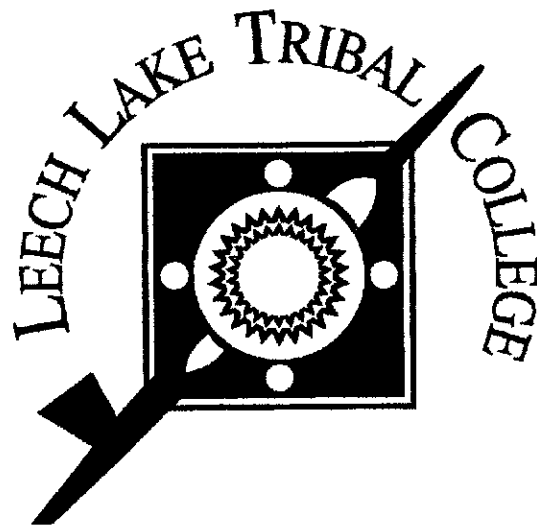


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2005-2007

*College Catalog & Student
Handbook*

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Gabe-gikendaasowigamig*



**P.O. Box 180
Cass Lake, Minnesota 56633
Telephone: 218.335.4200
TDD No: (218) 335-4291
FAX: 218.335.4282
Web Address: www.lltc.org**

2005-2007
Catalog of Courses and Degree Requirements

Leech Lake Tribal College is an equal opportunity educator and employer.
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The Leech Lake Tribal College catalog is published under the supervision of Ginny Carney, Associate Vice President of Academics, and Jennifer Moore, Associate Vice President of Student Services.

Leech Lake Tribal College reserves the right to change without notice any portion of the materials published in this catalog. This catalog is not regarded as a contract.

Leech Lake Tribal College has been chartered by the Leech Lake Tribal Council since 1990 and received the Candidate for Accreditation Status in 2002.

Leech Lake Tribal College is committed to creating and maintaining an atmosphere in which the traditional and contemporary values of the Anishinaabeg are honored and practiced. This includes a respect for persons of all cultures. It is the policy of the College that all persons shall have equal access to the College's programs, facilities, and employment without regard to race, religion, color, sex, marital status, national origin, age, or disability. In adhering to this policy, the College abides by the requirements of Title IX, Education Amendments of 1972; by Title VI and VII of the 1964 Civil Rights Act; by sections 503 and 504 of the Rehabilitation Act of 1973; and by the Age Discrimination Act of 1975. As a tribally chartered Indian-controlled institution, the College will give preference to qualified Indian applicants.

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Important Phone Numbers

Administration	(218) 335-4200
Associate Vice President of Academics	(218) 335-4267
Associate Vice President of Student Services	(218) 335-4221
Associate Vice President of Center for Career Development	(218) 335-4258
Faculty	(218) 335-4210
Bookstore	(218) 335-4230
Business Office	(218) 335-4250
Computer Lab	(218) 335-4243
Library	(218) 335-4241
Student Services	(218) 335-4220
Security	(218) 335-4260

WELCOME TO LEECH LAKE TRIBAL COLLEGE

Greetings and welcome to Leech Lake Tribal College. The Tribal College community is pleased that you have decided to make our College part of your educational experience. I sincerely hope that you bring your eagerness to learn and that we, at the Tribal College, will meet all of your expectations. It is an exciting time here at the Tribal College as we look forward to starting the Fall Semester 2005 in our new classroom building! Also, the Tribal College has been a "candidate" for college accreditation since 2002, and I fully anticipate that we will achieve full accreditation in 2006. As an accreditation "candidate," most of our credits do transfer and we have articulation agreements with three colleges at this time. Our academic advisors will be happy to answer any questions regarding credit transfer for you. I am certain that you will enjoy all our faculty and staff, who demonstrate their passion and commitment to education on a daily basis.

Miigwech,
Leah J. Carpenter, President



BOARD OF TRUSTEES

The Leech Lake Band of Ojibwe chartered Leech Lake Tribal College in 1990. The College derives its authority from the sovereignty and constitution of the Tribe. The responsibility and care of the College are vested in the Board of Trustees of the College, all of whom are enrolled members of the Leech Lake Nation. Current members of the Leech Lake Tribal College Board of Trustees:

Lenore Barseness, A.A.
Judy Hanks
John Herrera, B.A.; M.B.A.; J.D.
Vicki Howard, B.A; B.S; M.A.; Ed.D.
Yvonne Wilson, B.S.; M.S.
Shannon Northbird (Student Senate Representative)

LEECH LAKE TRIBAL COLLEGE MISSION STATEMENT & GOALS

Leech Lake Tribal College is an institution of higher education-grounded in Anishinaabe knowledge and culture-responsive to the changing academic, vocational, and personal enrichment goals of its diverse community.

In order to fulfill its mission, Leech Lake Tribal College's goals are:

- ❖ To provide associate degree programs*
- ❖ To prepare students to transfer to other institutions of higher education*
- ❖ To provide academic credentialing programs of varying lengths*
- ❖ To assist students in developing & pursuing holistic lives (physically, intellectually, & aesthetically)*
- ❖ To attain & maintain appropriate accreditation & certification of LLTC degrees & programs*
- ❖ To maintain and measure quality learning in all classes*
- ❖ To provide a means of maintaining and enhancing Anishinaabe culture, values, language, and knowledge*
- ❖ To honor and respect women as the sacred life-givers of the Nation and to empower them for leadership roles in their communities*
- ❖ To serve as a cultural & educational center for community development*
- ❖ To encourage & support the professional development of faculty & staff*

Anishinaabe Philosophy and Values

According to the Anishinaabe worldview, humans did not weave the web of life, we are merely a strand in it. Whatever we do to the web, we do to ourselves. Therefore, *kinship* among all of creation, not the *mastery* of our relatives (other humans, animals, plants, etc.) is vital to harmonious living. To adhere to this philosophy is to be guided by the following values:



1. *Dabasendizowin* (humility)

- To recognize oneself as a sacred and equal part of the Creation
- To be modest in one's actions
- To demonstrate sensitivity to others
- To be respectful of the thoughts and ideas of others
- To recognize one's strengths and weaknesses and acknowledge the capacity for self-growth and change
- To develop and practice good listening and observation skills

2. *Debwewin* (truth)

- To speak the most honestly one can, according to his/her perceptions
- To be loyal in all our relationships, avoiding hypocrisy

3. *Zoongide'iwini* (courage)

- To face difficult situations with bravery
- To acknowledge one's personal weaknesses and develop the strength to combat them
- To demonstrate the ability to take initiative and to speak forthrightly

4. *Gwayakwaadiziwin* (honesty)

- To maintain truthfulness, sincerity, and fairness in all one's actions
- To possess the ability to manage confidential information
- To communicate with others and transmit information fairly and truthfully

5. *Manaaji'idiwin* (respect)

- To accept cultural, religious, and gender differences
- To maintain high standards of conduct at all times
- To safeguard the dignity, individuality, and rights of others

6. *Zaagi'idiwin* (love)

- To work cooperatively and harmoniously with others
- To show kindness and compassion
- To demonstrate acceptance and the empowerment of others
- To offer hope, encouragement, and inspiration

7. *Nibwaakaawin* (wisdom)

- To take time to reflect on all our experiences
- To acknowledge the opportunity to learn from others
- To persist in acquiring knowledge and improving skills
- To strive for the accomplishment of goals and dreams
- To practice ethical behavior at all times
- To seek guidance from Elders and qualified advisors

HISTORY OF LEECH LAKE TRIBAL COLLEGE

The Leech Lake Band of Ojibwe established Leech Lake Tribal College by Tribal Resolution in July 1990. For two years, courses were offered in extension from the University of Minnesota at Duluth, Bemidji State University, Itasca and Brainerd Community Colleges. In the fall quarter of 1992, Leech Lake Tribal College began offering its own courses leading toward the Associate of Arts and the Associate of Applied Science Degrees.



The college had its first graduate of the Associate of Arts program in Anishinaabe Language and Culture in the spring of 1993. In 1994, the College was accorded status as a Land Grant Institution by the United States Congress. Also in 1994, seventeen graduates completed their Associate of Arts degrees and Associate of Applied Science degrees. By the

spring of 1995, the number of graduates had increased to twenty-four.

The College moved classrooms and administration to the former Cass Lake High School building in the fall of 1994, resulting in an increased student enrollment of 196. These students were enrolled in two-year Associate of Arts transfer degree programs, or in two-year technical programs leading to an Associate of Applied Science degree, or in one-year vocational programs. Today, Leech Lake Tribal College includes approximately 70 faculty, staff, administrators, and 250 students. Most of our students come from the Leech Lake Reservation and all of the surrounding Reservations in Northern Minnesota. Approximately 4% of the students enrolled at the College are non-Indians.

The College was accredited as a post-secondary Vocational School in 1993. The College was awarded candidacy status with the Higher Learning Commission of the North Central Association in 2002 for its associate degree programs, and continued candidacy in 2004.

The College is a member of the American Indian Higher Education Consortium and the National Association of Land Grant Institutions. The College receives its base funding from the Bureau of Indian Affairs under the authority of the Tribally Controlled Community College Act (Title I, P.L. 95-471).

ACADEMIC CALENDAR

	2005-2006	2006-2007
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Fall Semester

Labor Day (no classes)	September 5	September 4
Classes begin and last day to register for classes	September 7	September 6
Last day to add/drop classes	September 14	September 13
Last day to make up incomplete from spring semester	September 30	September 29
Midterm grades due	October 21	October 20
Last day to officially withdraw from classes	October 21	October 20
Veteran's Day (no classes)	November 11	November 10
Thanksgiving Holiday (no classes)	November 23-25	November 22-24
Classes Resume	November 28	November 27
Last day of regular classes	December 9	December 8
Finals Week	December 12-16	December 11-15
Fall semester ends	December 16	December 15
Final grades due	December 20	December 19
Winter Holiday (No classes)	December 19- January 6	December 18- January 5

Spring Semester

Classes begin and last day to register for classes	January 9	January 8
Martin Luther King, Jr. Day (no classes)	January 16	January 15
Last day to add/drop classes	January 17	January 16
Last day to make up incomplete from fall semester	February 10	February 9
President's Day (no classes)	February 20	February 19
Last day to officially withdraw	March 10	March 9
Midterm grades due	March 10	March 9
Spring Break (no classes)	March 13-17	March 12-16
Classes Resume	March 20	March 19
Last day of regular classes	May 5	May 4
Finals Week	May 8-12	May 7-11
Spring semester ends	May 12	May 11
Graduation	May 17	May 16
Final grades due	May 19	May 18

I. Admission and Registration

Student Services – Enrollment Office/Services Admissions and Registration (218-335-4222)

Leech Lake Tribal College is committed to a policy of non-discrimination. The college does not discriminate against individuals based on race, creed, color, national origin, gender, sexual orientation, or age. The college does not deny access to an otherwise qualified student based on that applicant's mental or physical disability. If you need additional information that is not furnished in the college catalog, please call the Enrollment Office.

Leech Lake Tribal College offers programs in the following technical and academic fields of study; please refer to *Programs of Study* for details:

- Associate of Arts Degree
 - Anishinaabe Studies
 - Early Childhood Education
 - Liberal Education
- Associate of Applied Science Degree
 - Business Management
 - Law Enforcement
- Associate of Science Degree
 - Nutrition
- Diploma
 - Residential Carpentry
 - Construction Electricity
 - Nutrition
- Certificate
 - Child Development Associate

ADMISSION ELIGIBILITY

Leech Lake Tribal College has an open-door admission policy. Any applicant who is 18 years of age or older and has earned a high school diploma or GED prior to admissions may be admitted as a regular student. Upon acceptance, all students will pay a one-time, non-refundable \$15.00 application fee; this fee will be charged to the first semester of attendance.

High School Junior or Senior students may be eligible for Minnesota Post Secondary Enrollment Options. Students must complete all LLTC admissions applications and a MN PSEO application. If the student is under 18 years of age, the MN PSEO application must be completed by a high school official and signed by a parent or legal guardian. To help students achieve academic success and avoid college/high school course overload, they are allowed to register for a maximum of six (6) semester credits. No exceptions will be made.

Elders are welcomed for their wisdom and are encouraged to attend Leech Lake Tribal College. Elders are defined as 55 years of age and older. Those not eligible for regular admission and who do

not qualify for financial aid will be admitted under special status on a case by case basis. All elders are eligible for one tuition-free course per semester; other student fees apply. Elders who do not wish to follow one of the regular programs of study listed above may pursue an Honorary Degree for Elders, which requires a total of sixty-four (64) credits.

Applicants who have attended another college prior to admission are defined as **transfer** students. Official transcripts are required for evaluation and transfer into LLTC. The following credits will be accepted for transfer: courses passed with “C” or better, courses earned within the past ten (10) years, and courses 100/1000+ level courses (development/remedial courses will not transfer). Students are encouraged to include Official College Transcripts with Admission Applications; transcripts will be useful during the registration process. No more than 34 credits may be transferred from other institutions in order to meet the degree requirements of LLTC.

ADMISSION PROCEDURE

Admissions applications are available upon request via mail, phone, fax, or e-mail, or they may be printed online at our college website: www.lltc.org .

