support you in your pursuit of your degree. So, speak up and let your mentor know...

- your goals and objectives
- any personal or professional constraints on your time
- any special learning needs or academic support you might need
- if you do not understand what is being said
- if you do not understand what is being asked of you
- if you cannot find what you need to carry out an assignment
- if you disagree with a suggested approach
- if you anticipate any difficulty

Silence usually leads a mentor to assume that everything is progressing smoothly. If that is not the case, it is your time and money that are being wasted. On a particular learning contract, you may be working only with your primary mentor, or only with other mentors or instructors, or with both at the same time. Your mentor cannot know if you are having difficulties with studies unless you let him or her know. A mentor has no way to facilitate your progress if he or she is unaware of the specific obstacles you may be facing. So, speak up and let your mentor assist you in having the most successful experience possible.

You and your primary mentor should discuss the most effective modes of communication with each other. You might prefer face-to-face meetings, phone calls, e-mail or any combination.

If you and your mentor are communicating via phone and/or e-mail,

- Be clear about what you want to accomplish/what action you need to have him or her take, etc.
- Know your mentor's usual schedule, and try to call when he or she is normally in the office. If you are sending e-mail, get to know your mentor's e-mail habits, in other words the days of the week or times they tend to check and respond to e-mail.
- If your mentor is not available when you call, leave a clear message: Your name; when you called; why you called; when, where, and how you can be reached.

- If you haven't heard back from your mentor after a reasonable amount of time, when you've left either a phone message or sent an e-mail, try using another mode of communication. If it has been a long time (more than two weeks), call the main center or unit phone number to see if the mentor is on vacation, out sick or involved in meetings.

Face-to-face conferences are scheduled as need or desire dictates, but always means an investment of your valuable time and that of your mentor. Student and mentor should develop mutual respect, especially in regard to each other's time commitments. So, try to follow the advice below to make the most out of your meeting time:

- Do not make appointments for times you know you will be exhausted or distracted.
- Call your mentor to cancel your appointment if you cannot make it. Give as much advance notice as possible. Don't be a no-show!
- Keep the mentor informed about your time limitations: How long can you stay? How much time will be needed for the conference?
- Bring with you a clear idea of your goals for the meeting. Try to get a clear idea of your mentor's goals for the meeting.
- Arrive on time. When mentors see students one after another, it is difficult to extend meeting times without impacting someone else's schedule.
- Do not end a meeting without being clear about what you are going to do next.
- Set a time and goal for the next meeting. Get as much structure in your assignment as you feel is needed.

KEEP ON TOP OF CLERICAL AND ADMINISTRATIVE EVENTS THAT RELATE TO YOUR PROGRESS

Much of what you do at the College must be kept in the form of written (both print and electronic) records so that your progress can be verified and made official. While it is primarily your mentor's responsibility to see to those matters, you can be an active and facilitating partner in the process. Also, keeping copies of learning contracts and evaluations will help keep you in touch with what you have done, are doing, and have yet to do. Be sure all written work submitted is clearly identified with your name, the date, and any other contact or identifying information that is necessary. Remember, a mentor works best when you are actively participating in the process and when he or she feels you are being properly served. If you stay involved you will be more likely to obtain the best possible service.



WORKING EFFECTIVELY WITH EMPIRE STATE COLLEGE INSTRUCTORS

Empire State College students often complete part of their contract studies with instructors other than their primary mentor. These instructors are like an adjunct faculty member at other colleges, although they could be a full-time faculty member. The following discussion is designed to help you make the most of your opportunity to work with instructors other than your primary mentor. The comments in this section do not apply to the online courses you might take through the Center for Distance Learning.

THE INSTRUCTOR'S ROLE

It is worth noting the difference between a mentor and an instructor (or lecturer) at Empire State College. Mentors may instruct you in a specific area, but they also act as academic advisors, facilitators, and all around helpful people. An instructor, on the other hand, is expected to help you with a specific contract study. Since instructors may not be full-time employees of Empire State College, do not expect them to solve problems beyond the scope of the studies you have undertaken with them. Your instructor will be very helpful to you in designing and carrying out your study, but you will do most of the work. The few hours you spend meeting with your instructor will be most productive if you spend quality time preparing.

GETTING STARTED – MAKING CONTACT

When your mentor tells you that you will be working with another instructor, be sure you get the person's name, e-mail, and telephone number. Also be sure that your mentor has contacted the instructor to let him or her know about your interest. It is your responsibility to arrange for the initial meeting, but it is your mentor's responsibility to communicate your intent to engage in a study with another instructor before you contact him or her. Ask how the instructor would prefer to be contacted. Interact with the instructor as soon as you can, and be sure you are prepared to discuss the proposed study in some detail. Keep in mind that, while the tutor is an expert in the topic being studied in your learning contract, you should ask your mentor about the details of contract dates, enrollment and the like.

