Fannie Fitzgerald and the “Courageous Four” Legacy

Hazel Porter Sykes and Gwen Porter Washington (the daughters of Mary Glaze Porter), Nancy Osborne and Chuck Ruby with the Lifelong Learning Institute (LLI), Fannie Fitzgerald, Maxine Coleman and her husband, Dr. Ron Coleman, retired faculty member at NOVA.

On September 10, the Lifelong Learning Institute (LLI) of the Manassas Campus welcomed Fannie Fitzgerald as their first speaker this fall. Fitzgerald, an inspiration to civil rights activists and educators, spoke of her experience as a young African American elementary school teacher in Prince William County during the 1960s.

In 1964, four teachers, Mary Glaze Porter, Maxine Coleman, Zella Brown and Fitzgerald, were selected from the county’s three all-African American elementary schools - Washington Reid near Dumfries, Antioch McCrae in Broad Run and Jennie Dean in Manassas in order to begin the integration of the school system. This past March, the “Courageous Four” and their families were honored with the Prince William County Human Rights Commission Award for their role in local civil rights history. Fitzgerald was also honored this past summer with the naming of the Fannie Fitzgerald Elementary School, located in Dale City.

Speaker forums are held on the second Wednesday of the month at the Colgan Hall Theater (MA) and are always open to all faculty, staff and students. The LLI is starting its sixth year of enhancing...
Fannie Fitzgerald and the “Courageous Four” Legacy

Continued from page 1

learning opportunities to those who are 50 plus years in the Manassas-Gainesville-Haymarket area.

For more information about the LLI at Manassas, please contact Marya Wysocki, campus and community relations specialist, at mwysocki@nvcc.edu or at 703-530-8243.

NOVA Day at Loudoun Campus

The students, faculty and staff that attended Loudoun Campus’ NOVA Day can attest to the excitement and fun that surrounded all of the activities. Although originally scheduled for September 9, Mother Nature thought otherwise. So Student Activities opted for the rain date of September 11, and fortunately there was ideal weather and fun.

When the big day finally arrived, Student Ambassadors were ready in their polo shirts, faculty who volunteered to barbecue stood prepared in gloves and aprons (Thank you Clint Young and Matt Niziol), student clubs and vendors were set up with tables and balloons and many had great giveaways.

The day launched with a documentary on 9/11 (September 11, 2001). Later, students enjoyed food and activities which included music, carnival games, a caricature artist, snow cone machines, popcorn, a food drive and much more. Students were coming and going and spreading the news during class breaks and the crowds of smiling

Continued on page 3
Annandale Campus Constitution Day Event a Success

Virginia Congressman Tom Davis (11th District) addressed an audience of more than 250 individuals in the Ernst Center Theatre on September 15 at the Annandale Campus’ annual Constitution Day Commemoration. The congressman was introduced by President Robert G. Templin, Jr.

Annandale Campus Provost Barbara Saperstone, History Professor Terry Alford, Congressman Tom Davis and President Robert G. Templin, Jr.

faces seemed endless. Provost Anthony C. Tardd and Dean of Students Kirk A. Nooks joined in the mix playing games with students and serving as a greeters. In the midst of all the fun and games everyone participated in a moment of silence in memory of those that lost their lives or loved ones on that very day years ago. Though it was too difficult to count, more than 400 students participated in Loudoun NOVA Day.

Dean of Students Kirk A. Nooks and Student Ambassador Vineet Vhluwalia playing racer cars.
Manassas Campus Opens New Location

The Manassas Campus has opened a new facility at the Innovation Park which is located in the Innovation Prince William Technology Park - near the PWC George Mason University Campus. Innovation Park is a 1,500 acre business and technology park targeting biotechnology, life science and supporting industries. NOVA’s new location inside the park houses eight classrooms, a student lounge, computer lab, faculty offices, a conference room, an office for student and academic services, tutoring and IT services. This semester, over 30 faculty members are educating over 170 students at Innovation Park. All are welcome to come out and visit the new site! For more information regarding courses offered at Innovation Park, please call 703-530-8266.