New Students (first semester at LLTC) should complete the following steps:

Step One – Complete and sign all Admissions forms:

- ▶ Admission application
- ▶ Permission to Release Form
- ▶ Tribal Enrollment/Verification Form
 - *Tribal enrollment card or certification letter acceptable*
- ▶ High School/GED & College Transcript Request Forms
 - *To speed up the Admission process, please bring official high school, college transcripts and GED test scores/certificate upon submission of application.*

Step Two – Submit all admissions forms and any required documents to the Enrollment Office

Step Three – Complete and submit all Financial Aid Applications to the Financial Aid Office

- ▶ Free Application for Federal Student Aid (FAFSA)
 - *Please attach a copy of the previous year’s income tax return or printout of all income received*
- ▶ Tribal Higher Education Application
- ▶ MN Indian Scholarship Application

Step Four – Upon acceptance, a letter of admission will be mailed to student. Prior to registration, all students are required to take a writing and math placement test. Students will be directed to an Academic Advisor for testing, degree information, and registration for the coming semester.

Step Five – Obtain Student ID Card from Student Services.

Readmitted Students (students who have stopped out of the college for more than two semesters) complete the following steps:

Step One – Visit, call, or e-mail the Enrollment Office to check on previous Academic Progress and to update the following Admissions forms:

- ▶ Admission application
- ▶ Permission to Release Form
- ▶ College Transcript Request Form, if another college was attended prior to readmission

Step Two – Submit updated applications to the Enrollment Office

Step Three – As listed above

Step Four – A letter detailing conditions of readmission will be mailed to student.

Step Five – Student will be directed to an Academic Advisor for degree information, registration for the coming semester, and Student ID Card.

Returning Students (students who are returning from the previous semester) complete the following steps:

Step One – Confirm that Financial Aid is in place and that previous semester grades have been mailed to your funding agencies.

Step Two – Visit with your Academic Advisor to register for the coming semester.

Auditing Students (students who wish to attend a course without being required to take exams, and who will receive an “AU” grade) complete the following steps:

Step One – Complete and sign all Admissions Applications

- ▶ Admission application
- ▶ Permission to Release Form
- ▶ Tribal Enrollment/Verification Form
 - *Tribal enrollment card or certification letter acceptable*
- ▶ High School/GED & College Transcript Request Forms
 - *To speed up the Admission process please bring official high school, college transcripts and GED test scores/certificate upon submission*

Step Two – Submit all admissions applications and if available, required documents to the Enrollment Office.

Step Three – Complete Course Schedule and Registration Form at the Enrollment Office. Visit Business Office for payment of course tuition; student fees will not apply. Please refer to *Cost of Attendance* for tuition information. Business Office will then forward Registration form to the Enrollment Office.

***** It is extremely important that the prospective student sign and date applications. If during the processing of applications, the Enrollment Manager discovers the student has submitted false information, the AVP of Student Services will be notified and appropriate action will be taken.***

REGISTRATION

Course Schedules

A new semester course schedule for the upcoming semester will be available for distribution before the end of the current semester. The course schedule provides a listing of courses and programs offered for the semester. The schedule also lists the number of credits for each course, days and time courses meet and, in most cases, the name of the instructor for each course. Changes to the course schedule may occur without notice. Students and Academic Advisors will use the schedule to select the courses the student will enroll in for the semester.

Pre-registration is available for current students one month prior to the close of each semester. New and readmitted students may register after the Admissions process has been completed and they are admitted into the college.

Official Registration takes place when financial aid is in place and the Enrollment Manager registers students into the Comprehensive Academic Management System (CAMS). Registration forms will not be accepted without the Academic Advisor's signature. All students who register for courses are encouraged to pick up their course schedules in the Enrollment Office. NOTE: It is the responsibility of the student to submit his/her registration form to the Enrollment Manager; if there are inaccuracies or other concerns, the student will be contacted by the Enrollment Manager.

Students should also note that the Registration Form constitutes a formal agreement with the college to pay for and complete all registered courses. Students may cancel registration at any time before the beginning of the semester without any financial obligations. After the first week of the semester, a financial obligation for tuition/fees remains (refer to "Financial Aid").

Closing of Courses

Courses with low enrollment may be closed. The AVP of Academics determines which courses will be closed, prior to the final day to Add/Drop. The Enrollment Manager will inform students and advisors when a course is closed.

Changes in Registration – Adding/Dropping Course(s)

It is the student's responsibility to refer to the Academic Calendar regarding the Last Day to Register, Add/Drop, Withdraw and Make up Incompletes. No extensions will be made.

After the initial Registration Form has been submitted to the Enrollment Office, changes may be made to a course schedule up to the close of the date of the "Last Day to Add/Drop" published in the *Academic Calendar* for that term. It is the student's responsibility to complete an Add/Drop Form with his/her Academic Advisor, and to add other courses, if necessary, to be eligible for the appropriate Financial Aid Award. The Add/Drop Form must include an Academic Advisor's signature to be valid.

The close of the final day to Add/Drop constitutes a student's official enrollment for that semester; and students cannot make any additional changes to their schedule. These courses will permanently remain on the student's academic transcript. Total credits registered for the semester must reflect the status listed for financial aid eligibility.

Official Withdrawal from College

A student may officially withdraw from a course by the "Last Date to Officially Withdraw" published in the *Academic Calendar* for that term. All withdrawals must be officially made through the Enrollment Office. Students are strongly encouraged to meet with their Academic Advisor before withdrawing from courses, as this affects student financial aid and academic progress. All courses from which a student has officially withdrawn will reflect a grade of "W" on the student academic transcript. Courses from which a student has NOT officially withdrawn will reflect failing grades; the student will be placed on Academic Probation or Suspension in accordance with the LLTC Standard of Academic Progress.

Procedure for Officially Withdrawing:

Step One – Students must complete an *Official Withdrawal Form* (before the “Last Day to Officially Withdraw” listed on the Academic Calendar), located in the Enrollment Office.

Step Two – Student is referred to Academic Advisor.

Step Three – Student completes the Official Withdrawal Form by obtaining Instructor signatures.

Step Four – Student returns completed Official Withdrawal Form to the Enrollment Office.

Unofficial Withdrawal from College

Unofficial Withdrawal takes place when a student stops attending class, but does not officially withdraw by completing the necessary paperwork. All registered courses will automatically turn to failing (“F”) grades, placing the student on Academic Probation or Suspension for the upcoming semester. For financial aid purposes, the last date of attendance will be considered.

Students who unofficially withdraw damage their term and cumulative grade point average. Students are eligible for financial aid up to 150% of their program; the Financial Aid Office determines this based on “Total Credits Attempted”; this will not affect the student who officially withdraws. Please note the effect of officially withdrawing from classes, as opposed to unofficially withdrawing:

Official Withdraw			Unofficial Withdraw		
Course	Credits Attempted	Credits Earned	Course	Credits Attempted	Credits Earned
1	0	0	1	3	0
2	0	0	2	3	0
3	0	0	3	3	0
4	0	0	4	3	0
Total	0	0	Total	12	0

A student who withdraws will be liable for all or a portion of tuition and fees incurred (refer to Tuition Credit Schedule).

II. Tuition and Cost of Attendance

APPLICATION FEE

A one-time application fee of \$15.00 must accompany each new application for admission.

TUITION

Tuition for the 2005-2006 academic year is \$100.00 per semester credit. The tuition rate for the 2006-2007 academic year is subject to change.

FEES

Each student pays a \$25 student activity fee. Most of these activity fee dollars are administered by the Student Senate and are used for purposes determined by the student body.

Students who enroll in courses, such as Studio Art courses, that require extra materials will be charged an additional fee to help defer the cost of these materials.

Students who enroll in the Carpentry Trades Courses are assessed a fee of \$150/semester. These dollars are used for materials provided by the carpentry classes on behalf of the student.

Students who enroll in the Electrical Trades Courses are assessed a fee of \$75/semester. These dollars are used for materials provided by the electrical construction classes on behalf of the student.

All students are assessed a technology fee of \$6/credit hour each semester. These dollars are used to offset the use of copier paper, toner, maintenance, and new classroom computers.

NOTE: Students receiving financial aid should be aware that the Business Office collects all tuition and fees due from the first available funding source.

Example: A student receives a Tribal scholarship, a Pell grant, and a FSEOG grant. If the Tribal scholarship comes in first, the Business Office will draw the student's tuition and fees from the Tribal scholarship first, rather than waiting for the Federal Pell grant or SEOG disbursement during the ninth week of classes.

TEXTBOOKS

Textbooks for courses are available for purchase from the College Bookstore. Students with financial aid awards may charge books and supplies at the bookstore up to the date posted by the bookstore. After the posted date, book and supply bills are closed and submitted to the Financial Aid office. After this time, students must pay for all textbooks at the time of purchase. The Bookstore has posted hours of operation.

I.D. CARDS

All students are issued a Leech Lake Tribal College student identification card. The first identification card will be issued to the student free of charge. Duplicates are available for a \$10.00 fee. Application for duplicates must be made in the Student Services office. The \$10.00 fee must be paid at the Business office before the student is issued the new card. All cards must be validated each semester based on the student's class schedule. The Enrollment Manager will validate student identification cards with a new sticker for each semester (See Student Services for Identification Cards).

TUITION CREDIT SCHEDULE

Students dropping individual courses or withdrawing from enrollment up to the ADD/DROP date will receive a 100% refund of tuition and fees (except application fee) for the credit hours and fees associated with the courses from which they have withdrawn or dropped. A credit will be issued to the student account if (s)he has not paid the bill at the time of withdrawal.

After the ADD/DROP date, the student will be held liable for all tuition and fees. Failure to pay the amount owed may prevent future attendance at the College.

Students who drop and/or withdraw from the College, and who have received a Pell grant, may also jeopardize future attendance if the College has to reimburse the Department of Education for all or part of the Pell award. This amount then becomes the student responsibility to pay back to the school.

Students are encouraged to contact the registrar, financial aid office, or business office *at any time* there is a question or problem related to their bill.

III. Financial Aid

(218) 335-4224/4228

The Financial Aid Office assists students in obtaining financial resources necessary to attend college. The primary responsibility for paying college expenses, however, lies with the student.

It is strongly recommended that students begin the financial aid process in January, or at least four months prior to the start of the semester for which they are seeking aid. Some funds are on a first-come, first-serve basis and may not be available to students who do not apply early. Students who apply for financial aid late will receive their funding late. Students must re-apply for financial aid each year.

FINANCIAL AID APPLICATION PROCESS

The required Free Application for Federal Student Aid (FAFSA) may be submitted after January 1st, or after income taxes have been filed. All other Financial Aid sources may depend on the amount the student receives from the Federal Pell Grant Program. We strongly recommend that you contact the Financial Aid staff when starting this process.

The Financial Aid process includes the following steps:

1. Complete the Free Application for Federal Student Aid (FAFSA) form.
2. Complete the Minnesota Indian Scholarship Application, tribal scholarship applications, and other supplemental applications.
3. Submit any other information requested by the financial aid office.

ELIGIBILITY FOR TITLE IV AID (FEDERAL PELL GRANT, FSEOG, FEDERAL WORK STUDY)

The Student:

1. Must be admitted as a regular student, enrolled in an approved program of study.
2. Must meet the required LLTC Standard of Academic Progress.
3. Be a U.S. citizen or eligible non-citizen.
4. Who is in default on a Title IV education loan will not be eligible for Title IV Funds.
5. Must have a completed Financial Aid file and must submit other documentation requested by the Financial Aid staff.
6. Must register with Selective Service if required (males between the ages of 18-25).
7. Must be determined eligible on the Free Application for Federal Student Aid (FAFSA)

Students withdrawing from or not attending classes may be required to repay a portion of their Financial Aid and may jeopardize further funding.

Special Note: A majority of Financial Aid assistance programs are based on the financial need of the student and/or parents. Students seeking need-based aid must complete and submit the Free Application for Federal Student Assistance (FAFSA) form.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID (CUMULATIVE)

Students must meet all the following satisfactory academic progress standards to continue to receive financial aid:

1. **Qualitative Standard (GPA).** Students must maintain a 1.65 grade point average in their first semester, a 1.75 grade point average their second semester, a 1.95 grade point average their third semester and a 2.0 grade average in their remaining semesters.
2. **Completion Ratio.** Student must successfully complete 70% of the total course work attempted at Leech Lake Tribal College.
3. **Duration of Eligibility.** A student is eligible for eight semesters of financial aid or 150% of their program, depending upon which comes first.

If you have questions regarding financial aid, or wish to know how to apply, contact the Financial Aid office at 335-4224 or 335-4228.

Sample Student Budget:

Number of Credits	12 credits	13 credits	14 credits	15 credits
Tuition (\$100 per credit)	\$1,200.00	\$1,300.00	\$1,400.00	\$1,500.00
Technology fee (\$6 per credit)	\$72.00	\$78.00	\$84.00	\$90.00
Books & Supplies (depending on courses taken)	\$197.00	\$248.000	\$296.00	\$323.00
Student Fee \$25 (assessed to all students)	\$25.00	\$25.00	\$25.00	\$25.00
Art Fee (\$50 if taking an Art course)	\$	\$	\$	\$
Application Fee (First time students, \$15)	\$	\$	\$	\$

SOURCES OF FINANCIAL AID:

Applications for all financial aid are available in the Office of Student Services. The College participates in the following financial aid programs to assist students with the payment of tuition and fees and to assist with living expenses:

Federal PELL Grant Program

The Federal Pell Grant program is a federally-funded financial aid program that provides grants to eligible students. Income and other variables, such as family size, determine eligibility. These grants do not have to be repaid if a student completes the award period in which the Federal Pell is awarded. The Federal Pell program provides the foundation for all other financial aid programs available to the student. Eligibility for Federal Pell is based on guidelines established by the U.S. Department of Education. Students may submit a completed Free Application for Federal Student Aid (FAFSA) form to the Financial Aid Office, or they may

choose to complete the free application on line at www.fafsa.ed.gov . Assistance with completing these forms is available in the Financial Aid office.