Before you communicate with the instructor, and in consultation with your mentor, you should keep in mind the following:

- The general nature of the study you intend to complete.
- The number of credits involved.
- Whether the study is to be introductory or advanced.
- The role this study will play in your education.

After your first significant interaction with your instructor, you should know the following:

- What learning activities the study will include.
- What you should be doing immediately to get started.
- What you'll be expected to produce in completing your work for the study.
- What knowledge or skills you'll be expected to demonstrate to complete the study successfully.
- When and how you should be contacting your tutor again.

Sometimes your instructor will be prepared to give you a copy of the information needed for your contract as part of this first significant contact. However that won't always be possible. Make sure you understand how and when you and your mentor will receive that information. And be sure you have at least the first steps/assignment clearly identified.

MAKING PROGRESS

Information concerning your study will be written into your learning contract. The contract should be available within a few weeks of the beginning date of the term. If it is not, or if you have any questions about the content, be sure to call the instructor or your mentor.

You will only interact with your instructor a few times, so it is important that you use that time well. If you are going to meet face-to-face, here are a few suggestions (many of these tips are the same suggested for working effectively with your mentor):

- **Keep your scheduled appointments, or call ahead of time to reschedule** if you cannot keep an appointment.
- **Know what work needs to be completed before you meet, and make sure it's done.** Be sure you are prepared to ask about readings you haven't understood, or to discuss issues that the tutor has identified. It is often helpful if you can send planned work to your tutor before the meeting, so that both of you will be ready to discuss it before you arrive.
- **If questions arise while you're reading at home, write them down, and bring the list with you to the next meeting.**
- **If you're uncertain about the topics of discussion or timing or your next meeting, call in advance.**
- **Settle on the assignments and topics of discussion for the next meeting before you leave.**

GETTING FEEDBACK

This is important! Submit written work according to the schedule you and the instructor have agreed on, and ask for critical comments. Be sure you understand what needs improvement. Always keep copies of your work. If you keep submitting things and don't get any responses back, talk to your mentor. If you need to complete work late, you will need to discuss this with your mentor. Our instructors are not obligated to work with you beyond the end date of the contract. If your instructor agrees to do so, be sure to complete the outstanding work promptly.

REMEMBER:

Every student has different needs, and every instructor's approach is different. The two of you are going to have to understand each other's needs. Our instructors are busy professionals with many responsibilities. They are not always full-time employees of the College and the compensation we are able to offer them is modest, at best.

You need to be willing to adjust to your instructor's schedule. We value our instructors highly, because they enable us to serve students whose academic interests cannot be fully addressed by mentors. Instructors are willing to work with our students because they find adult learners to be committed and prepared to work hard in pursuit of their goals. Make every effort to ensure that your experience with a instructor is a rewarding one for both of you.

NORTHEAST CENTER OFFICE OF ACADEMIC SUPPORT

Lisa D'Adamo-Weinstein, Director

Sarah Spence-Staulters, Learning Coach/Peer Coaching Coordinator

Kate Stockton, Learning Coach/Instructor

Mary LaMountain, Secretary, Residencies and Academic Support



For more information:

Email: necacademicsupport@esc.edu

Website: <http://necademicsupport.pbworks.com>

Blog: <http://commons.esc.edu/necsuccess>

Phone: 518-783-6203, ext 5939

Fax: 518-783-6443

Helping You Connect the Pieces for Academic Success

Academic Support Mission

The staff of the Northeast Center Office of Academic Support operate is a collaborative team, striving to establish a friendly welcoming learning environment for all students.

We support students in becoming successful independent learners through a comprehensive array of services and resources tailored to students' individual academic needs and goals.

We work with students, staff and faculty with the expectation that willing students can reach and exceed their academic potential with appropriate assistance.

Intended Student Outcomes

As a result of utilizing the services and resources of the NEC Office of Academic Support, students will be able to:

- Identify and manage their learning strengths and challenges,
- Incorporate traditional and technology-based resources in their learning,
- Use effective strategies in different learning engagements,
- Create positive learning environments for themselves,
- Increase their self-confidence while decreasing stress, &
- Improve their academic performance and development as a life-long learner.

All Northeast Center undergraduate students can utilize the resources and services of the NEC Office of Academic Support FREE of charge and regardless of their location.

Individual appointments typically last an hour depending upon the topic and needs of the student. While appointments are often focused on an individual assignment, we recommend students come in as soon as they become aware of their writing, researching or study/reading needs. We can help students discover ways to identify and clarify ideas, refine a topic, outline or map ideas, and develop the skills needed to work independently. Our goal is to help a student gain a greater understanding of writing or reading comprehension concepts and skills. We do not perform proofreading tasks or do the work for the student.