Pictured above and below: Rick “Moose” Auckerman (MA), IT specialist, before and after setting up the student computer lab at Innovation Park.
Assistant Professor of Geology Callan Bentley (AN) and Student Activities Counselor Jessie Zatorian (AN) led a group of 14 students through a series of five different caves in West Virginia the weekend of September 13 to 14. Hard hats borrowed from the Geology Department and head lamps borrowed from the Recreation & Parks Department made the caving trip possible. Students brought their own tents and went camping and explored a variety of different caves including Trout Cave, Hamilton Cave and the Sinks of Gandy.

Pictured above front row left to right: Brendan Richardson, Tiffany Rafsky, Ricky Quiñones, Janelle Juapere and Shannon Page. Middle row left to right: Thomas Barylski, Naomi Aung, Hope Williamson, Krista Kovch, Jacob Goings and Erin Page. Back row left to right: Frank Gregorio, Callan Bentley, Kiera Haberkern and Jared Fortner.

Pictured bottom right: Students pose for a picture while in the cave.
In the evening of September 11, after the festivities of NOVA Day ended, it was time for everyone to enjoy a bonfire. The firefighters of Loudoun County joined in with faculty, staff and students for chocolate smores and karaoke. Laughter and joking was heard everywhere as students were in groups telling stories to each other, sharing experiences and singing. It provided students with a great college memory and allowed the entire Campus to connect. The Office of Student Activities thanks everyone who worked so hard to make NOVA Day and the bonfire such a huge success.

Pictured above: NOVA Loudoun Students enjoy the bonfire.

Pictured bottom right: Professor Christopher Blake and Director of Enrollment Matt Niziol having fun.
"Library Instruction Changed My Life!"

Do you despair that your students rely exclusively on Google and Wikipedia for their research needs? Have you found yourself becoming a cut-n-paste vigilante? If it seems as though your students do not know how to use the Library, it is probably because they do not! Many college students manage to negotiate high school without ever stepping foot in a library. Even students who are familiar with their high school resources are often confused or overwhelmed by college libraries, with the Library of Congress call number system, the vast range of online databases available at NOVA or even what it means when an instructor says “don’t use an internet resource.” Multiply this potential confusion several times over for English as a Second Language (ESL) students or those who did not go to high school in the United States (did you know that lots of libraries outside the U.S. still maintain “closed stacks,” where students cannot even browse the shelves?).

Your NOVA Librarians are here to help. Contact your eCampus Library today to arrange for library instruction. Librarians will tailor the instruction to your discipline, course or even specific assignments. Library instruction is very flexible – whether it is an entire class period spent in the library or a 20-minute introduction delivered in your classroom, librarians can help connect your students with the resources they need. Library instruction is available in all disciplines including math, business, speech, legal assisting, automotive, biology, child development, psychology, art, history, English, ESL and more. Librarians will work closely with teaching faculty to create point-of-need instruction for students doing research. Library instruction can also include pointers on avoiding plagiarism, how (and what) to cite, accessing library resources from home, evaluating Web pages (watch your students gasp in amazement as we edit Wikipedia articles!), as well as identifying and using print or electronic resources.

After a library instruction session in the Natural Sciences, one student from the Alexandria Campus said “every student at NOVA should be required to have a class like this.”

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Annandale Campus Hispanic Heritage Month Kick-off

The Annandale Campus celebrated their annual Hispanic Heritage Month kick-off festival on September 17. The program began with members of the Hispanic Student Union parading flags across the stage. Additional groups who performed included Danza Folklorica, Furia Flamenca, Mariachi Estrellas, Roda Movements and Latin music by Hermanos Lobos. This annual event was coordinated by the Hispanic Student Union President Carol Zambrana Arias; Judith Benavides, division administrative coordinator; Richard Bautista, programmer/systems analyst, and Jessie Zahorian, counselor for student activities.