Federal Supplementary Educational Opportunity Grant (FSEOG)

The FSEOG program provides additional funding to students with exceptional financial need. A student must be Federal Pell eligible to qualify for these funds. Funds available for FSEOG are very limited and are awarded on a first-come, first-serve basis.

Federal Work Study

The Federal Work-Study program is a federally funded program that provides part-time employment opportunities for students who have demonstrated financial need. Work schedules are arranged in accordance with each student's academic class schedule. Applications are made through the Financial Aid office; a limited number of work-study positions are available.

Leech Lake Tribal Grants and Other Tribal Scholarship Programs

The Leech Lake Band of Ojibwe manages its own scholarship sources for members of the Leech Lake Band. Many other tribes also manage their own scholarship programs. Applications are available in the Financial Aid office.

American Indian College Fund

Unless otherwise specified by the donor, the American Indian College Fund provides scholarships to all students whose eligibility has been pre-determined by LLTC. The College administers this scholarship; see the Financial Aid Office for applications and additional information.

Veterans Benefits

Leech Lake Tribal College is approved by the Minnesota State Approving Agency for Veterans Educational Benefits.

Additional Sources

Additional private sources are available by direct application of the student to the scholarship sources. Information about these opportunities may be obtained from the Financial Aid office, and links to other automated scholarship search agents are provided on our web page.

BUSINESS OFFICE

The Business Office provides student fee statements, issues financial aid checks, maintains student account records, and determines the collection of extra fee items, library fees for material damages, etc. All financial aid funds are disbursed through the Business office.

Note: Federal Pell Grant funding is "Time Limited." Students who transfer into a four-year degree program at another school may run out of Pell funding unless they adhere closely to the timelines established for various degree programs in this catalog.

Please Take Financial Aid Regulations Seriously and Maintain Satisfactory Academic Progress in Order to Remain Eligible for Federal Aid.

IV. Policies and Procedures

ACADEMIC POLICIES:

Academic Year

Leech Lake Tribal College functions on an academic semester system. An academic year is two semesters in length. Each semester is approximately 15 weeks in length. The College may or may not have a summer session. When summer sessions are held, the semester credits earned may be applied toward the fulfillment of a student's degree requirements.

Academic Status

The number of credit hours for which a student is officially registered during a semester determines the student's enrollment status. Following is the enrollment status listing:

1. Full-time – 12 or more credit hours
2. Three-quarters time – 9 to 11 credit hours
3. Half-time – 6 to 8 credit hours
4. Less than half-time – 1 to 5 credit hours

Any student registered for less than 12 credit hours is considered a part-time student.

For financial aid purposes, a student is considered full-time if (s)he enrolls in 12 or more credits each semester. For academic purposes, however, students should note that an average of 16 credits must be completed in each semester for four semesters if a 64-credit degree is to be completed in two years (4 semesters) of enrollment. To register for 18 or more credits, the student must make application through the Enrollment Manager. The student will also be required seek the approval of the Associate Vice President of Academics.

Note: If you wish to graduate in two years, it will be necessary to take an average of 15-16 credits per semester.

Academic Advising

Each new degree-seeking student will be assigned an academic advisor during the first semester of enrollment in the College. The academic advisor will approve the student's registration form each semester. The advisor must also sign drop/add forms. No student will be allowed to register for classes at Leech Lake Tribal College until the registration form is completed and signed by both the student registering and his/her academic advisor.

Students are strongly encouraged to meet with advisors during each semester to discuss their academic performance and progress toward degree completion, to discuss and review degree and career consideration, and to select appropriate courses. Advisors are also available to discuss and help solve any problems students may encounter in achieving their educational goals. Academic Advisors will have posted office hours.

Classification of Students

Resident Students. Students who have completed up to, and including, 29 semester credits are classified as first-year students. Students who have completed 30 or more semester credits are classified as second-year students.

Transfer Students. LLTC will accept credits earned at other two-year or four-year colleges; however, the Enrollment Manager and/or the Associate Vice President of Academics will determine whether particular transfer credits may be used to meet requirements of specific degree programs at LLTC. Of the 62-64 credits required for degrees at LLTC, at least 30 credits must be completed in residence.

NOTE: Students enrolled in Construction Trades courses may be granted advanced standing, based on previously gained knowledge and skills that are equivalent to courses offered at LLTC. For further details, see the Career and Technical Department section of this catalog.

Classification of Courses

Courses numbered below 100 are developmental courses. Courses numbered 100-199 are first-year courses. Students should try to select these classes in their first year of study, because these courses often provide the knowledge and skills necessary to complete courses that are more advanced. Courses numbered 200-299 are second-year courses. Some of the second-year courses may require the completion of 100 level courses before enrollment. Recommended or required pre-requisites are noted in the course descriptions.

Definition of a Credit Hour

Leech Lake Tribal College utilizes the semester system. Semester credits are earned for the completion of a course covering one semester (15 weeks). Each course the college offers has a determined number of credit hours assigned to it. A course credit can range from one to four credits. A credit hour is defined as the contact time or the time a student spends in class. A three-credit course would have three contact hours. A three-credit course might be offered one hour a day X three days per week, or one and a half hours X two days a week, or three hours in one day. In addition to the credit contact hour requirements, some courses have a laboratory time requirement. A rule of thumb is that each hour of in-class time requires two hours of study, reading, or research outside of class (for lecture courses).

Class Attendance

To pursue college work successfully, students are expected to attend all classes. Students have a personal responsibility to themselves and to the course instructor to attend class and complete all assignments. If a student is unable to attend class, it is his/her responsibility to notify the instructor, preferably in advance. Missing more than 6 hours of class for a three-credit course, or 8 hours of class for a four-credit course may lead to being administratively dropped from the course, and may be grounds for failure. Reinstatement after an administrative drop requires written approval from the instructor and the Associate Vice President of Academics.

Instructors update and enter attendance into the Comprehensive Academic Management System (CAMS) weekly; this is done for retention and financial aid purposes.

NOTE: Due to the nature of their courses, the Construction Trades (Carpentry and Electrical Construction) have instituted their own attendance policy. Please consult the Career and Technical Department section of this catalog for details.

Grading Scale

Quality of work and grade points assigned are:

- A Superior (4 grade points per credit hour)
- B Good (3 grade points per credit hour)
- C Average (2 grade points per credit hour)
- D Passing (1 grade point per credit hour)
- F Failing (0 grade points)

- I Incomplete (no credit is earned; automatically becomes an “F” if course work is not completed by date published in Academic Calendar)
- W Withdrawal (does not affect grade point average)
- Au Audit (does not affect grade point average)
- R Replaces the grade assigned if a student repeats a course (a student’s grade point average is calculated using the second grade).

Grade Point Average (GPA) Calculation

Scholastic averages are derived from grade points as follows:

Grade Earned	Equals Grade Point of
A	4
B	3
C	2
D	1
E	0

Grade Earned	G.P. listed above	x	Credit per Course	Total Grade Points
A	4	x	3	12
A	4	x	3	12
B	3	x	3	9
B	3	x	3	9
Total Credits Earned:			12	42

Calculate term GPA: $42 \text{ (total grade points)} / 12 \text{ (credits per course)} = 3.5 \text{ GPA}$

A Cumulative GPA of 2.0 for all course work at the college is required for graduation. Students are encouraged to practice GPA calculation for future reference. Note that some majors at four-year colleges may require higher than 2.0 GPA for admissions.

Independent Study

Independent study is very limited. Students seeking independent study must have approval from the Associate Vice President of Academics and the course instructor. Independent study is approved on a case-by-case basis, with the following conditions:

1. The student must have completed the freshmen year requirements of 30 semester hours/credits with a “C” average.
2. Only one course per semester may be taken for independent study.

3. The student must complete an independent study contract.

Incomplete Grade Policy

An instructor may assign a grade of “I” (incomplete) if the instructor believes that the student has been unable to complete the course on time because of unavoidable circumstances. NOTE: A student must have been in attendance during the semester, and must have satisfactorily completed at least 70% of his/her course work. It is the student’s responsibility to initiate the incomplete. The student must obtain an incomplete contract from the Enrollment Manager and then negotiate the incomplete with the instructor. If the instructor allows the student to receive an incomplete, the instructor then returns the contract to the Enrollment Manager when final grades are submitted. The student must fulfill the course requirements by the date indicated on the academic calendar. If the student does not do so, the “I” automatically becomes an “F.”

*** The Incomplete Policy does not apply to the Summer Session, nor to students on Academic Suspension.*

Repetition of a Course

A student may repeat a course to raise a grade to “C” or better only with the consent of the instructor and the Associate Vice President of Academics.

Change of Assigned Grade

There must be accountability when an instructor, because of mitigating circumstances, changes a student's assigned grade. In many cases, grade changes result from a discussion between the student and the instructor or the instructor's allowing the student to turn in additional work. The reason for the grade changes must be stated on the Change of Grade form by the instructor. The grade change form must be properly completed, signed by the instructor, and delivered to the Enrollment Manager’s Office by the instructor. Care should be taken to see that there are not abuses in grade changing; any abuse will be reported to the Associate Vice President of Academics. The deadline for submission of a completed grade change form to the Enrollment Manager’s office is four weeks after the end of the semester or summer session in which the student took the class. No grade change will be accepted by the Enrollment Manager after the deadline without the written approval of the Associate Vice President of Academics.

Course substitution or course waiver

If a student wishes to apply for a course substitution or waiver, the student must request the substitutions or waiver in writing to the Enrollment Manager's Office. The request must provide the student's rationale and documentation to support his/her request. The Enrollment Manager will evaluate the request and forward it to the Associate Vice President of Academics. The Associate Vice President of Academics will make the final decision on the request and will inform the Enrollment Manager. Extreme care must be taken when granting course substitutes or waivers, especially in courses for degree programs.

Second Degree Requirements

A student seeking a second degree must be admitted to the second-degree program through the re-admission

process. A student seeking a second associate degree must be referred to the Enrollment Manager's Office. The student must be informed that a minimum of 12 credit hours must be earned in one semester on campus as a requirement for the second degree. Approval for a second degree must be obtained from the student's Academic Advisor and from the Associate Vice President of Academics.

Changing Program of Study

All students should declare a Program of Study by the beginning of their second semester at LLTC. A student wishing to change his/her program of study must complete the following:

1. Submit program of study form.
2. Obtain approval signature from current advisor.
3. Submit program of study form to the Financial Aid office.
4. Submit completed form must be submitted to the Enrollment Manager by the end of the first week of class.

The Enrollment Manager will review the change of program form. If it is complete and correct, the Enrollment Manager will determine if the student is academically eligible for the new program. If so, the Enrollment Manager will issue the student a new program of study reflecting the program change. The student's advisor will also be provided with a copy of the study plan.

Continuing students who change majors or fail to earn at least twelve semester hours during a two-year period must meet graduation requirements as listed in the catalog at the time of the major change, or upon re-enrolling at Leech Lake Tribal College. The catalog contains information important to your career at Leech Lake Tribal College.

Earning Academic or Vocational Credit

Successfully completed credits are credits that are registered for and completed with a passing grade ("D" or better). Credits that will not count as successfully completed include "F" grades, withdrawals, audits and incompletes. Incompletes will be counted once a course has been successfully completed. It is the student's responsibility to notify the Financial Aid office when an incomplete is made up so that financial aid can be re-evaluated.

Progress Grades: The instructors at mid-point of the semester will submit mid-term grades to the Enrollment Manager's office. These grades indicate the progress of the student midway through the semester and are not computed in the grade point average. The student Academic Counselor/Advisor may contact students receiving grades below a "C". Students are encouraged to seek assistance from their Academic Counselor/Advisor or their instructor when needed.

The date of Final Exam week is posted on the Academic Calendar, located near the beginning of this catalog. Student clubs and organizations are urged to keep the final exam week schedule in mind when planning activities.

Exemption from Requirements by Examination

If a student has work experience in certain disciplines (for example, business or technology), (s)he may test out of a course at LLTC and earn credit through advanced placement examination with the following guidelines:

1. The department Chair and the Associate Vice President of Academics both approve the examination.
2. The course can be properly evaluated on the basis of such examination.
3. The fee for the examination has been prepaid and the student can show proof of current enrollment.
Contact the Student Services office for the appropriate fee amount.

Advanced placement exams will not be given to students who have previously or are currently enrolled for an equivalent course.

Students must obtain an "Examination for Credit" form from the Student Services office. This form must have signatures from both the department Chair and the Associate Vice President of Academics. The Enrollment Manager will verify that the student is enrolled and will sign the form at that time. The student will then submit the completed form to the Business office and will pay the appropriate fee, depending on the amount of credit hours sought. The form will be used as an admissions slip at the time of the examination.

After the student completes the examination, the instructor indicates with a grade of Pass or Fail ("P" or "F") whether or not the student has passed the test, and the number of credits attempted will be placed on the form. The instructor will submit the form to the Enrollment Manager, and the form will be placed in the student's permanent academic file. If the student has passed, the Enrollment Manager will enter a grade of "P" on the student's transcript. Should the student fail the exam, no grade will be placed on the student's transcript. Once a student elects to challenge a course and fails, however, (s)he will not be able to challenge the same course again while at LLTC.