When you come in for an appointment:

- Identify a goal you want to accomplish
- Bring your instructor's assignment guidelines (if working on a specific assignment)
- Bring any relevant course or researched materials

LEARNING COACHES

A learning coach at the Northeast Center is a college graduate who provides academic support to students in one-on-one or small group settings in all areas of the writing process as well as in related study skills strategies including time management, organization, reading efficiency, goal setting, critical thinking, library research skills, note-taking, and learning skills.

Learning coaches work with students in both face-to-face and virtual environments, conduct workshops, present at orientation, develop academic support materials for both online and print mediums, assess student's college level skills and either:

- Teach credit bearing studies – Enhancing the Academic Eye (an advanced level version of ESC101 that includes academic research skills instruction)
(<http://academiceye.pbworks.com>)
- OR
- Coordinate all aspects of the Peer Coaching Program including the daily operations as well as the training and supervision of students who are peer coaches.
(<http://peercoaches.pbworks.com>)

Contact us to make an appointment

For students in Adirondack, Latham & Saratoga

Kate.Stockton@esc.edu

518-783-6203 ext. 5992 (Latham)

518-587-2100 ext. 2827 (Saratoga)

For students Latham, Schenectady & Troy

Sarah.Spence-Staulters@esc.edu

783-6203 ext 5948

For students at all locations, and in particular, students in Johnstown, Plattsburgh & the Plaza

Lisa.D'Adamo-Weinstein@esc.edu

518-783-6203 ext. 5939

PEER COACHING PROGRAM

CONTACT: Sarah Spence-Staulters
Peer Coaching Coordinator

PHONE: (518) 783-6203 x5948

EMAIL: NECPeer.Coaches@esc.edu

WEBSITE: <http://peercoaches.pbworks.com>



Peer Coaches Help Students:

- learn how to manage balancing work, home, and classes
- understand their course materials and assignment expectations
- improve their study skills and learning strategies
- navigate their way around the ESC resources like MyESC and the Library



WHAT IS A PEER COACH?

A peer coach is an alumna/us or a current student (undergraduate or graduate) trained to guide and encourage other students in improving their academic performance and developing as life-long learners.



WHAT DO PEER COACHES DO?

Peer coaches assist students by focusing on enhancing general study skills, tutoring in specific content areas, navigating through college resources, and developing study strategies within their Areas of Study.

Peer coaches work in both face-to-face and virtual environments. They are trained by the staff of the NEC Office of Academic Support following internationally recognized certification standards set forth by the College Reading & Learning Association (CRLA) for peer tutors. Peer Coaches work as volunteers, work-study, or practicum students.



WOULD YOU LIKE TO BECOME A PEER COACH?

In order to become a peer coach you must have a completed degree from SUNY Empire State College or at least the successful completion of one term of study at SUNY Empire State College, a mentor/instructor recommendation, excellent verbal, written, and interpersonal communication skills, maintain satisfactory academic progress & good student conduct standing, have no outstanding incompletes and a grade of B or higher in the content area(s) you wish to coach in OR a 3.0 GPA or better if you want to coach general study skills. *Current ESC students as well as recent ESC alumni are eligible to become peer coaches.*



WORKSHOPS & DROP-IN HOURS

Academic Year 2012-2013

HOW & WHERE DO I PARTICPATE IN A WORKSHOP?

Workshops & drop-in hours happen onsite in Latham and Saratoga and online. Students can attend face-to-face or virtually all at the same time.

Whether you are participating onsite or online, we ask that you reserve your space in advance by e-mail or phone.

E-mail: NECAcademicSupport@esc.edu

Phone: 518-783-6203

Please indicate the workshop title, date & location (Saratoga, Latham or online) for the workshop(s) you plan to attend.

For access to the workshops online, place the link (<http://bit.ly/NECworkshops>) in your web browser.

For more information about how to use the [online workshop classroom](#) or to access our materials before or after a workshop, place the link (<https://bitly.com/WorkshopHowToInfo>) in your web browser.

IN CASE OF INCLEMENT WEATHER, workshops and drop-in hours will still occur but ONLINE only.

Please go to <http://www.esc.edu> and click on the weather alert link OR call (518) 220-3545 to hear if a location is not open due to bad weather.



WHAT WORKSHOPS ARE OFFERED?

Pieces of Success – Workshops & Student Panels

At three important stages during the September & January terms, the Offices of Academic Support and Student Services offer workshops and interactive sessions conducted by staff and current students. These workshops provide participants with information, resources and effective strategies to help all students piece together a successful academic experience.