Roda Movements poses for a picture
Kim Monti and Nantana Wongtanasirikul, instructional designers at the Extended Learning Institute (ELI), presented "Leveraging Web 2.0 Tools to Engage Students" at the Society for Applied Learning Technology conference (SALT) this August in Arlington.

Their session focused on how to use Web 2.0 to promote interaction and collaboration in the online classroom. Many examples from ELI courses were selected to demonstrate how ELI implements Web 2.0 in current courses. The session was full with 40 attendees who plan to start using Web 2.0 tools in a way that will make their Web-based courses engaging for their learners.

If you want to receive the copy of the presentation or if you are interested in learning more about Web 2.0, please contact ELI at eliidhelp@nvcc.edu.

Annandale Professor Helps Student Gain Real-World Experience

A NOVA student, Nicholette Black, has been selected as an intern for The National Center for Missing & Exploited Children (NCMEC). A Springfield High School graduate, Black is one of 12 interns selected this semester by the Alexandria organization and will be earning course credit for her project. Her work is being led and coordinated by Florine Greenberg (AN), psychology professor, through a new PSY 299 course.

“Although I am not exactly sure what career path I will take, I know that the internship with The National Center for Missing & Exploited Children will help me with that decision,” says Black, an Annandale Campus psychology major.

NCMEC was founded by John Walsh after the kidnapping and death of his six-year-old son, Adam, in 1981, and its mission is to find missing children and prevent child victimization. As part of her internship, Black will be completing 90 hours of volunteer service with NCMEC. The team of interns includes graduate and undergraduate students.
Don’t Miss the Final 2008 Fall for the Book Events!
Go online today: http://www.fallforthebook.org/

This month NOVA has presented and participated in Fall for the Book events. On September 27 at 11:00 a.m., Robert Jensen will be giving an exclusive workshop to the students of George Mason University and surrounding D.C. metro area colleges and universities. The event will take place at the Arlington Campus of George Mason University (GMU), which is easily accessed by metro.

Jensen will be speaking and connecting with students on the topic of sustaining social justice movements, in relation with identity, nationalism, current issues and hope vs. cynicism.

This event will be an exceptional experience for all who attend. Students, staff and faculty will have the opportunity to network with other schools and come together on important issues. Please see flyer in the attachment section.

If you have any questions please connect the GMU Multicultural Research and Resource Center, 703-993-4003 or e-mail mrrrc1@gmu.edu.

For more information on Robert Jensen: http://uts.cc.utexas.edu/~rjensen/index.html

American Shakespeare Center Visits the Loudoun Campus

American Shakespeare Center’s Touring Ensemble will perform “Hamlet” on September 27 at 7:30 p.m. and Tom Stoppard’s “Rosencrantz and Guildenstern are Dead” on September 28 at 2:00 p.m. in the Waddell Theater.

Tickets are free to NOVA students, faculty and staff, but must be reserved in advance. Tickets for the general public can be purchased for $5.00, cash or check at the door, but need to be reserved in advance.

Space is limited and, again, all tickets must be reserved in advance! To reserve your tickets, contact Natalie V. Safley at 703-948-7701 or e-mail nsafley@nvcc.edu.

The Intercom Wants to Hear from You!

The Intercom is for and by the faculty and staff of NOVA. You are welcome to e-mail your articles and news to intercom@nvcc.edu! The deadline is EACH Friday at 5:00 p.m. for the following week’s edition For complete submission guidelines, go to: http://www.nvcc.edu/pip/guidelines.htm. Send your news!
NOVA Presents “The Crystalline Spectrum: A Journey From Student to Master”

The Tyler Teaching Gallery will host one of the largest exhibitions of crystalline glazed pottery to ever be held on an international scale. William Schran, Tyler Gallery director, Alexandria Campus, has brought together more than 50 artists from around the world to exhibit a variety of crystalline techniques and ceramic forms. The exhibition will feature pieces from world renowned artists including: Bill Campbell, Ginny Conrow, Diane Creber, Peter Ilsley, Jamie Kozlowski, Marsha Silverman, Fara Shimbo and John Tilton.