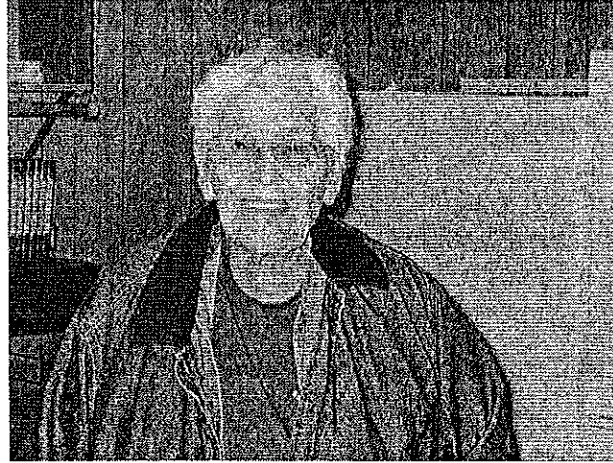
Auditing Policy

Anyone who wishes to attend a class without officially enrolling in the class and without receiving any record of attendance from the College may do so.

Individuals who are interested in a particular subject, but who do not wish to earn credit for it, may audit the course. Auditing gives students the privilege of attending all classes and receiving all course materials. Students may audit courses with the permission of the instructor only. Full tuition for the course must be paid. Audited courses are not considered in calculation of a student's full-time load and are not eligible for financial aid assistance. Once students have enrolled in a course on an audit basis, they may not change their registration to a credit basis after the fifth day of classes.

Honorary Degree for Elders

The College will consider presenting an Honorary Degree for Elders (HDE) to elders who pursue a separate track of study analogous to the regular two-year liberal arts program. The first semester is open to allow the student time to decide whether he/she wishes to declare a regular course study, or to pursue the Honorary Degree for Elders program. The HDE program, once declared by a student participant, has its own criteria, none of which requires financial aid conditions or demands.



HDE study is an entirely new approach to academics and is intended to place greater emphasis on practical benefits for elders who wish to pursue life-long learning aspirations, and to enrich the role of elders in contemporary society. Achievement of the HDE is based on attendance, initiative, traditional mentoring/cultural infusion of junior peers, and the fulfillment of an annual education plan. The regular advisory services of the College will assist each elder in preparing an Annual Education Plan (AEP). Elders enrolled in the HDE program will be exempted from the usual rigors of western assessment methods; however, 64 credit hours of study—in any discipline—must be completed in order to qualify for this degree.

Academic Probation & Suspension

Requirements of the Standard of Academic Progress

Leech Lake Tribal College has adopted the following Standard of Academic Progress. All registered students (degree, non-degree, diploma, and certificate) must meet **both** requirements to avoid *Academic Probation* or *Academic Suspension*:

1. **Term Grade Point Average (GPA).** The standards listed below indicate the Grade Point Average required at end of each academic semester or summer session:

1 st Semester	1.65 GPA
2 nd Semester	1.75 GPA
3 rd Semester	1.95 GPA
Remaining Semesters	2.00 GPA
2. **Term Completion Ratio** is 70%. Each student must successfully complete 70% of the courses in which they enroll for each semester or summer session.

The first semester/summer session a student fails to meet **either** of the requirements of the Standard of Academic Progress, he/she will be placed on *Academic Probation*.

Students who officially withdraw from courses run the risk of not successfully completing 70% of their courses and will be placed on *Academic Probation*. Students must understand the consequences should they decide to withdraw from more than one course.

The second consecutive semester/session a student fails to meet **either** of the requirements of the Standard of Academic Progress, he/she will be placed on *Academic Suspension*.

If a student returning from suspension fails to meet the requirements to regain good academic standing, he/she will remain on *Continued Suspension*.

Academic Suspension Appeal

A student who has been placed on Academic suspension may appeal (in writing) such action to the Associate Vice President of Academics, who will, in turn, approve or deny (in writing) the appeal. An appeal shall be based solely upon errors or extenuating circumstances that the student believes have affected his or her academic performance at Leech Lake Tribal College.

Error shall mean a false or mistaken application of a student's academic record of performance at Leech Lake Tribal College.

Extenuating circumstances shall mean any conditions out of the ordinary, such as an accident, unusual personal crises, or the occurrence of risk beyond the student's control that directly contributed to that student's being placed on academic and financial aid suspension.

The Associate Vice President of Academics has the final decision and authority on all academic suspension appeals.

Academic Appeals

If you believe that an incorrect, incomplete or capricious action has been taken regarding an academic matter affecting your program (such as an inaccurate or unfair grade), you must follow the procedural steps below to appeal the action.

1. Consult with the instructor to obtain all necessary information regarding the decision and attempt to clarify matters concerning the decision.
2. If you still have questions after discussing the academic matter with your instructor, you should submit a letter documenting your concerns to the Chair of that instructor's department/division. It is your responsibility to make an appointment with the Chair, who will review the allegations, discuss his/her findings with you, and provide you with a written response to your appeal.
3. If the problem remains unresolved after following Steps 1 and 2, you may petition (in writing) the Associate Vice President of Academics, who has the final decision and authority in all academic appeals.

Academic Integrity

Honesty in academic matters is expected of all students. Actions that are contrary to the spirit of academic integrity will not be tolerated. Any attempt to misrepresent someone else's work as your own, to receive credit for assignments you did not do, obtain an unfair advantage over other students in the completion of work, or aid another student to do the above will be considered a breach of academic integrity. Acts of academic dishonesty include, but are not limited to:

- Obtaining, disseminating, or using unauthorized materials for the completion, by you or another student, an examination paper or an assignment.
- Unauthorized collaboration with another student in completing an assignment.
- Submitting as your own work that of another student or allowing your work to be submitted for credit by someone else.
- Copying from another student's paper or an assignment.

- Computer theft, such as unauthorized duplication of software and/or unauthorized access to accounts other than your own. This includes the use of the college resources (computer facilities, network, software, etc.) for financial gain.
- PLAGIARISM: The representation of another's ideas, statements, or data, as your own. This includes copying, paraphrasing, or summarizing another person's work without the proper acknowledgement (footnoting, in-text credit, quotation marks, etc.).

Student dishonesty will not be ignored. In situations where dishonesty is suspected, the faculty member will meet with the student, state the charge and action to be taken, and will refer him or her to the academic appeals section of the College catalog. Copies of this notice will be sent to the appropriate Department Chair and to the Associate Vice President of Academics. Cheating on an exam, plagiarism, and other forms of dishonesty can result in an "F" for the course, or academic suspension.

Academic Honors

The Dean's List recognizes full-time students who earn a GPA between 3.0 and 3.9. Full-time students who earn a GPA of 4.0 have their names placed on the President's List. Academic honor lists are published at the end of each semester.

Official Transcripts from Leech Lake Tribal College

Transcript Request Forms are available at the Enrollment Office; requests are mailed every Monday, Wednesday, and Friday. Same-day pick-up requests are available at 4:00 PM. There is no fee for college transcripts. No transcript will be released if the student has a financial obligation to Leech Lake Tribal College; that student will be referred to the Business Office.

Academic Transcripts will reflect the following:

- Record of all courses completed, grades earned, term and cumulative grade point averages
- Record of other college name and credits transferred from that college
- Notation of Leech Lake Tribal College degree earned

Transfer to Other Colleges and Universities

Leech Lake Tribal College courses leading to the Associate of Arts in Liberal Education, the Associate of Arts in Anishinaabe Studies, the Associate of Arts in Early Childhood, and the Associate of Science in Nutrition are designed to be transferable to many four-year colleges and universities. The College will assist students in transferring their credits to another school.

Students who wish to attend a four-year college or university must work with their assigned advisors to ensure that they will complete courses of study appropriate to the specific requirements of the particular school or department to which they wish to transfer. Students are strongly encouraged to contact the particular school well in advance to coordinate and prepare for their transfer of credits.

Students completing the Associate of Applied Science Degree in Business or Law Enforcement, and the Diploma or Certification programs in a vocational area, should note that their programs may not primarily be designed as transfer programs, but as terminal vocational education programs. Many of the credits vocational

students are completing can transfer, but the number that can transfer may be more limited. Please consult your advisor or the Associate Vice President of Academics with any questions.

Graduation

At the beginning of their final semester, students intending to graduate must complete a formal "Intent to Graduate" form in consultation with their advisor. Students will receive their diplomas and officially graduate at the time they complete all degree requirements. Formal graduation ceremonies are held once each year in the spring.

Requirements for Graduation

1. Must earn a minimum grade point average of 2.0.
2. Must satisfy at least the number of credits required for specific degree/certificate/diploma, as outlined in the catalog curriculum.
3. Must complete the Graduation Application and Summary at the Student Services office during registration for the final semester of a student's attendance at LLTC.
4. Must fulfill all financial and academic obligations prior to the date of graduation.
5. Must fulfill the residency requirements of LLTC (see "Classification of Students").

V. OTHER POLICIES & PROCEDURES:

STUDENT RESPONSIBILITIES:

Leech Lake Tribal College Code of Conduct

Leech Lake Tribal College expects students to conduct themselves in a manner that is conducive to learning and that is respectful to others. This applies to students on-campus, or at college-sponsored activities off-campus. In addition, all students at Leech Lake Tribal College must comply with the applicable laws that govern the Leech Lake Reservation. Students who do not comply with college regulations, or who commit violations of a serious nature, may be suspended or dismissed from Leech Lake Tribal College. Persons who are not students or employees of the college are required to abide by the Leech Lake Tribal College policies and student-conduct regulations while on campus property. Each student is responsible for becoming familiar with and complying with the standards of conduct at Leech Lake Tribal College and reporting the actions of others, including, but not limited to:

1. Obstruction/disruption of the teaching, research, administration, disciplinary procedure, or any other college duty or function, including its public service functions. The participation in a demonstration on campus, which materially and substantially disrupts or obstructs the normal functioning of the college, including unauthorized occupation of the premises.
2. Falsification, forgery, alteration or use of college documents, records, instruments of identification with intent to defraud the college, or an act of academic dishonesty (See Academic Integrity).
3. Failure to comply with orders or directives of college officials, faculty, security officers, or any other law enforcement/fire department personnel acting in the performance of their duties.
4. Unauthorized entry or use of the college facilities or equipment.
5. Disorderly conduct or lewd, indecent behavior, conduct or expression, including abusive language.
6. Conduct, which is physically abusive to others or threatens to endanger the health, life or safety of others or oneself on college property.

7. Sexual abuse/harassment conduct which is sexually abusive to others or which includes, but is not limited to, sexual intimidation, unwanted touching, sexual contact/assault, or any other uninvited behavior of a sexually explicit nature.
8. Hazing, initiation activities in all forms which include, but are not limited to, striking, laying hands upon, treating with violence, or threatening to do bodily harm to another person with the intent to punish or injure.
9. Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings or any other facilities of the college.
10. Theft, or the attempted theft, of property of the College or persons of the College.
11. Vandalism, including, but not limited to, defacing, graffiti, trashing or attempting to damage property of the college or of another individual.
12. Excessive noise or any act occurring on the college campus, which intentionally disturbs the peace and quiet of any person or group of persons.
13. Illegal gambling activities in violation of the law.
14. Misuse of college telephones, including, but not limited to, charging any long-distance calls, or making other telephone calls of an offensive or obscene nature to or from any telephone on campus.

Disciplinary Actions

Appropriate disciplinary actions will be enforced upon any student who has been found guilty of violation of regulations governing students at Leech Lake Tribal College. In compliance with the standards of conduct the following sanctions are consistent with Tribal, State and Federal laws, and may be imposed for violation of the standards of conduct cited in this policy. These standards may include, but are not limited to:

1. Warning
2. Loss of privilege
3. Restitution
4. Mandatory participation in an approved drug/alcohol abuse treatment, rehabilitation and/or re-entry program
5. Probation
6. Suspension
7. Dismissal

Where appropriate, referral for prosecution may be made. One or more other sanctions may be imposed for violation of college regulations in relation to the offense.

Student Grievance Process

It is the intent of the college to provide students the right to a fair hearing. These procedures are designed to address student complaints and grievances, which include, but are not limited to, discrimination or other areas of college policy violations.

1. All student grievance complaints must be submitted in writing to the Associate Vice President of Student Services and must contain the following information:
 - a. Name, address and phone number of person filing the grievance.
 - b. Nature of the grievance in full detail
 - c. Place, date and time of alleged incident.
 - d. Name of person(s) accused of the violation.
 - e. Requested action.
 - f. Any background information that student filing the complaint believes to be relevant.

2. The Associate Vice President of Student Services will attempt to resolve the complaint with the student. If the complaint cannot be resolved at this meeting, the Associate Vice President of Student Services will take the following actions and inform the College Vice President.
 - a. Meet with all persons involved in the complaint and try to resolve the complaint.
 - b. If the complaint has not been resolved, the Associate Vice President of Student Services will notify the Leech Lake Tribal College Governance Committee to review the complaint and make recommendations for resolution of the student's complaints.
 - c. The LLTC Governance Committee will confer with the College Vice President and then make a decision on resolving the complaint. The College Vice President has final authority in determining the resolution of all student grievances that are filed.

Drug- & Alcohol-Free Campus Policy

Leech Lake Tribal College policy fully complies with current and future requirements, regulations, or interpretations of the Federal Drug Free Schools and Communities Act/Amendments of 1989 and the Drug-Free Workplace Act of 1988. (34CFR Part 85, Sections 85.610).

Drugs & Illegal Substances

Leech Lake Tribal College Drug and Alcohol policy prohibits students and college staff from manufacturing, possessing, using, delivering, selling or distributing of any substance prohibited by the Leech Lake Tribe, the State of Minnesota and the Federal Government.

Students, faculty, or staff violating this policy must be reported to the Associate Vice President of Student Services or the Associate Vice President of Academics. Students, faculty or staff violating this policy will be turned into the local police and prosecuted to the full extent of the law.

Alcohol Use

Leech Lake Tribal College students, faculty and staff under the influence of alcohol during classes or during college events will be removed from college property.