Before the Term Begins Registering for classes, buying books, Intro to MyESC, Being a Successful Learner, communicating effectively with mentors & instructors Student Panel: Balancing Act & Other Success Tips	From 6-7pm on: Wednesday, August 29 th Wednesday, January 16 th
Starting the Term Off Right Student & Academic Support Resources & Organizing Yourself : Learning Contracts, Assignments, & Maintaining a Balanced Life Student Panel : Study Smart & Other Success Tips	From 6-7pm on: Wednesday, September 26 th Wednesday, February 13 th
Midterm Check-in What's Going Right? What Can Go Better?& Critical Thinking & Reading Student Panel: What I Should Have Done & Other Success Tip	From 6-7pm on: Wednesday, October 24 th Wednesday, March 13 th

Academic Support Workshop

Titles & Descriptions

Workshops help small groups of students maximize their academic success by providing access to resources & instruction in effective learning strategies.

All workshop descriptions and dates/times appear below. Workshops are listed alphabetically by title.

A+ Student Strategies for Reading & Thinking Critically <i>Do you want to know what it takes to get better grades?</i> <i>Do you want to be able to read more effectively and better analyze information?</i> This workshop will help you to read more efficiently and show you effective strategies to get the most out of what you read. You will also gain skills that will help you to think more effectively about the information you have read and better expand on these ideas through your writing.	From 6-7pm on: Wednesday, October 3 rd Wednesday, November 28 th Wednesday, April 10 th From 10-11am on: Friday, September 21 st Friday, February 1 st
Learning Strategies for Math & Science <i>Do you get anxious when it comes to learning math & science?</i> <i>Do you find math & science to be foreign languages to you?</i> This workshop introduces students to some effective strategies for studying math & science topics & highlights some great resources available to help students learn in the math & sciences.	From 6-7pm on: Wednesday, October 10 th Wednesday, February, 20 th From 10-11am on: Friday, November 16 th Friday, April 5 th

<p>Making Sense of Your Assignments & Texts <i>Are you overwhelmed with understanding your assignments? Do you know how to present what you have learned through your writing?</i></p> <p>Many of your assignments will be complex with multiple steps requiring you to use higher level thinking skills. This workshop will help you to break down an assignment to focus your reading and study strategies. It will also help you to take new knowledge into effective assignment responses.</p>	<p>From 6-7pm on: Monday, October 15th Monday, February 25th</p> <hr/> <p>From 10-11am on: Friday, October 5th Friday, February 15th</p>
<p>Managing Yourself as a Successful Student <i>Do you wonder what the best approach to your learning is? Do you want to learn how to become more organized with your studies and your time?</i></p> <p>This workshop will show you how to effectively organize yourself and your time. You will also learn how to maximize your study strategies and tailor them to your individual learning needs.</p>	<p>From 6-7pm on: Wednesday, September 19th Wednesday, November 14th Wednesday, January 30th Monday, March 25th</p> <hr/> <p>From 10-11am on: Friday, October 12th Friday, February 22nd</p>
<p>Planning & Writing Your Rationale Essay <i>Rationale Essay? Are you unsure of how to begin and what to include?</i></p> <p>Designing your own degree plan is difficult; writing about that plan is even harder. Thinking about your degree plan as your resume & the rationale essay as your cover letter is the approach we take in this workshop that will introduce you to the steps & strategies necessary to complete the most unique piece of writing that you will do at ESC .</p>	<p>From 6-7pm on: Monday, October 29th Monday, March 11th</p> <hr/> <p>From 10-11am on: Friday, November 30th Friday, April 12th</p>
<p>Reduce Stress & Bring Balance to Your Life <i>Did you know that stress can impact you physically? Do you need tips for de-stressing?</i></p> <p>This workshop will introduce you to the causes of stress; the physical and mental effects of stress and ways to de-stress both quickly and in the long run.</p>	<p>From 6-7pm on: Monday, October 22nd Monday, March 4th</p> <hr/> <p>From 10-11am on: Friday, December 7th</p>
<p>Research & Citing Sources Made Easy <i>Do you feel overwhelmed when you try to pick the right resources to include in your research paper? Do you know how to properly cite your research sources and avoid plagiarism?</i></p> <p>This workshop introduces you to how to conduct good academic research, how to incorporate that research into your papers/projects, and show you different tools to help you cite your resources properly and avoid plagiarism</p>	<p>From 6-7pm on: Wednesday, October 17th Wednesday, February 27th</p> <hr/> <p>From 10-11am on: Friday, November 2nd Friday, March 15th</p>

Write Effectively & Overcome Writer's Block

*Do you have a hard time deciding what to write about?
Have you gotten feedback on your papers asking you to more clearly develop your ideas?*

This workshop will introduce you to the principles of effective writing. You will also learn some strategies for how to critically analyze information in order to more effectively write your essays & get through writer's block.