NOVA will present “The Crystalline Spectrum: A Journey From Student to Master” from September 27 through October 22 at the Tyler Teaching Gallery, 3001 North Beauregard Street in Alexandria. An opening reception will be held from 1:00 p.m. to 4:00 p.m. on September 27 that is open to the public. Several of the participating artists will be in attendance at the opening to answer questions.

The invitation to participate was extended to a range of artists who possess various levels of expertise and techniques used in the development of crystalline glazes. Techniques represented will include but not limited to: firing at different temperatures from cone six to cone 10, post-reduction firing techniques, inclusion of stains and rare earths as colorants and the effects of several different firing schedules. The gallery visitor will experience the results of these techniques, as well as, the progression of early experimentation to more refined understanding of the integration of the ceramic form and the mastery of crystalline glazes. This is a rare opportunity for the attendees to view and purchase from a large and diverse collection of crystalline glazed pottery.

Schran, curator of the exhibit, explained the reason for this show, “Interest in crystalline glazes has grown dramatically in the past few years. More and more ceramic artisans have begun experimenting with this technically demanding process. In the past ten years three books and several technical articles have been published on the subject. An international crystalline glaze online discussion forum has just celebrated its second year. I felt it was time to provide an avenue for the emerging and established artists to show off their latest discoveries, techniques and directions in crystalline glazes.”

A lidded vase by John Tilton, which is one of more than 100 works in the show.

Alexandria Campus Honors Hour

The Honors Program at the Alexandria Campus is pleased to announce that its first Honors Hour of the semester will feature Dr. Larry Evans, professor of government at the College of William and Mary. Evans has published numerous articles and books on American politics, and he has appeared in front of both the United States’ House of Representatives and Senate as a consultant. Evans has received numerous awards, among them an award from the National Science Foundation and an award from the Congressional Quarterly. His topic will be the upcoming presidential and congressional election, “Day of Decision—November 4th, 2008.”

The event will take place at 1:30 p.m. on October 1 in Room 158 of the Bisdorf Building.
Professional Development Opportunity: Exercise Your Mind in Spanish!

Participate in an eight week Functional Spanish Skills Class sponsored by NOVA Human Resources (HR) Professional Development that will be conducted at the Annandale Campus. Open only to faculty and classified staff, this free course will meet weekly on Thursdays from 11:00 a.m. to 12:00 p.m. beginning October 2 and it will run through November 20. Your trainer, Alicia Maria de la Torre Falzon, professor of Spanish, will conduct the class. The objective of this class is to introduce basic Spanish language skills and Spanish culture to College employees.

To register, please send an e-mail to HRDtraining@nvcc.edu indicating that you wish to register (please copy your supervisor if you need supervisory approval). Please note that participants will need to purchase a textbook that will cost approximately $20. All registration will be confirmed with the training room location and details about the textbook given. Contact Kathy Weiner in the HR Office if you have any questions about this wonderful professional development opportunity. ¡NOS VEMOS PRONTO!

Disability Services Training Opportunity

Learn the most effective way to assist students with the help of NOVA Disability Services. Attend the training by Lydia Block, Ph.D. of Ohio Wesleyan University and Jane E. Jarrow, Ph.D. of Ohio State University, on October 7 from 1:00 p.m. to 2:30 p.m. on the Annandale Campus in CT 335. Contact Carol Sweetser at csweetser@nvcc.edu or (703) 323-3187 if you wish to attend. See full details on page 11 under “Hot Topics.”

NOVA Hosts Seminars for Your Future Financial Needs

Great West Services, the service provider for the Commonwealth of Virginia’s Deferred Compensation Plan, will conduct a regional education enrollment seminar for all interested employees on October 22 at the Manassas Campus. For further information on times and dates see the attachment section.