Students, faculty and staff who violate this policy will be subject to suspension, or termination from the college.

Leech Lake Tribal College sanctions for students, faculty and staff who violate the Drug and Alcohol Policy are:

1. Suspension from the college for up to 30 days
2. Possible termination of employment
3. Expulsion from the college
4. Possible legal action

Other possible legal sanctions:

1. Alcoholic beverages, possession by a minor: Charge.
2. Alcoholic beverage unlawfully delivered to a minor: Charge.
3. Minor furnishing money for the purchase of alcoholic beverages: Charge.

4. Possession of an illegal or controlled substance: Charge.

Leech Lake Tribal College will not hesitate in bringing charges and legal action against any student, faculty or staff member who violates the College's Drug and Alcohol Policy.

Smoke-Free Campus

Leech Lake Tribal College maintains a smoke-free environment. The College follows the state of Minnesota's Clean Indoor Act. Leech Lake Tribal College is committed to providing its students, employees and the general public with a safe and healthy work environment. Therefore, smoking is prohibited in all its college buildings, including the entrance and hallways of the campus buildings. Should students choose to smoke outside the building, they are expected to dispose of these materials properly.

Exception: Smoking that is part of an official campus activity that includes Anishinaabe traditions, such as pipe ceremonies, smudging, etc. will be allowed.

Sexual Harassment Policy

Leech Lake Tribal College is committed to maintaining a safe and comfortable learning environment for all students. Sexual harassment undermines the mission the College, offends the integrity of the College community, and will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, stalking, or other verbal or physical conduct of a sexual nature that results in interfering with an individual's educational performance, or creates an intimidating environment for a student.

Sexual harassment is prohibited by both state and federal law. Any student who engages in sexual harassment is subject to disciplinary action, up to and including suspension from LLTC.

If you believe that you have been subjected to sexual harassment, you are asked to report your concerns immediately to Security, an instructor, chair, AVP of Student Services, or any other member of the College staff with whom you feel comfortable in filing such a report. To the extent permissible, all such reports will be treated confidentially and will be investigated in a prompt and responsible manner.

Computer Network & Software Policy

I. Computer Usage

- It is the computer user's responsibility to obtain this information and remember it.
- College computer workstations are provided solely for academic use.
- Be respectful of other computer users, and the computer equipment.
- Computer users are expected to clean up the area around the computer workstation they used as they leave. This includes making sure you have retrieved any removable storage devices you may have used in the computer, such as a CD-ROM or floppy disk. The Leech Lake Tribal College is not responsible for any materials you may leave behind.
- Please dispose of any food or drink items you may have before operating any of the computer workstations. Food or drink can easily damage electronic equipment, so we ask that you avoid bringing food or drink into the computer labs.

- Users are not allowed to install or uninstall software of any kind from the computer workstations without prior approval from the LLTC MIS Department or your technology instructor.
 - The software installed on all computer workstations is the intellectual property of the Leech Lake Tribal College; please do not attempt to copy or duplicate the software installed on these machines.
 - Computer workstations are not to be removed, relocated, disassembled or modified in any way without prior approval from the LLTC MIS Department.
 - Using computer workstations for recreational use is not permitted. Examples: Surfing the web when it is not related to academic work; chat room use; playing games. These computers are provided for academic use and are not to be used as an entertainment center.
 - By using any computer workstation on campus, you agree to abide by this policy.
-

II. Internet Usage

- Internet access and use is provided solely for academic use. Accessing improper web sites such as pornography, gambling sites, and illegal software pages will be considered a severe violation of the Acceptable Usage Policy, and may result in suspension of computer usage.
 - The MIS Department reserves the right to block web sites that may pose dangers to the campus computer network.
 - The MIS Department reserves the right to monitor web sites visited utilizing Tribal College workstations.
 - Using the Internet to distribute SPAM (unsolicited e-mail messages) or harassing messages to others is prohibited.
 - You may not use computer workstations for illegal or disruptive purposes. Some examples are, but not limited to: Intentionally sending computer viruses out onto the Internet; monitoring of electronic communications; launching of Denial of Service (D.O.S.) attacks, harassing other individuals, which can be classified as cyber-stalking; distribution and downloading of copyrighted materials: music, videos, books, software.
 - You may not use computer workstations to provide Internet-based services without prior approval from the LLTC MIS Department. Examples of Internet-based services include, but are not limited to: FTP servers, Web servers, P2P file servers, IRC servers, and Game servers.
-

III. Storage of personal data

- Any documents or other data files you may be working on should ONLY be saved to an external floppy disk, CD-R or CD-RW. Please do not save any of your data onto the computer workstations. The college is not responsible for lost computer files saved to the workstations.
 - Any files save or installed onto student workstations will be lost when the workstation is reset.
-

IV. Confidentiality and Privacy

- The Leech Lake Tribal College will treat all information stored on computers as confidential. Disclosure of this information will be honored under one of the following conditions:
 - When authorized by the College President or Vice President

- When requested by the owner of the information
 - When required by local, state, tribal or federal law
-

V. Violations of Policy

- The college may take disciplinary and/or legal action against any individual who violates any LLTC computer policies.
- Minor infractions may be handled in an informal manner such as e-mail or in-person discussion.
- Major infractions, the MIS department may temporarily or permanently suspend a student's computer & email account. A second violation will result in suspension of computer services for one semester. Additional violations may result in charges being filed against the student from the Student Services Department.
- The individual suspected of violating the Responsible Use of Information Technology Policy will be notified via a formal written letter from the MIS Director. The individual must respond to the notice within 10 working days, by contacting the MIS Director to discuss the violation in question and appropriate corrective action if necessary. If the individual fails to respond to the notice, the case will be forwarded to the Student Services Department for disciplinary action.

Coping with Emergencies

In the event of an emergency (illness, accident, family problem) that requires your absence from campus, you should contact each of your instructors as soon as possible. If this is not possible, you should contact the Associate Vice President of Academics for assistance. If the emergency should cause an extended absence, it may be possible to make arrangements with your instructors to complete your work at a later date. This is called an "incomplete" in a course. If your absence has caused specific academic concerns for you, it is recommended that you request assistance from the Associate Vice President of Student Services or from your advisor.

VI. Student Involvement Clubs & Organizations

Leech Lake Tribal College has many options for student involvement. For additional opportunities, talk to your faculty advisor or the Associate Vice President of Student Services. To start a club or organization, contact the Associate Vice President of Student Services 335-4220.

STUDENT GOVERNANCE

The primary government group is the Student Senate. Student Senate has a well-defined constituency and clear authority for that constituency.

STUDENT SENATE

The Student Senate is composed of four to seven student representatives from the student body. LLTC student members, through annual elections, will select students to serve on the Student Senate. It is the responsibility of the Student Senate to conduct business according to its approved By-laws.

The Student Senate's responsibilities are:

1. To engage in and/or coordinate activities necessary for the purpose of advocating and supporting endeavors by the Student Members or by the LLTC, providing that such endeavors focus on promoting quality in American Indian Higher Education.
2. To conduct regular and special business meetings of the Student Senate as may be deemed necessary to fulfill the purpose and responsibilities of the organization.
3. To inform all constituents of the Student Senate of all pertinent business actions and organizational activities of the Student Senate.
4. To communicate student concerns to Administration.
5. To develop a yearly budget and allocate student fees.

Student Senate officers consist of a President, Vice President, Secretary, and Treasurer. LLTC may select or appoint additional officers or assistant officers as deemed necessary and appropriate.

Membership in this organization is open to any student at LLTC. Voting privileges are granted to all students. This organization does not discriminate on the basis of disability, ethnicity, race, religion, creed or sexual orientation.

Each year, Student Senate will be assigned two-three faculty/staff advisors, appointed by the LLTC administration.

AISES

American Indian Science and Engineering Society has an active chapter on campus. For information contact Student Services.

VII. Campus Services

STUDENT SERVICES OFFICE

(218) 335-4220

The Student Services Office provides comprehensive services and programs to all Leech Lake Tribal College enrolled students. The services provided include career development, job search, and career planning. The student can also obtain help in clarifying career decisions, career-related experience, or pursuing a professional job search via the Internet. The Student Services Office offers the following:

1. Computerized career assessments and career interest inventories via the internet.
2. Career counseling.
3. Career guidebooks and directories, company information, employer directories and job search, and a computer lab with web access (one in the library and one in the Student Services Office).
4. Internship and referral program.
5. Career Day events with prospective employers.
6. Résumé and cover letter assistance.
7. Workshops and seminars on career-related issues.

8. Assistance for transferring to another institution for a higher degree.

TRIO/STUDENT SUPPORT SERVICES

Student Services – (218) 335-4223

The TRIO program provides support services to qualified students. Qualifications include: U.S. citizenship, first-generation college student (neither parent has a four-year degree), low income, and/or students with disabilities. Support services include academic advising, counseling, reading and writing skills, individual and group tutoring, mentoring, career planning, and services to students with disabilities. Developmental courses are offered each semester. Contact TRIO personnel for more information.

STUDENTS WITH DISABILITIES

Student Services provides a confidential setting for the unification of services for students with a documented disability. When appropriate, services are coordinated with outside agencies such as the Minnesota State Services for Blind and Hearing Impaired, and the Department of Rehabilitation Services. For more information contact Student Services at (218) 335-4220.

LIBRARY

The library houses books, a small reference collection, and periodicals of general interest. The library also provides a place for study, and access to computers and printers where students may complete assignments.

Internet access is provided at computers in the library and in the computer laboratory.

Two computer workstations provide access to the card catalog of the holdings of regional and national libraries. Students may also access full-text articles of selected periodicals. All students also have library privileges at the Bemidji State University Library. Leech Lake Tribal College student ID cards, with a current validation sticker, are required for use of the Bemidji State University Library. Photocopying services are available in the college library for a small fee.

CENTER FOR CAREER DEVELOPMENT

The Center for Career Development serves as a vehicle for positive change in the community by providing training and educational opportunities that will link cultural and spiritual values with the best of contemporary technology, thus promoting an environment for sustainable living, community ownership and personal empowerment. As an outreach arm of Leech Lake Tribal College, the CCD will address the needs of a changing and diverse workforce with skills-based training and continuing education courses required for re-certification and licensure.

The Center for Career Development provides classes open to the public in Cass Lake and at various sites across the Reservation. Special programs in the CCD division include the *Gitigan* or gardening project, and *Biboonaadizoo-Kaan*, or winter storytelling.

Community members may take course offerings offered through the Center for Career Development and may receive Continuing Education Units and certificates of attendance. One continuing education unit is awarded for 10 hours of class. **These units are not college credits**, but a record of these classes is maintained by the

College. Continuing education units document professional advancement as well as the enjoyment of learning together in the community.

STUDENT DINING

Leech Lake Tribal College does not offer campus dining; however there are various restaurants and fast-food establishments within the city of Cass Lake.

VIII. Security and Safety

GENERAL PROCEDURE

In the event of an emergency requiring immediate action by police, fire departments, or ambulance services, dial 911. All other emergencies should be immediately reported directly to Campus Security at 335-4260.

EMERGENCY NUMBERS

Campus Security (218) 335-4260
MN State System 911
Cass Lake Police (218) 335-2351
Leech Lake Tribal Police (218) 335-8277

REPORTING A CRIME

Any crime, suspected crime, or suspicious person should be immediately reported to the Department of Security. It is the student's responsibility to immediately report any criminal act that you are aware of to the Department of Security, Annex Building, (218) 335-4260, or the Cass Lake City Police Department, (218) 335-2351.

CLASS CANCELLATIONS & NOTIFICATION

Classes may be cancelled due to extreme weather conditions, unsafe highway conditions, or other circumstances that would threaten the health and safety of college students and faculty. The president or designee will determine campus-wide cancellation of classes. The following radio stations and television stations will be notified of a class cancellation.

KBUN 1450AM	MIX 103.7	KOZY 1320AM	KMFY 96.9
KB101	WBJI 98.3	WTBX 94	Z99
KZY 95.5	KKBJ 1360AM	WCCO TV	

IX. RIGHTS AND RESPONSIBILITIES

CODE OF CONDUCT

Students are expected to be familiar with the Leech Lake Tribal College Code of Conduct as presented in this catalog. Behavior that is threatening to the safety or welfare of oneself or to others, or that is harassing or discriminatory in nature, will be reviewed promptly, and appropriate action will be taken. The Code of Conduct does not replace requirements of civil or criminal laws.

ACADEMIC INTEGRITY

Students are expected to be familiar with the academic policies and procedures as described in this catalog. See "Academic Policies" section for description.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) provides that students in post-secondary institutions are extended the right to inspect and review any records, files, documents, and other materials which contain information directly related to them. The law specifically denies access to such confidential records to all other parties without the written consent of the student, except under limited and specific circumstances.

Leech Lake Tribal College is in full compliance with federal law pertaining to student records. A complete statement of Family Educational Rights and Privacy Act of 1974 is available from the Enrollment Manager's office.

ACADEMIC RECORDS

Leech Lake Tribal College Office of the Enrollment Manager is responsible for and maintains information regarding the student's academic progress at LLTC, including grade reports and permanent academic records.

The Office of the Enrollment Manager collects and maintains current and accurate student information, such as tribal enrollment status, address, program of study, and academic advisor names. This information is required by the federal government for determination of funding and also for maintaining accurate mailing addresses for the student body. Personal data changes, such as change of address, change of program, or change of advisor, should be reported to this office.