From 6-7pm on:
Wednesday, September 24th
Wednesday, December 5th
Monday, February 4th

From 10-11am on:
Friday, October 26th
Friday, March 8th

Drop-in Hours

Drop-in hours are designed for students to work individually with learning coaches and peer coaches at key times of the year on specific topics.

See the schedule to the right and topics below.

All drop-in hours are held:

Onsite – Saratoga & Latham

Online - <http://bit.ly/NECworkshops>

Your Online Courses – Enhancing How You Learn in the ANGEL Environment

*Are you new to online learning?
Do you want to be able to better navigate in your ANGEL course?*

These drop-in hours are designed for students new to the online learning environment or those students who want assistance learning how to navigate in a specific online course. Offered during the PREVIEW WEEK for each term, we will hold face-to-face and virtual drop-in hours to assist students with their online classes.

SEPTEMBER TERM

(November term by appt only)

Wednesday, September 5th
from 4-7pm
Friday, September 7th from
9:30am-12:30pm

JANUARY TERM

(March term by appt only)

Wednesday, January 16th from
4-6pm
Friday, January 18th from
9:30am-12:30pm

Plan for Success – Developing Your Study Plan for the Term

*Do you find juggling all of your assignments challenging?
Do you want to find better ways to organize yourself and your approaches to schoolwork?*

These drop-in hours are designed for students who want to develop a study plan for the upcoming term. We will work with individuals to review learning contracts and course syllabi to get a better sense of how you will plan to complete your assignments on time. We will also help students in discussion appropriate study strategies and resources.

SEPTEMBER TERM (November term by appt only)

Wednesday, September 12th
from 4-7pm
Friday, September 14th from
9:30am-12:30pm

JANUARY TERM (March term by appt only)

Wednesday, January 23rd from
4-7pm
Friday, January 25th from
9:30am-12:30pm

ONLINE CONTENT TUTORIAL ASSISTANCE SMARTHINKING

WHAT IS SMARTHINKING?

Smarthinking is a FREE online web-based tutorial service that is available to all currently enrolled Empire State College students 24 hours a day, 7 days a week. They offer 4 different ways to interact with tutors/e-structors: On-demand instruction, Pre-scheduled personal instruction, online paper submissions, and online question submissions. Smarthinking also has an **Academic Resources** section and a personal **Archive** that stores your interactions with the tutors/e-structors so you can review them later.

HOW DO I USE THE SERVICE?

As an Empire State College student, you will be automatically assigned an account and allowed to use this FREE service as soon as your first term of enrollment. Your account will remain active as long as you are enrolled in studies with Empire State College.

To get connected with a tutor:

- Visit the Smarthinking link on the ESC home page, www.esc.edu/smarthinking
- Choose the SIGN-UP NOW button and create your own account and password (follow the directions on the webpage)
- Choose the service you want to try: On-Demand or Scheduled Live tutorials, Submit a question to be answered later, or Submit your writing.

HOW DO I COMMUNICATE WITH THE TUTOR ON THE WEB, OR WHAT IS THE WHITEBOARD?

The whiteboard is an online web-based communications tool (also known as a “chat tool”) that Smarthinking uses to facilitate the communication between the tutor/e-structor and the student. The student’s words appear in red and the tutor/e-structor’s words appear in blue. Smarthinking captures an image of your interaction with the tutor/e-structor so you may review them later.

Smarthinking has a practice area where students can learn how to use the whiteboard. The whiteboard has the capability to allow students to use complex mathematical and scientific symbols and characters: Math, Greek, Language, and Chemistry. These can be used whenever you use the whiteboard. Just click on the name of the character set you want and a pop-up menu will appear, listing the available characters from the selected set. These menus can be moved around on the whiteboard so that they are available for use during a tutoring session. Click on the character you want to use, and it will appear on the whiteboard.

The whiteboard will also allow you to choose an option for graph paper, so a graphing grid appears in the whiteboard. The tutorial is the best place for you to play with the different features of the white board, but during a tutoring session, you can also ask the tutor for assistance.

WHO DO I CALL IF I NEED HELP?

If you have any questions or concerns regarding Smarthinking, please contact Lisa D’Adamo-Weinstein, Director of Academic Support. Lisa can be reached at the Northeast Center via phone at (518) 783-6203 x5939 or e-mail Lisa.D’Adamo-Weinstein@esc.edu. Lisa will be able to answer your basic questions regarding logging into the Smarthinking system and helping you to navigate the site.