The Intercom Wants to Hear from You!

Tell us about what your division has accomplished, articles you have published, obstacles conquered and insight uncovered! Share it with your peers and other Intercom readers. Remember the deadline is EACH Friday at 5:00 p.m. for the following week’s edition.

A few reminders:
- E-mail your submissions from your NOVA e-mail account to intercom@nvcc.edu in a Word of Publisher file.
- Please remember to send photos as attached jpegs (make sure they are good quality or they cannot be used).
- Include captions for photos in your submission text.
- Make sure to denote what acronyms mean.
- Make sure you have the correct listing of position titles and campus affiliations (AL, AN, LO, MA, MEC and WO)

For complete submission guidelines, go to: http://www.nvcc.edu/pip/guidelines.htm. Send your news!
VCCS Chancellor’s Fellowship for Classified Staff

The Virginia Community College System (VCCS) Chancellor’s Fellowship for Classified Staff is awarded annually to two classified employees within the VCCS, who by pursuing full-time baccalaureate or graduate level degree studies will enhance their ability to support the mission of their college. The Fellowship includes: financial support for in-state tuition, mandatory fees, three-quarter salary and up to a one-year leave of absence from VCCS position responsibilities, with continuation of insurance, retirement, payment of the state portion of health insurance premiums, seniority and other VCCS employee benefits.

Maria Nieto-Shahsavarian (AN) recently returned to full-time status after completing her term as a 2007-2008 VCCS Chancellor’s Fellow. As a part time graduate student prior to her Fellowship, Nieto-Shahsavarian had already finished seven of her classes but it had taken her several years to do so. Through this fellowship, she attended George Mason University full-time and completed her final seven courses during her leave of absence. Nieto-Shahsvaran is now just one requirement from receiving her Master of Arts degree in Foreign Language – Spanish, Bilingual and Multicultural Education.

“I left Peru 25 years ago and moved to the USA to achieve my educational dream. I have had to work all along. I got married, raised a family and had to balance my job, my family and my studies. It has not been easy. The Chancellor’s Fellowship allowed me to balance time with my family and have more time for my studies. I was able to take more classes and finish faster.”

She described some other benefits as well. “My 17 year-old daughter was accepted at Virginia Tech as a freshman also during the Fall of 2007. So, we were both excited about attending college full-time. Spending the year as students gave us the opportunity to bond a little more. We talked about our assignments and sometimes helped each other with ideas on how to finish projects or manage our time wisely. It was a special experience for us.”

When Chancellor Fellows return to their staff positions they are prepared for new challenges in their previous role or through advancement within the classified or faculty ranks. If the Fellowship results in the completion of a master’s degree and the individual is qualified to teach, NOVA has created a one-year restricted faculty appointment-with a one-year renewal option to help Fellows make a smooth entry into the ranks of our teaching faculty. Upon her return to NOVA, Nieto-Shahsvaran accepted a position within the Pathway to the Baccalaureate Program, where her duties include community outreach and development.

“It is never too late to go back to school and finish the degree you always desired to have. The Chancellor’s Fellowship application process is not complicated but it is detail oriented. Take your time and think things through. Be persistent. If you don’t get it first time, keep trying because it is really worth it. It was not my first time trying.”

How Can You Apply for the VCCS Chancellor Fellowship for Classified Staff?

Application packets are due to the VCCS office by April 15 of each year. Please refer to the VCCS Web site at the link below to access the application form and other instructions: http://vccs.edu/FacultyStaff/ProfessionalDevelopment/tabid/120/Default.aspx.

For more information about the Chancellor’s Fellowship for Classified Staff, please contact David Mastropaolo or Kathy Weiner in NOVA’s Human Resources Professional Development Office, Brault Building Room 203, 703-764-7756 or e-mail dmastropaolo@nvcc.edu
Dear Faculty and Staff:

More and more students with Asperger’s Syndrome, OCD and PSTD – as well as other newer disabilities – are attending NOVA. We find that our established practices are not always enough to support and integrate these students with unusual needs into the college setting.