The release of student grades, transcripts and other data requires written authorization by the student. The following directory type of information/data may be given to any inquirer without written authorization from the student:

1. Name
2. Program of enrollment
3. Period of enrollment

4. Diplomas/Certificates awarded
5. Honors
6. Date of Program completion

Any student wanting any or all of this information to remain confidential must inform the Enrollment Manger's office in writing. Forms are available for this purpose. Requests for denial of the release of information are only valid for the semester in which the request was made.

X. LIBERAL EDUCATION REQUIREMENTS

THE MISSION STATEMENT

The mission of Leech Lake Tribal College's Liberal Education curriculum is to establish and maintain an environment where students—both Native and non-Native—can acquire the knowledge, skills, values, and self-confidence needed for participation and leadership in our changing world.

MINNESOTA TRANSFER CURRICULUM

Completion of the Minnesota Transfer Curriculum fulfills the liberal education requirement for any Minnesota public institution.

Students transferring from LLTC to another Minnesota public institution of higher education will have fulfilled the Minnesota Transfer Curriculum if they have completed required courses in the following ten categories: Communication, Critical Thinking, Natural Science, Mathematics, History and the Social/ Behavioral Sciences, Humanities & Arts, Human Diversity, Global Perspectives, Ethical and Civic Responsibility, and People and the Environment.

LLTC LIBERAL EDUCATION GUIDELINES

1. A total of 51 credits must be completed to satisfy the Liberal Education requirements for an Associate of Arts degree at Leech Lake Tribal College.
2. A single course may be placed in one or two categories. Each credit in any of these courses, however, may be counted only once in meeting the 51-credit requirement.



3. The Critical Thinking category may be satisfied by completing the rest of the Liberal Education program. In each category where two or more courses are required (i.e., #3, 5, and 6), students are encouraged to take courses with different departmental prefixes.

ASSOCIATE OF ARTS (A.A.) IN LIBERAL EDUCATION

Leech Lake Tribal College offers a curriculum (64 credits minimum) that leads to a two-year Associate of Arts (A.A.) degree in Liberal Education. The 64 credits include 51 credit hours of Liberal Education requirements, plus 13 credit hours of electives. With proper advising, most credits from this program may be transferred into a four-year bachelor's degree program at other institutions.

LIBERAL EDUCATION PLANNING FORM

NOTE: Completion of MNTC requires a minimum of 51 credits. Developmental courses are not counted towards degree.

		Credits	Semester	Grade
Category 1: Communications-9 credits minimum				
ENG 101	English Composition I	3		
ENG 102	English Composition II	3		
SPCH 201	Speech & Communications	3		
Category 2: Critical Thinking (Satisfied by completing MNTC)				
Category 3: Natural Science Note: Liberal Education = 7 credits minimum Note: *Early Childhood Ed Major = 4 credits minimum				
BIO 101 BIO 101 L	General Biology I General Biology I Lab	3 1		
BIO 102 BIO 102L	General Biology II General Biology II Lab	3 1		
CHEM 101	General Chemistry General Chemistry Lab	3 1		

CHEM 101L				
PHY 100	Introduction to Physical Science	3		
PHY 100L	Introduction to Physical Science Lab	1		
Category 4: Mathematical/Logical Reasoning-3 credits minimum				
MAT 140	Concepts in Mathematics (suggested for non-math majors)	4		
or MAT 150	College Algebra	3		
or MAT 155	Advanced College Algebra (required for transfer)	3		
Category 5: History and Social/Behavioral Sciences Note: Liberal Education = 9 credits minimum Note: *Early Childhood Ed = 12 credits from different disciplines				
ANI 100	Introduction to Anishinaabe Studies	3		
HIS 101	US History	3		
Elective	<i>[Choose one course from S.S., pp.98-100]</i>	3		
*ECE 180	Child Growth & Development (Cross-listed as PSY180)	3		
*PSY 101	General Psychology	3		
Category 6: Humanities and Arts-6 credits minimum				
ENG 250	Contemporary American Indian Literature	3		
MUS 250	History of Anishinaabe Music and Dance	3		
or ART 100	Introduction to Traditional and Contemporary Art	3		
		Credits	Semester	Grade
Category 7: Human Diversity Note: Liberal Ed = 3 credits minimum, LLTC requires 8 credits of Ojibwe Language for A.A. Degree Note: *Early Childhood Ed = 6-8 credits minimum				
OJI 101	Speaking Ojibwe I	4		

OJI 102 or *OJI 111	Speaking Ojibwe II Speaking Ojibwe with Children	4 2		
Category 8: Global Perspective-3 credits minimum				
ENG 251 or GEO 200 or POL SC 225	Early American Indian Literature Sense of Place Treaty Law and Tribal Sovereignty	3 3 3		
Category 9: Ethical and Civic Responsibility Note: Liberal Ed = 3 credits minimum Note: *Early Childhood Ed = 6 credits minimum				
ITECH 100 or ITECH 150	Introduction to Computing Introduction to Microcomputers	3 3		
*PHI 200	American Indian Philosophy	3		
Category 10: People and the Environment Note: Liberal Ed = 3 credits minimum Note: *Early Childhood Ed = 3 credits minimum				
BIO 200 or BIO 204 or ENGL 200	Ethnobiology Environmental Science Literature and the Environment	3 3 3		
*HEA 100	CPR/First Aid and Healthy Lifestyles	3		
Electives – 13 credits				

CATEGORY 1: COMMUNICATION

(Requires 3 courses, 9 credits)

Goal: To equip students with exceptional communication and critical thinking skills, and to enhance their self-confidence in public speaking.

Student Competencies:

Students will be able to

- Read and comprehend college-level materials.
- Analyze and interpret a variety of printed materials (newspapers, books, documents).
- Write at a college level, with clarity, coherence, and cohesiveness, as well as proper grammar, spelling, and punctuation.
- Write for a specific audience, persuasively and effectively.
- Think analytically and creatively in order to evaluate arguments, solve problems, and address specific tasks.
- Speak or perform confidently in a public forum.

Courses that satisfy this category include

ENGL 101—English Composition I (3 credits)

ENGL 102—English Composition II (3 credits)

SPEECH 201—Speech & Communications (3 credits)

CATEGORY 2: CRITICAL THINKING

(requires completion of the rest of the Liberal Education program)

Goal: To develop thinkers who are able to formulate intelligent ideas/arguments based on factual, creative, and rational approaches to thought, and to integrate these analytical skills into their own thinking and problem-solving processes.

Student Competencies:

Students will be able to

- Gather factual information and apply it to a specific problem with clarity, relevancy, and an awareness of possible bias in the selected information.
- Arrive at a variety of possible assumptions, interpretations, or perspectives that can provide for alternative meanings or solutions to a given problem or situation.
- Analyze the correlations between a given set of facts and/or assumptions and a problem or claim; evaluate the implications of those correlations.

- Recognize and be able to articulate the values and assumptions that underlie and impact decisions, interpretations, and analyses they make.
-

CATEGORY 3: NATURAL SCIENCE

(requires two courses, totaling 7 or more credits; students are encouraged to take courses from different disciplines; at least one course must have a laboratory component)

Goal: To increase students' knowledge of science concepts and scientific methods for investigating these concepts. Students will develop an awareness of the fact scientific inquiry is an ongoing process, and that by studying the world around them, they can learn to investigate various scientific methods and to form their own perspectives.

Student Competencies:

Students will be able to

- Develop and demonstrate knowledge of scientific concepts.
- Recognize scientific phenomena and how it applies to the Native community and the world in general.
- Understand and describe how the scientific method is applied to various problems.
- Formulate, interpret, and analyze experimental findings pertaining to scientific concepts.

Courses that satisfy this category include

BIOL 101—General Biology I (3 credits)
BIOL 101L—General Biology I Lab (1 credit)
BIOL 102—General Biology II (3 credits)
BIOL 102L—General Biology II Lab (1 credit)
CHEM 101—General Chemistry (3 credits)
CHEM 101L—General Chemistry Lab (1 credit)
PHYS SC 100—Introduction to Physical Science (3 credits)
PHYS SC 100L—Introduction to Physical Science Lab (1 credit)

CATEGORY 4: MATHEMATICAL/LOGICAL REASONING

(requires one course, 3 or more credits)

Goal: To increase students' knowledge of mathematical concepts and to expand their critical thinking skills. Students will develop an appreciation for the various applications of mathematics and will learn to use their mathematical knowledge to evaluate arguments, detect false reasoning, and to help them make decisions in their lives and careers.

Student Competencies:

Students will be able to

- Identify and demonstrate knowledge of mathematical terms and language.
- Analyze and systematically solve elementary, intermediate, and advanced mathematical problems.
- Compare and contrast relationships within algebraic and graphic concepts.
- Use critical thinking skills and mathematical reasoning to manage problems encountered in daily life.

Courses that satisfy this category include

MATH 140—Concepts in Mathematics (4 credits)

MATH 150—College Algebra (3 credits)

MATH 155—Advanced College Algebra (3 credits)

CATEGORY 5: HISTORY AND THE SOCIAL/BEHAVIORAL SCIENCES

(requires three courses, from three different disciplines—9 or more credits)

Goal: To increase students' awareness of how behavioral scientists discover and explain interactions among individuals, groups, and institutions, and to assist tribal college students in developing a better understanding of themselves and the issues confronting them in a multicultural society.

Student Competencies:

Students will be able to

- Practice the critical thinking skills gained in history and the social and behavioral sciences.
- Employ methods and data historians and social behavioral scientists gather to investigate issues facing the in a multi-cultural world.
- Examine social institutions historically, in the present time, and theorize about the future.
- Develop and communicate explanations and solutions from the perspective of indigenous peoples of North America and the world.
- Critique alternative explanatory theories.

Courses that satisfy this category include

Required

ANI 100—Introduction to Anishinaabe Studies (3 credits)

HIS 101—US History (3 credits)

and one of the following courses:

GEOG 200—Sense of Place (3 credits)

HIS 150*—History of Leech Lake (3 credits)

PSY 101—General Psychology (3 credits)

PSY 200*—American Indian Psychology (3 credits)

PSY 220—Abnormal Psychology (3 credits)

SOC 101—Introduction to Sociology (3 credits)

SOC 200*—American Indian Women (3 credits)

*This course will satisfy Liberal Education requirements at LLTC, but does not meet Minnesota Transfer Curriculum guidelines and may not be accepted as a Liberal Education course at other MnSCU institutions.

CATEGORY 6: HUMANITIES AND ARTS

(requires two courses, 6 or more credits)

Goal: To enable students to better understand themselves, their cultural traditions, and their place within the universe.

Student Competencies:

Students will be able to

- Describe a sense of place and to identify their cultural values.
- Identify key values and characteristics of Western culture/philosophy and can compare them with their own.
- Demonstrate an ability to think critically about human values, and to conduct scholarly research without resorting to plagiarism.
- Identify the key components of good art and music.
- Produce quality aesthetic works of their own.

Courses that satisfy this category include

Required

ENGL 250—Contemporary American Indian Literature (3 credits)

and one of the following:

ART 100—Introduction to Traditional and Contemporary Art (3 credits)

MUS 250—History of Anishinaabe Music and Dance (3 credits)

CATEGORY 7: HUMAN DIVERSITY

(requires 3 or more credits; however, LLTC requires 8 credits of Ojibwe Language for the Associate of Arts degree)

Goal: To enhance students' understanding of and appreciation for language as the primary means of sustaining and transmitting culture, and to increase their awareness of the linguistic complexities of human language.

Student Competencies

Students will be able to

- Understand the development of and changing meanings of languages and cultures in North America.
- Demonstrate an awareness of social inequities and power structures based on language, class, and/or culture.
- Describe and discuss the contributions of numerous groups that shape American society, and analyze their own beliefs and attitudes regarding diversity, racism, and bigotry.
- Demonstrate effective communication skills for living and working among diverse populations.

Courses that satisfy this category include:

Required for A.A. degree

OJI 101—Speaking Ojibwe I (4 credits)

OJI 102—Speaking Ojibwe II (4 credits)

Electives

GEOG 200—Sense of Place (3 credits)

HIS 101—US History (3 credits)

OJI 201—Speaking Ojibwe III (4 credits)

OJI 202—Speaking Ojibwe IV (4 credits)

PHIL 200*—American Indian Philosophy (3 credits)

SOC 200*—American Indian Women (3 credits)

*This course will satisfy Liberal Education requirement at LLTC, but does not meet Minnesota Transfer Curriculum guidelines and may not be accepted as a Liberal Education course at other MnSCU institutions.

CATEGORY 8: GLOBAL PERSPECTIVE

(requires one course, 3 or more credits)

Goal: To enhance students' awareness of the growing interdependence of diverse groups within the world at large, as well as within local communities and Native tribes; to develop individual perspectives that cross ethnic, socioeconomic, religious, and political boundaries.

Student Competencies:

Students will be able to

- Practice critical thinking skills that reflect a global perspective, including the ability to gather and interpret factual information, identify alternative worldviews, and recognize value assumptions.
- Demonstrate a knowledge of cultural, social, political, linguistic, and religious differences.
- Understand the role and responsibility of a responsible world citizen.
- Analyze the causes of specific international problems and articulate possible solutions.

Courses that satisfy this category include

ENG 251—Early American Indian Literature (3 credits)
GEOG 200—Sense of Place (3 credits)
POL SC 225—Treaty Law and Tribal Sovereignty

CATEGORY 9: ETHICAL AND CIVIC RESPONSIBILITY

(requires one course, 3 or more credits)

Goal: To assist students in developing an ability to identify, discuss, and assess the ethical dimensions of political, social, and personal life, and to understand the importance of social justice, high ethical standards, and responsible citizenship among human beings.

Student Competencies:

Students will be able to

- Utilize critical thinking skills characteristic of those who practice ethical and civic responsibility.
- Evaluate and articulate their own ethical views.