If you have technical issues logging into the Smarthinking webpage, please contact Smarthinking’s customer support, (888) 430-7429, ext. 1 or e-mail support@smarthinking.com. They are available by phone from 8:00 am until 6:00 pm, EST.

NORTHEAST CENTER OFFICE OF STUDENT SERVICES

Joan Johnsen, Coordinator

Sarah Rose, Clerk

For more information:

Email: NEC.StudentServices@esc.edu

Blog: <http://commons.esc.edu/necsuccess>

Phone: 518-783-6203

Fax: 518-783-6443

The Northeast Center Office of Student Services is here to help you with all non-academic questions. We are the starting point if you are not sure where to begin. We will provide on-going service to you through out your studies here at Empire State College. If you have any questions feel free to call or e-mail us.

Quick Web Links for Common Student Questions

www.esc.edu/myesc: Your one stop web page for student information!

www.esc.edu/forms: Contains links to the commonly used forms

www.esc.edu/disabilityservices : Description of disability services and resources

www.esc.edu/ovme: Homepage for the ESC Office of Veteran and Military Education

www.esc.edu/tuition: Includes up to date information on tuition and fees

www.esc.edu/fees: Provides a detailed description of college fees.

www.esc.edu/studentaccounts: This is the home page for Student Accounts

www.esc.edu/finaid: This is the home page for Financial Aid.

www.esc.edu/payment: Provides information about how to make a payment.

www.esc.edu/timepaymentplan: Information and application for the time payment plan.

www.esc.edu/billing: Gives detail about how charges are calculated and payment options.

www.esc.edu/thirdparty: Information on third-party sponsor and tuition vouchers.

www.esc.edu/refund: Provides information on financial aid refunds.

www.esc.edu/crossregistration: Cross registration information, instructions and forms.

www.esc.edu/nyresidency: Policy on NYS residency and application form.

www.esc.edu/1098: Information about the IRS 1098 tax form for tuition.

degree program that meets all of the college's guidelines. This course may also be called degree program planning. In this study, you will develop a portfolio that describes your area of concentration, sets forth a plan for the learning contracts you will complete, and documents any transfer credits and credit by evaluation.

GLOSSARY OF KEY TERMS

Below you will find a short list of some key specialized vocabulary we use at the college. Many more terms are available by going to www.esc.edu/esconline/myesc.nsf/html/Glossary.html.

Add/Drop Period – a period of time where you can change your existing enrollment by either adding or dropping studies. You cannot use this time period to create a new enrollment; you may only adjust an existing enrollment.

Financial Aid – for information regarding financial assistance and applications for various aid programs, please contact the Financial Aid Office at 1-800-847-3000 ext 2285 or via e-mail at FinancialAid@esc.edu.

Instructors (sometimes referred to as Tutors or Lecturers) – Are the individuals other than your primary mentor with whom you complete learning contracts (studies).

Late Registration – a period of time right before the start of each term in which students can attempt to register. Payment is due at the time of registration during this period and there is an additional fee.

Learning Coaches – provide academic support to adult students in one-on-one or small group settings in all areas of the writing process and related study skills such as time management, academic research skills, college level study strategies and critical thinking.

Learning Contract – A document which describes the content of subject areas you will study, including assigned readings, written projects, field observations, etc. Similar to a syllabus or course outline that you might have gotten at a previous college.

MyESC – (www.esc.edu/myesc) A web-based student portal through which students can access the online registration system, library and learning resources, and many additional student and academic services.

Online Registration – (www.esc.edu/myesc - click Register Tab) Students enroll for studies only by using the online registration system. You will need your MyESC username and password to login and you should consult with your primary mentor before registering.

Peer Coaches - an alumna/us or a current student (undergraduate or graduate) trained to guide and encourage other students in improving their academic performance and developing as life-long learners.

Primary Mentor – Is the faculty member to whom you are assigned at orientation. This person becomes your primary academic advisor for the remainder of your studies at Empire State College and supervises your degree program planning.

Quarter-Time (QT), Half-time (HT), Three-Quarter Time (3QT) or Full-time (FT) Status – Determines amount of tuition owed, amount of credit you are expected to earn, and hours of time you are expected to devote to studies. This status can also impact financial aid.

QT = 1-4 credits, HT = 5-8 credits, 3QT = 9-11 credits, FT = 12 or more credits

Terms – Other schools would call these semesters. Empire State College offers five fifteen-week terms. The terms begin in September, November, January, March and May. The May term has two parts, Term A and Term B. Term A is eight weeks and Term B is fifteen weeks.