On October 7 from 1:00 p.m. to 2:30 p.m. in CT 335 of the Annandale Campus, the Disability Services Leadership Team will be taking part in a 90-minute interactive audio conference addressing the impact of these emerging populations on the traditional practice of disability services. The speakers – Lydia Block, Ph.D. of Ohio Wesleyan University and Jane E. Jarrow, Ph.D. of Ohio State University – will discuss what we can keep and what we must change in order to effectively respond to the legal and educational mandates for service.

Limited seating is available for faculty and staff, so please contact Carol Sweetser at csweetser@nvcc.edu or (703) 323-3187 if you wish to attend.

Do you have a question regarding working with students with disabilities? If so, e-mail Sweetser, special assistant for College-wide Disability Services. Anonymity will be respected, but please provide your Campus. Check out future editions of Intercom for answers.

Human Resources Certificate in Supervisory Training Program

Human Resources (HR) is now accepting registration requests from supervisory personnel who want to participate in the HR Certificate in Supervisory Training program. Our next cohort begins October 21. Space is limited. Please do not delay if you are interested. Additional information and directions for how to register are in the attachment section.

Virginia Community College System Professional Development Opportunities

Each academic year the Virginia Community College System (VCCS) provides an array of professional development resources and opportunities for both faculty and classified staff. To take full advantage, it is important to know the deadlines for submission, registration, or nomination. See the attachment section for a recap of the VCCS Professional Development offerings and their respective deadlines. For more information visit the VCCS professional development Web site, http://vccs.edu/FacultyStaff/ProfessionalDevelopment/tabid/120/Default.aspx or contact David Mastropaolo or Kathy Weiner of NOVA’s professional development unit at 703-323-3110.
Missed But Never Forgotten...  
Dr. Thomas M. Huddleston

Dr. Thomas M. Huddleston, retired Manassas Business Professor and occasional Acting Provost, passed away in August of brain cancer. In typical straight-forward Tom fashion, he did not pretend that it was less than fatal and he never complained. He spent a lot of time putting things in order for his beloved wife, Odile, and staying in touch via e-mail with old friends including Dr. Wil Howsmon, retired Manassas Provost.

Tom, a retired Army Colonel, graduated from West Point, was a Special Forces Commander in Vietnam and a graduate of the National War College among many other fine accomplishments.

Over the 23 years at Manassas, Tom shared colorful narratives about his extensive travels, military assignments, family and life’s lessons. He was admired College-wide not only by faculty and staff, but also by his adoring students. He was a mentor to many. When asked for advice, his clear-thinking grasp of situations instantly provided logical solutions. Tom cultivated a personal connection with just about everyone which endeared him as a campus treasure.

Tom is fondly remembered for his morning greeting delivered with bellowing gusto, “It’s a beautiful day on the Manassas Campus.” He will be deeply missed but never forgotten.
From Despair to Hope: Sustaining our Commitments to Social Justice

Robert Jensen,
Professor of Communication,

When? Saturday, September 27th, 11:00 a.m.—1:00 p.m.

Where? GMU Arlington Campus, Truland, Room 555 (5 minute walk from Virgina Sq/GMU Metro Stop on the Orange Line)

What? A discussion/workshop devoted to developing endurance and sustainability in the face of opposition while doing 'social justice' work.

Sponsored by: Fall for the Book, African American Studies, the Multicultural Research and Resource Center, and University Life, Arlington

Professor Jensen will be appearing at Busboys and Poets, Shirlington at 4:00 p.m. 9/27/08
VCCS Professional Development Programs by Classification
*Requires Nomination, Endorsement, or Recommendation by President Templin

**Awards**

*SCHEV Outstanding Faculty Awards
Deadline for submission is 5:00 PM, Thursday, October 16, 2008.