- Assess and discuss the ethical dimensions of various legal, social, and scientific issues.
- Recognize the diversity of political and spiritual motivations and interest of others.
- Articulate ways of exercising the rights and responsibilities of a good citizen.

Courses that satisfy this category include

Required

ITECH 100—Introduction to Computing (3 credits)

or

ITECH 150—Introduction to Microcomputer Applications (3 credits)

Electives

PHIL 200—American Indian Philosophy (3 credits)

SOC 200—American Indian Women (3 credits)

CATEGORY 10: PEOPLE AND THE ENVIRONMENT

(requires one course, 3 credits)

Goal: To cultivate an appreciation for diversity and global consciousness, and to challenge students to become involved in environmental issues.

Student Competencies:

Students will be able to

- Identify key environmental concerns.
- Practice critical thinking skills that are crucial to proposing solutions to environmental problems.
- Articulate an awareness of global issues.

Courses that satisfy this category include

BIO 200—Ethobiology (3 credits)

BIO 204—Environmental Science (3 credits)

ENGL 200—Literature and the Environment (3 credits)

XI. PROGRAMS OF STUDY

Arts & Humanities
Career & Technical
Education
Liberal Education
Math & Science
Social & Behavioral Sciences

ARTS & HUMANITIES



FACULTY: Wilfred Cyr, Chair
Carrie Estey
Duane Goodwin
Elaine Fleming
Robert Jourdain
Benny Tonce

DISCIPLINES: Art, English, Music, Ojibwe Language, Philosophy

The Department of Arts & Humanities supports the institutional mission and goals of Leech Lake Tribal College by seeking to promote and facilitate respect and appreciation for Anishinaabe heritage and culture, by providing opportunities for students to realize their personal and professional potential, and by fostering a desire for life-long learning.

In order to fulfill this mission, our goals are to:

- Equip students with exceptional communication and critical thinking skills.
- Develop and refine aesthetic awareness and artistic expression.
- Cultivate an appreciation for diversity and global consciousness.
- Encourage a commitment to ethical thought and conduct.
- Enable students to better understand themselves, their cultural traditions, and their place within the universe.
- Explore the similarities and differences between Anishinaabe and Western thought.

1. Required Courses for Associate of Arts Degree in Liberal Education

ART 100 – Introduction to Traditional/Contemporary Art (3 credits)

or

MUS 250 – History of Anishinaabe Music and Dance (3 credits)

ENGL 101 – English Composition I (3 credits)

ENGL 102 – English Composition II (3 credits)

ENGL 250 – Contemporary American Indian Literature (3 credits)

OJI 101 – Speaking Ojibwe I (4 credits)

OJI 102 – Speaking Ojibwe II (4 credits)

SPCH 201 – Speech and Communications (3 credits)

2. Electives

ART 100 -- Introduction to Traditional/Contemporary Art (3 credits)

ART 101 -- Flute Making (3 credits)

ART 102 -- Introduction to Pottery (3 credits)

ART 103 -- Jingle Dress/Star Quilts (3 credits)

ART 104 -- Moccasin Making (3 credits)

ART 105 -- Introduction to 2-Dimensional Designs (3 credits)

ART 106 -- Introduction to 3-Dimensional Designs (3 credits)

ART 107 -- Drawing I (3 credits)

ART 108 – Sculpture (3 credits)

ART 109 -- Water Color Painting (3 credits)

ART 110 -- Oil Acrylic Painting (3 credits)

ART 180 -- Video Production (3 credits)

ART 210 – Photography (3 credits)

ENGL 150 -- Technical and Professional Writing (3 credits)

ENGL 200 -- Literature and the Environment (3 credits)

ENGL 220 -- Creative Writing (3 credits)

ENGL 251 -- Early American Indian Literature (3 credits)

MUS 105 -- Music Appreciation (3 credits)

MUS 140 -- Performance Study: Instrumental or Voice (2 credits)

MUS 151 -- Native American Flute I (2 credits)

MUS 152 -- Native American Flute II (2 credits)

MUS 153 -- Native Flute-Making (3 credits)

MUS 160 – Chorus (2 credits)

OJI 111 -- Speaking Ojibwe with Children (2 credits)

OJI 201 -- Speaking Ojibwe III (4 credits)

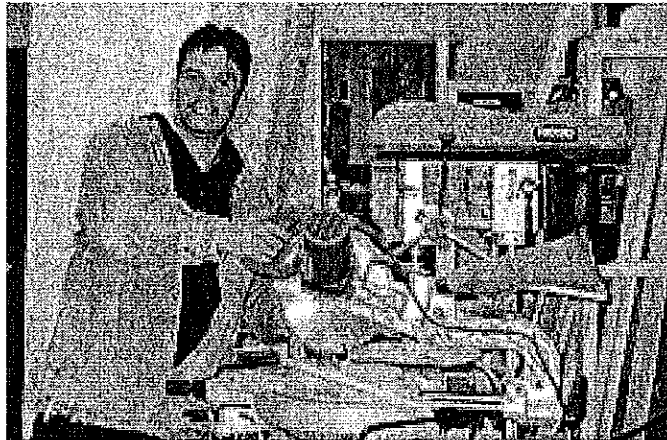
OJI 202 -- Speaking Ojibwe IV (4 credits)

OJI 220 -- Teaching & Learning Ojibwe (2 credits)

OJI 271 -- Ojibwemowin Retreat (2 credits)

PHIL 200 – American Indian Philosophy (3 credits)

CAREER AND TECHNICAL DEPARTMENT



Faculty & Staff:

Sherri Moe, AVP

Clem Nason, Carpentry Chair

Rochell (Rocky) Carpenter, Carpentry Instructor

Russ Schoeck, Electrical Instructor

Priscilla Fairbanks, CDA Instructor

Programs: Child Development Associate Certification, Carpentry Two-Year Diploma, Electrical Two-Year Diploma, Nutrition One-Year Diploma

The Career and Technical Department supports the mission and goals of Leech Lake Tribal College by seeking to promote and facilitate respect and appreciation for Anishinaabe heritage and culture, by preparing students to enter the workforce in a variety of career choices upon completion of an Associate of Applied Science or Career Program, by focusing on the needs of learners to acquire the highest level of skills and competencies, that meet the needs of industry and business, and by contributing to local, regional and global economic growth through the development of a workforce trained in emerging technology.

In order to fulfill this mission, our goals are to:

All Programs:

- Recruit and encourage non-traditional students.
- Continuously assess student learning.
- Continuously improve student learning.
- Assure that learning objectives/goals for each course support these program goals.

Construction Trades

- Provide students with the quality technical and general education necessary to pass the Minnesota State Electrical Board test or to be hired into a Carpenters Union.

Construction Trades Advanced Standing Policy

Advanced standing refers to up to 30% of credit granted and transcribed by the College for previously gained knowledge and skills that are equivalent to coursework at the College. Such credit may be granted through various means: direct transfer of courses of an equivalent nature (at least 80%) that were completed at other regionally accredited institutions of higher education; by examination for a maximum of 25% of the courses; and/or through evaluation of credit for experiential learning via taken the final examinations for the courses in which the student wishes to pass out of. The College's Student Services personnel and appropriate faculty will assess applications for advanced standing at the student's request. It is the student's responsibility to provide documentation to support such a request.

Construction Trades Attendance Policy:

Evaluation and Attendance: Two times tardy (more than 15 minutes late) for any class will equal one absence, and each absence, up to three, will result in your grade being dropped by one grade-level for that class. More than three absences—excused or unexcused—for any class will result in an F. The career and technical programs require that students attend a minimum of 95 percent of each required program course. Attendance is documented during each class period and kept on file in the Center for Career Development office. Student services counselors are given referrals for students who have missed 3 classes or more. When a student does not attend 95 percent of the class, the following steps may be taken to help a student retake courses or make-up portions of courses missed: (1) meeting with the student's advisor and instructor; (2) contacting the department chair for advising; and (3) designing a plan of course work that incorporates the skills needed through evaluation, assessment and testing, as well as fulfilling the contact/clock hours needed to satisfy requirements for the completion of a course.

Reinstatement after an instructor-initiated drop requires approval from both the instructor and the Associate Vice President of the Center for Career Development.

Residential Carpentry (60 credits)

Residential Carpentry Planning Form

Course ID	Course Title	Credits	Semester	Grade
ENG 096	Writing & Read Skills	3		
or				
ENG 101	English Composition	3		
ITECH 100	Intro. To Comp.	3		
MAT 093	Math Skills	3		
HEA 100	CPR First Aid	3		
Total Gen. Ed. Credits		12		
BLTD110	Blueprint Reading	2		
CARP 110	Intro to Framing	2		
CARP114	Fram. I Res. Carp. Lab	6		
CARP120	Ext. Finish I Siding	2		
BLTD 112	Con. Est, & Planning	2		
CARP 116	Footing and Found.	2		
CARP 118	Interior Finish I	6		
CARP 122	Exterior Finish I	2		
CARP 124	Deck Construction	2		
CARP 206	Adv. Fram. App.	3		
CARP 206L	Res. Carp. Lab	6		
CARP 212	Con. Est. & Plan.	2		
BLTD 210	Blueprint Read. II	2		
CARP 226	Interior & Ext. Finishes	3		
CARP 226 L	Res. Carp. Lab IV	6		
Total Carpentry Course Credits		48		
Total Credits 2-yr. Carpentry Diploma		60		

Construction Electricity



Residential * Commercial * Industrial
64 Credits

Electrical Planning Form

Course ID	Course Title	Credits	Semester	Grade
ENG 096	Writing & Read Skills	3		
Or				
ENG 101	English Composition	3		
ITECH 100	Intro. To Computers	3		
MAT 093	Math Skills	3		
HEA 100	CPR First Aid	3		
Total Gen. Ed. Credits		12		
ELEC110	Intro. To Elec. Circuit Theory	4		
ELEC114	Materials and Codes	2		
ELEC116	Intro. To Res. Wiring	2		
ELEC118L	Elec. Circuit Theory Lab & Lec.	4		
ELEC120L	Res. Wir. Nat. Elec. Code	4		
ELEC122	Electrical Services	3		
ELEC124	Elec. Blueprints	3		
ELEC208	Commercial Wiring	4		
ELEC208L	Commercial Wiring Lab	8		
ELEC210	Industrial Wiring I	4		
ELEC210L	Industrial Wiring Lab	8		
ELEC212	Electrical Blueprints II	2		
ELEC214	Electrical Blueprints III	2		
ELEC220	Load Management Controls	2		
Total Electrical Credits		52		
Total credits for 2-year Electrical		64		

*** LLTC's Electrical Program is a Minnesota State Electrical Board Certified Program.*

Child Development Associate (CDA)

The CDA program is designed for students who are currently employed in an Early Childhood setting (Pre-school, Infant/Toddler or Family Child Care). CDA certification is the basic training recommended for everyone employed in early childhood environments. Students who successfully complete 6 semester credits of CDA training have fulfilled the requirements necessary to apply for the Child Development Associate certification from the Council for Professional Recognition.

ECE 111 (3 credits) – CDA I
ECE 112 (3 credits) – CDA II
ECE 113 (1 credit) - CDA Renewal
ECE 114 (1 credit) – CDA Second Setting

Students who have received their CDA from Leech Lake Tribal College, and have chosen to pursue an A.A. degree in Early Childhood Education from Leech Lake Tribal College, will have six credits applied toward their Early Childhood A.A. requirements.



Nutrition Program



Diploma Requirements

32 Credits

Semester One

Wellness Professions (FN 100)	1
English Composition (ENG 101)	3
US History (HIS 101)	3
Food & Nutrition (FN 140)	4
Intro to Computers (ITECH 100)	3
Study Skills (ENG 090)	1

Semester Two

Physical Education (PHY ED 103)	1
Environmental Science (BIO 204)	3
Speaking Ojibwe I (OJI 101)	4
English Composition (ENG 102)	3
Food Safety (FN 200)	3
Contemp. Health Issues (FN 240)	3

** Students can complete the requirements of the two-year Associate of Science degree in Nutrition (see description in Science section of catalog) as a continuation of the one-year program.

DEPARTMENT OF EDUCATION



**Faculty: Priscilla Fairbanks, PhD (Chair)
Jacquelyn Crisman, PhD**

The Department of Education supports the mission and goals of Leech Lake Tribal College by seeking to promote and facilitate respect and appreciation for Anishinaabe heritage and culture and by promoting healthy life-styles and life-long learning. We honor children as precious gifts from the Creator.

In order to fulfill this mission, our goals are to:

- Prepare students to receive CDA certification from the Council of Early Childhood Recognition and/or the Associate of Arts Degree in Early Childhood Education.
- Offer education courses that develop quality Early Childhood Educators who provide a culturally rich and nurturing environment, understand how children learn and develop, help each child to build creative and critical thinking skills, and build positive relationships with families.
- Promote the integration of current theories, active learning methods, developmentally appropriate practices and classroom management techniques into all early childhood environments.
- Maintain and measure quality learning in all courses and continue on-going program assessment and development.
- Provide a foundation of liberal education course-work to facilitate student learning from multiple perspectives.

Associate of Arts Degree in Early Childhood Education

This degree prepares students to work as a Lead Teacher in a Head Start Classroom or other early childhood settings. It also provides an appropriate foundation for paraprofessionals in elementary education settings. We offer a combination of culturally relevant course work, general liberal arts courses, interactive education classes and practical experience with young children. Instructors provide individual assistance and classroom experiences that address many learning styles.