Term Guide – (www.esc.edu/termguide) This is a searchable online listing of current online courses, study groups, independent studies, residencies, and collegewide offerings. The term guide includes descriptions of all study offerings for each term that can be searched by location, area of study, term, and/or mentor/instructor

MODES OF STUDY

Independent Study – Is a mode of learning that consists of a student and mentor (either your primary mentor or another Empire State College faculty member) meeting together in a one-to-one tutorial to design and carry out a course of study. This tutorial arrangement is formalized and assigned credit by the writing of a learning contract which specifies the topics to be studied, the activities to be carried out as part of the study (books to be read, papers to be written, problems to be solved, etc.) and the standards and expectations for successful completion and mastery of the subject.

Study Group – Small groups of students meet together with a mentor or tutor to explore a topic that is frequently an interdisciplinary or timely subject. The group provides discussion opportunities and access to films, guest speakers, and other learning resources (including other students).

Online Study – You work independently in a web-based environment. Typically, the online courses are designed in modules that you need to work through in a timely fashion. There are usually requirements for weekly discussion posts as well as papers and other assignments. Be sure to check the course syllabus for the specific expectations for course participation.

Residency - From time to time, the Northeast Center or other college locations may sponsor special intensive weekend residency studies on topics of current interest. Residencies offer student a unique opportunity to work with instructors and other students in an intensive learning environment. Students usually have the option of earning credits in multiple areas.

PLANNING AND COMPLETING YOUR DEGREE

<http://www.esc.edu/degrees-programs/bachelors-associate/>

Empire State College is a college unlike any other. We believe that people deserve the opportunity to study based on their personal and professional goals. Rather than have a prescribed associate or bachelor's curriculum, your degree program can be customized to focus on an area of study necessary to achieve your objectives

We offer 12 broad areas of study within which you can design a concentration (similar to a major). You will work with a faculty mentor to create a curriculum that meets your educational goals, includes your prior learning and knowledge, and meets Empire State College and State University of New York requirements. This curriculum becomes your personal degree plan and it can be as unique or traditional as you need. Please review the Introduction to the Area of Study Guidelines for more information.

Below are some brief definitions of terms related to how the college talks about designing and completing your degree. These definitions will give you a baseline understanding of the terms. You will work closely with your mentor throughout your degree planning process. Working with your mentor, you will become more familiar with these terms and understand how to design your own degree. For more in depth information, please refer to your copy of the Student Degree Planning Guide, also accessible online at <https://bitly.com/StudentDegreePlanningGuide2011-2012> Check online or at the center for the most recent edition of the planning guide.

Educational Planning – Is the only required study for all Empire State College students. The content of the study fits the unique needs of each individual student who is working on designing his or her unique degree program. Students and mentors collaborate to create a degree program that meets all of the college's guidelines. This course may also be called degree program planning. In this study, you will develop a portfolio that describes your area of concentration, sets forth a plan for the learning contracts you will complete, and documents any transfer credits and credit by evaluation.

Degree Portfolio – The work that you do in educational planning (also called degree program planning) is what is used to create your portfolio. In educational planning you:

- looked at what you have learned so far in life
- decided what your goals are
- worked out what you have already completed and what you will need to study to reach your goals.

Therefore, any transcript credit, credit by evaluation (including prior learning assessment & any tests like CLEP), any applicable certifications, your rationale essay and degree program plan (completed in DP Planer) make up your portfolio. The portfolio is then forwarded to a committee of faculty members and the Center Director of Academic Review. The committee reviews all submitted components of your portfolio and either accept it, ask for modifications or ask for resubmission. When the local center committee accepts your portfolio, they submit it to the collegewide Assessment Office for degree concurrence. Getting a concurrence for your degree plan means that your portfolio meets all the college and accreditation requirements to earn your degree. Your mentor is your guide and advisor for the creation and completion of your portfolio. Any and all questions about your portfolio should be directed to your mentor.

Rationale Essay – This is an essay that describes, explains and justifies your degree plan. Writing your rationale is an important part of your degree program portfolio that will be read by your mentor and three faculty members. The rationale essay is a description of how your degree program fits the academic and professional expectations in your field of study and it usually 5 – 8 pages long.

Prior Learning Assessment - Empire State College is committed to the idea that people should be awarded credit for verifiable college-level learning regardless of where or how it was acquired. Many Empire State College students have gained knowledge from sources that are not validated in traditional classrooms, by standardized examinations or noncollegiate sponsored learning. Knowledge from sources such as workplace training, seminars, volunteer activities or independent study is as valuable as knowledge gained through more formal or standardized learning experiences. Such knowledge is often referred to as experiential learning. Credit may be granted for verifiable college-level learning, either knowledge or skills, acquired through life or work experience but not for the experience itself. Empire State College does not award credit simply for what has been done, even if it has been done for a long time and done well. For example, a student who has worked as an office manager for 10 years will not be awarded credit simply for having 10 years of office management experience. However, the student might earn credit for demonstrated learning about office administration, supervision and office technology.