*Technology in Education Awards – New Horizon’s Conference
Nominations for the 2008 TIE Awards are accepted online through the New Horizons conference web site for the current year. (April Event)

*Chancellor’s Award for Teaching Excellence
Nomination packets are due 3rd week of April

**Grants**

VCCS Professional Development Grants
Workshop Mini-Grants
Deadlines:
- October 1 – for the Spring Semester
- February 15 – for the Summer Semester
- April 15 – for the Fall Semester

**Leadership Academies**

*Faculty and Administrators Leadership Academy
Deadline: August/September (Last Wk of September event)

*Classified Staff Leadership Academy
Deadline: May (June event)

**Scholarships**

*The Chancellor’s Faculty Fellowship
Application for the Chancellor’s Fellowship, including letters of endorsement and other supporting materials, must be submitted by 5:00 p.m. ET on February 1 each year.

*The Chancellor’s Commonwealth Professorship
Nominations must be received by 5:00 p.m., on February 1 each year.

*The Chancellor’s Fellowship for Classified Staff
Application packets are due to the VCCS office by April 15th of every year.
New York City Trip
November 7-9
Sponsored by the Annandale Office of Student Activities & Adventure Unlimited

Look at What’s Included!
Round-trip motor coach transportation
Two nights hotel accommodations in NJ
2 Buffet breakfasts at the hotel
2 Dinners: Dinner at the Hard Rock Café, Medieval Times Dinner & Tournament
Free time for sightseeing and shopping
Admission to Top of the Rock
Radio City Music Hall Tour
Narrated boat cruise around Manhattan
Ferry ride to the Statute of Liberty and Ellis Island
All taxes and meal gratuities

Contact: Jessie Zahorian, Counselor for Student Activities/Events, 703-323-3484, jzahorian@nvcc.edu, or CF 226/228.

Payment is due in full by Friday, October 3rd. Payment is due in full to reserve your space! Same sex rooms only. Friends may attend. Come to the Office of Student Activities CF 226/228 to reserve your space.

Price per person includes everything listed above depending how many people are in each room:

Quad (4 adults per room) $339 PER PERSON
Triple (3 adults per room) $369 PER PERSON
Double (2 adults per room) $389 PER PERSON

Make Checks payable to Northern Virginia Community College. Credit Cards are accepted as well. The bus departs at 10:00 a.m. on Friday, November 7th in front of the Cultural Center.
The Supervisory Training Certificate Program is being offered to NOVA employees with people management responsibility. The following details will guide you through the process of registering for the program, and answer questions you may have relative to eligibility, time, requirements, etc. Please remember that all candidates must have the approval and endorsement of their supervisors in order to attend the program.

The Certificate Program consists of nine modules, the first 5 are presented as a series.
Module 1 – The Keys to Successful Supervision at NOVA
Module 2 – Human Relations and Effective Communications
Module 3 – You the Manager and Leader
Module 4 – Leading
Module 5 – Mistakes to Avoid

Module 6 – Preventing Sexual Harassment
Module 7 – Preventing Employment Discrimination
Module 8 – Conducting the NVCC Performance Appraisal
Module 9 – How to Hire the Best People

Supervisory Training Certificate Program - Frequently Asked Questions

Q: Is the certificate program just for Supervisors or can anyone attend? A: You must be a Supervisor to be eligible for this certification. To receive the supervisory training program certificate all nine modules must be completed. Modules 1-5 are for Supervisors only. Modules 6, 7, 8 and 9 are open to any employee of the college.

Q: How is the supervisory program laid out? A: The entire program includes nine separate modules. Modules 1-5 are presented as a series and are facilitated by Workforce Development/Continuing Education - Annandale. Employees who are accepted into the certificate program must commit to completing each of the five modules in the series. Modules 6 and 7 are online self study. Modules 8 and 9 are instructor lead workshops.

Q: How much time is involved? A: The five session series will meet from 9 A.M. – 4 P.M. once a week for five consecutive weeks. This semester, our course kicks-off Tuesday, October 21, 2008 and will convene in an Annandale, Virginia location to be announced. Modules 6 and 7 will be self-paced and will take about an hour and half to complete. Modules 8 and 9 are about 2 hours in length and will be conducted by members of the HR department at various campuses, with dates and times to be announced.

Q: Is there any cost to me involved? A: HR Professional Development is paying all costs.

Q: How do employees register for the certificate program? A: This registration is for the 5 module series only. Registration for the other modules will occur at a later date.
(1) Send an e-mail to: HRDtraining@nvcc.edu
(2) Cc: Your Immediate Supervisor;
(3) List the campus and department/division for which you work. Briefly describe your NOVA supervisory experience mentioning the number and level of employees under your supervision. Remember to include a statement that verifies you have approval and endorsement of your supervisor to attend all five course sessions.
Q: **What are the learning objectives and what will be covered in each module?** A: Participants will understand the roles and responsibilities of managers and leaders; develop skills in communication, leadership, managing, organizing, and controlling operations; understand the importance of sharing the vision and mission of the organization; learn the importance of human resource management functions; understand the importance of EEO law and its implications to all organizations; develop an understanding of budget responsibilities; develop skills in human relations.

**Tuesday, October 21, 2007**    The Keys to Successful Supervision at NVCC
The skills, knowledge, and abilities of a manager
Organizational vision and mission
Transitioning to the management position
Productivity through people
Foundations of supervision
Creating a productive work environment

**Tuesday, October 28, 2007**    Human Relations and Effective Communications
Effective team building
Communicating your message
Dealing with problem employees
Staffing
Delegation
Performance appraisal

**Tuesday, November 4, 2007**    You the Manager and Leader
Using knowledge power
Learning to concentrate
Goals and planning
Ideas and opportunities
Setting Priorities
Time management
Making decisions

**Tuesday, November 11, 2007**    Leading
Managers vs. leaders
Entrepreneurship
Change management
Attitudes towards change
Management burnout
Revisit vision and mission

**Tuesday, November 18, 2007**    Mistakes in Supervision to Avoid
Failing to understand people
Failing to listen to others
Failing to communicate what you mean
Leading is not just management
Failing to develop employees
Too soft or too hard?

Q: **Who should I contact if I have additional questions about this program?** A: If by e-mail, send your questions to HRDTraining @nvcc.edu. By telephone, call Kathy Weiner in the Professional Development Unit 703-323-4247.
Seminars to Help You Prepare for Your Future Financial Needs

Virginia Retirement System (VRS) will be conducting preretirement educational seminars in the NOVA area.

1. **Tuesday, September 16, 2008**: Annandale campus, Ernst Community Cultural Center.
   - **8:00 a.m. to 12:00 p.m.**: are for employees to develop early in employment history the value of a pension plan and associated benefits such as life insurance and long-term care.
   - **1:00 p.m. – 4:00 p.m.**: GCS are referred to as Group Counseling Sessions aimed at the employee who is seriously thinking of retirement within the next five years. Employees and spouses are encourage to attend these sessions.
   - The registration site form is found on the VRS website, [www.varetire.org](http://www.varetire.org), under planning for retirement. The local number to call for registration details is 703-323-3281.

2. **Wednesday, October 22, 2008**: Manassas Campus in the Colgan Theater. Virginia Retirement System in conjunction with Great-West Services will conduct a Regional Enrollment/Educational seminar on the Commonwealth of Virginia’s Deferred Compensation Plan. This plan is commonly referred to as the 457 plan. With few exceptions, all employees are eligible to participate in saving additionally for retirement using the pretax benefits of the plan.
   - The presentation is broken down in three sessions focusing on Plan Features & Benefits, Successful Account Management and Understanding Distribution Options.
   - The seminar begins at 9:00 a.m.
   - Employees may attend one, two or three of the presentations with no Pre-registration required. For further information, check the plan’s Web site, [www.vadc.com](http://www.vadc.com).