Satisfactory Academic Progress (SAP) – rate at which students must accumulate credit to maintain good academic standing. The SAP rate chart is listed in the Undergraduate Catalog.

WHO TO CONTACT FOR SPECIAL QUESTIONS @ THE NORTHEAST CENTER

To contact any of the Northeast Center personnel listed below, please call (518) 783-6203 or e-mail them using the following format: firstname.lastname@esc.edu (include any punctuation in the name as part of the e-mail address).

In general, the Student Information Center staff can answer most of your questions. Please contact them at ...

1-800-8476-3000 or 518-587-2100
Option 1 from the menu or Ext. 2285
M-F 8:30 a.m. – 5 p.m.

Topic	Specific Question/Concern	Who
<i>Academic Progress</i>	Learning Contract Outcomes/Grades	Primary Mentor Instructor Coordinator of Student Services
	Satisfactory Academic Progress (SAP)	Retention Specialist Coordinator of Student Services
<i>Academic Support</i>	Individual appointments & online/onsite workshop assistance in maximizing students' academic success.	Director of Academic Support Learning Coaches
	Online Content Tutoring – SMARTHINKING www.esc.edu/smarthinking	Director of Academic Support Secretary, Office of Academic Support
	Learning Coaches Provide academic support to adult students in one-on-one or small group settings in all areas of the writing process and related study skills such as time management, academic research skills, college level study strategies and critical thinking.	Director of Academic Support Learning Coaches
	Peer Coaches Provide academic support in study skills and content area tutoring.	Peer Coaching Coordinator Director of Academic Support

Topic	Specific Question/Concern	Who
<i>Current Enrollment</i>	Learning Contract Content	Primary Mentor Instructor
	Obtaining Copies of Learning Contracts	Available Online @ www.esc.edu/myesc Choose “My Records” tab Then the “My Records” box Then the link to “My Academic Documents”
	Center for Distance Learning (CDL)	1-800-847-3000 ext 2300 or send an e-mail to cdlstudent@esc.edu
	Educational Planning	Primary Mentor
<i>Degree Planning/ Assessment/ Portfolio</i>	Assessment of Prior Learning <i>(Includes individualized college level learning, exams for credit, certificates, military training, etc.)</i>	Primary Mentor Assessment Specialist
	Portfolio Status	Primary Mentor Director of Academic Review
	Portfolio Workshops	Assessment Specialist
	Rationale Essay	Primary Mentor Director of Academic Support
	Graduation Status	Assessment Specialist Assessment Secretary
	Transcripts for Empire State College Degree Portfolio	Assessment Secretary
<i>Financial Issues</i>	Billing and Financial Aid	Financial Aid Office, FinancialAid@esc.edu or 1-800-847-3000 ext 2285 Office Manager

Topic	Specific Question/Concern	Who
<i>Registration</i>	Cross Registration	Primary Mentor
	Term Enrollments	Primary Mentor
	Study Group Information	Receptionist/Secretary
	Technical Difficulties	Assistant to the Dean ESC Helpdesk, onlinehelp@esc.edu www.esc.edu/tech911 800 847-3000 ext 2420
	Re-enrollment after stopping out for no more than 3 years	Primary Mentor Coordinator of Student Services
<i>Special Admissions/ Enrollment Issues</i>	Reinstatement after Academic Dismissal	Coordinator of Student Services
	Readmission after stopping out for 3 or more years	Admissions Office, admissions@esc.edu 1-800-847-3000 ext 2285
	Withdrawal	Coordinator of Student Services Office Manager
	Student ID Cards	Receptionist/Secretary

Topic	Specific Question/Concern	Who
<i>Specialized Services</i>	Ordering Books	www.esc.edu/bookstore 1-800-847-3000, ext. 2365
	Library Resources	Librarian@esc.edu 1-800-847-3000 ext. 2222
	Computer Access & Technical Issues	LoginHelp@esc.edu 1-800-847-3000 ext. 2420
	Disabilities Services	Coordinator of Student Services Associate Dean (NEC Contacts for Disabilities Issues) Statewide Coordinator of Disabilities Services 1-800-847-3000 x2544 NYS Relay Service 1-800-421-1220
	Non-matriculated Students	Retention Specialist
	Alumni/Student Association	Coordinator of Student Services
	Northeast Center Calendar	Assistant to the Dean Secretary to the Dean
	Empire State College Transcripts	Registrar'sOffice@esc.edu 1-800-847-2100 ext. 2285
	Student Conduct	Coordinator of Student Services
<i>Student Issues</i>	Concerns About Instructors	Primary Mentor Coordinator of Student Services