Students who pursue this degree are required to take 14 semester hours of Education classes. Many of the classes required for this degree will transfer to four-year institutions for students who may be interested in pursuing a bachelor's degree in Early Childhood or Elementary Education. However, students who plan to transfer may want to choose the general Associate of Arts degree to assure transferability. Students who have questions concerning this issue are encouraged to contact the Early Childhood Education instructors.

A.A. in Early Childhood Education

Developmental Credits (if needed)

Course Number	Course Title	Credits

I. Communications (6 semester credits)

Course Number	Course Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3

II. Science (4 semester credits, 1 course + 1 lab)

Course Number	Course Title	Credits
BIO101 + Lab or BIO102 + Lab or CHEM100 + Lab or PHY100 + Lab	Biology I Biology II General Chemistry Intro to Physical Science	4

III. Mathematics (3 or more semester credits)

Course Number	Course Title	Credits
MATH 140 or MATH 150	Concepts in Math or College Algebra	4 3

IV. History/Social Science (12 credits from different disciplines)

Course Number	Course Title	Credits
ANI 100	Intro to Anishinaabe Studies	3
HIS 101	U.S. History	3
PSY 101	General Psychology	3
PSY 180/ECE 180 or ECE 112	Child Growth & Development CDA II	3

V. Humanities (6 credits from different disciplines)

Course Number	Course Title	Credits
ENG 250	Contemporary American Indian Literature	3
ART 100 or MUS 250	Introduction to Traditional/Contemporary Art Anishinaabe Music and Dance	3 3

VI. Human Diversity (6 - 8 semester credits)

Course Number	Course Title	Credits
OJI101*	Speaking Ojibwe I	4
OJI102*	Speaking Ojibwe II or	4
OJI 111*	Speaking Ojibwe with Children	2

VII. Global Perspectives (3 semester credits)

Course Number	Course Title	Credits
	[Elective from Category VII]	3

VIII. Ethical & Civic Responsibility (6 semester credits)

Course Number	Course Title	Credits
ITECH 100 or ITECH 150	Intro to Computing Intro to Microcomputer Applications	3
*PHI 200	American Indian Philosophy	3

IX. People & the Environment (3 semester credits)

Course Number	Course Title	Credits
*HEA 100	CPR/First Aid and Healthy Lifestyles	3
	Students who are CPR/First Aid certified can take any combination of Health and/or Physical Education classes to equal 3 credits.	

X. Required Classes in Early Childhood Education (11 semester credits)

Course Number	Course Title	Credits
*ECE 130	Appropriate Environments	2
*ECE 210	Creative Activities or ECE 111 (CDA I)	3
*ECE 240	Children, Families & Community	3
*ECE 200 *ECE 299	Preschool Curriculum or Preschool Practicum	3

X. Early Childhood Education Electives (3 semester credits)

*ECE 170	The Exceptional Child	3
*ECE 175	Independent Studies	3
*ECE 195	Caring for School Age Children	3
*ECE 205	Children and Literature	3
*ECE 285	Topics in Education	1-3

XII. General Elective (1 – 3 semester credits)

	Any course	1-3
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Total Credits Required: **64**

**This course meets Early Childhood Education requirements at Leech Lake Tribal College, but may only be accepted as an elective when transferring to other institutions.*

STUDENTS NEED A TOTAL OF 14 EARLY CHILDHOOD EDUCATION CREDITS. The Early Childhood Education Department may approve up to 6 credits earned through CDA training from an approved institution to be applied toward required ECE credits. Students who have received their CDA from Leech Lake Tribal College and are taking courses toward an A.A. degree are NOT required to take ECE 180 – 3 credits (Child Growth and Development) or ECE 210 – 3 credits (Creative Activities).

MATH & SCIENCE DEPARTMENT



FACULTY: Kelly Nipp, Chair
Kay Knaeble
Harold Lueck
Jlayne Torma

DISCIPLINES: Science, Math, and Informational Technology

The Department of Science and Technology supports the institutional mission and goals of Leech Lake Tribal College by seeking to promote and facilitate respect and appreciation for Anishinaabe heritage and culture, by providing students with the basic knowledge of indigenous/western science and technology necessary to enter a Bachelors Degree program, and by exposing students to the benefits of science and technology in their lives.

In order to fulfill this mission, our goals are to:

- Promote creative and critical thinking within the classroom.
- Incorporate indigenous knowledge and views into the classrooms.
- Utilize current technology to update classroom information and teaching.
- Incorporate an awareness of global and community concerns into classroom teaching.
- Encourage an attitude of academic responsibility within students.
- Continually assess classes and student learning.
- Assure that learning goals for each class support the departmental goals, as these departmental goals support the institutional goals.
- Support the employment of qualified and degreed instructors who support the departments educational and assessment goals.

Required Courses for Associate of Arts Degree in Liberal Education

One of the following courses

ITECH 100 Introduction to Computing (3 credits)

OR

ITECH 150 Intro to Microcomputer Applications Info Tech (3 credits)

Two of the following courses (must be from different disciplines)

BIO101 General Biology I (3 credits)

OR

BIO102 General Biology II (3 credits)

OR

Phy100 Physical Science (3 credits)

OR

CHEM100 General Chemistry I (3 credits)

One of the following labs

BIO101-L General Biology Lab (1 credit)

OR

BIO102-L General Biology II Lab (1 credit)

OR

Phy100-L Physical Science Lab (1 credit)

OR

CHEM100L General Chemistry I Lab (1 credit)

One of the following courses

Mat140 Math Concepts (4 credits)

OR

Mat150 College Algebra (3 credits)

OR

Mat155 Advanced College Algebra (3 credits)

OR

Mat 180 Pre-Calculus

OR

Mat 250 Calculus I

Electives

BIO101 General Biology I (3 credits)

BIO101-L General Biology Lab (1 credit)

BIO102 General Biology II (3 credits)

BIO102-L General Biology II Lab (1 credit)

BIO125 Wildlife Management (3 credits)

BIO130 Wildlife Biology (3 credits)

BIO130-L Wildlife Biology Lab (1 credit)

BIO140 Ecology (3 credits)

BIO140-L Ecology Lab (1 credit)

BIO200	Ethno-biology (3 credits)
BIO201	Human Anatomy and Physiology (3 credits)
BIO201-L	Human Anatomy and Physiology Lab (1 credit)
BIO204	Environmental Science (3 credits)
BIO240	Botany I (3 credits)
BIO240-L	Botany I Lab (1 credit)
BIO 285	Remote Sensing and GIS Lab (3 credits)
BIO290	Advanced Topics in Biology (1-3 credits)
BIO291	Indigenous Science (3 credits)
BIO299	Intern Biology (1-3 credits)
CHEM100	General Chemistry I (3 credits)
CHEM100L	General Chemistry I Lab (1 credit)
CHEM101	General Chemistry II (3 credits)
CHEM101L	General Chemistry II Lab (1 credit)
FN100	Wellness Professions (3 credits)
FN140	Food and Nutrition (3 credits)
FN140L	Food and Nutrition Lab (1 credit)
FN200	Food Safety & Microbiology (3 credits)
FN240	Contemporary Health Issues (3 credits)
FN250	Special Topics in Food and Nutrition (3 credits)
FOR101	Introduction to Forestry (3 credits)
ITECH 100	Introduction to Computing (3 credits)
ITECH 101	Intermediate Keyboarding (3 credits)
ITECH 108	Professional Office Procedures (3 credits)
ITECH 150	Intro to Microcomputer Applications (3 credits)
ITECH 205	Computerized Video Production (3 credits)
ITECH 224	Spreadsheet Concepts using Excel (3 credits)
ITECH 230	Database Concepts using Access (3 credits)
ITECH 270	Web Page Design (3 credits)
ITECH 280	Desktop Publishing (3 credits)
ITECH 282	A+ Certification Hardware Core (3 credits)
ITECH 283	A+ Certification Operating System Core (3 credits)
ITECH 292	Information Technology Internship (1-3 credits)
ITECH 299	Special Topics in Information Technology (1-3 credits)
Mat093	Basic Math Skills (3 credits)
Mat094	Algebra Skills (3 credits)
Mat140	Math Concepts (4 credits)
Mat150	College Algebra (3 credits)
Mat155	Advanced College Algebra (3 credits)
Mat170	Statistics (3 credits)
Mat180	Pre-calculus (3 credits)
Mat190	Calculus I (3 credits)
Phy100	Physical Science (3 credits)
Phy100-L	Physical Science Lab (1 credit)

Nutrition Program

The Nutrition Program was created to establish a traditional, holistic educational program that will train students to deal with nutrition and health-related problems, such as diabetes and heart disease. After completing the two-year program, students are prepared to work in their local communities; with an A.S. degree, they may continue their education at four-year institutions, where they can complete the requirements for becoming Nutritionists or Dieticians.

Associate of Science Degree (A.S.) Nutrition

This degree provides grounding in the history, culture and language of the Anishinaabe people. It also provides a strong science background in the western tradition, as well as knowledge of the humanities, English, and mathematics.

Students should select this degree if they wish to transfer to and complete a four-year Bachelor of Science (B.S.) degree program. The program may be structured to transfer to other institutions and to correspond to the baccalaureate program into which they wish to transfer. This A.S. degree will also prepare students for various job opportunities if they choose not to go on to a four-year institution.

Degree options include a core concentration (major) of 11 semester credits of Food and Nutrition courses. Those core concentrations are described in the Science section under "Course Descriptions" in this catalog.

Requirements

The basic requirement for the degree is the completion of 62 semester credits as outlined below.

Of the 62 credits required for the degree, at least 30 must be completed in residency at Leech Lake Tribal College. No more than 34 transfer credits may be accepted from other institutions in order to meet the requirements for the degree.

Required Courses for A.S. Degree in Nutrition

Food & Nutrition (11 semester credits)

Course Number	Title	Credits
F&N 100	Wellness Professions	①
F&N 140	Food & Nutrition	3
F&N 140L	Food & Nutrition Laboratory	1
F&N 200	Food Safety	3
F&N 240	Contemporary Health Issues	3

Electives (4 semester credits)

** An additional 4 credit hours are to be selected with advisor's assistance.

Anishinaabe Language and Culture (14 semester credits)

Course Number	Title	Credits
ANI 100	Intro to Anishinaabe Studies	3
OJI 101	Speaking Ojibwe I	4
OJI 102	Speaking Ojibwe II	4
HIS 101	US History	3

English & Humanities (12 semester credits)

Course Number	Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 250	Contemporary American Indian Literature	3
ITECH 100	Intro to Computing	3

Mathematics and Science (21 semester credits)

Course Number	Title	Credits
MAT 150	College Algebra	3
MAT 170	Statistics	3
BIO 101	General Biology I	3
BIO 101L	General Biology I Laboratory	1
BIO 202	Anatomy and Physiology	3
BIO 202L	Anatomy and Physiology Laboratory	1
BIO 204	Environmental Science OR BIO 200, Ethnobiology	3
CHEM 100	General Chemistry OR PHY 100, Physical Science	3
CHEM 100L	General Chemistry Laboratory OR PHY 100L	1

Physical Education (1 semester credit)

Course Number	Title	Credits
PHY ED 101	Physical Education Course	1
Total Credits Required for A.S. Degree in Nutrition		62

SOCIAL AND BEHAVIORAL SCIENCES



**Faculty: Elaine Fleming, Chair
Priscilla Fairbanks
Frank Homer
Bob Jourdain**

DISCIPLINES: Anishinaabe Studies, Business, Geography, History, Law Enforcement, Political Science, Psychology, Sociology

The Department of Social and Behavioral Sciences supports the institutional mission and goals of Leech Lake Tribal College by seeking to promote and facilitate respect and appreciation for Anishinaabe heritage and culture, by providing opportunities for students to increase their knowledge about history and social and behavioral sciences and to understand how behavioral scientists discover and explain relationships among groups, events, and ideas. With this knowledge, students will better understand themselves and the issues facing them in a multi-cultural world and the world at large.

In order to fulfill this mission, our goals are to:

- Practice the critical thinking skills used in history and the social and behavioral sciences.
- Employ methods and data that historians and social behavioral scientists gather to investigate issues facing them in a multi-cultural world and the world at large.
- Examine social institutions historically, in the present time, and theorize about the future.
- Develop and communicate explanations and solutions from the perspective of indigenous peoples of North America and the world.
- Maintain and measure quality learning in all courses.
- Promote respect for American Indian women as leaders.

Business Management Goals

- Provide students with the quality technical and general education necessary to enter the workforce as a business manager or owner upon graduation.

Law Enforcement Goals

- Provide students with the quality technical and general education necessary to pass the Minnesota Law Enforcement POST Certification test.
- Provide a program that adheres to traditional police policy rules, regulations, and a defined disciplinary process.
- Acquire POST Certification and present a highly professional and competitive Law Enforcement Program.
- Provide opportunities and promote student participation in service learning.

Associate Of Arts In Anishinaabe Studies

This degree provides study in Anishinaabe language and culture. Many of these credits will transfer to 4-year institutions of higher education for students who pursue Bachelor's degrees.

Requirements for Associate of Arts Degree in Anishinaabe Studies

Students completing the requirements for this degree are not required to complete Ojibwe language studies beyond the one-year required of all students at the college who seek any Associate of Arts Degree. This concentration requires 10 credits selected from the Anishinaabe Studies/Language courses described in this section or from other relevant courses with Anishinaabe cultural content. Relevant courses must be approved by advisors.

A.A. in Anishinaabe Studies, Required Courses

I. Communications (9 semester credits)

Course No.	Course Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPCH 201	Speech & Communications	3

II. Science (7 semester credits, 2 courses and 1 lab)

Course No.	Course Title	Credits
BIO 101	General Biology	3
BIO 101L	General Biology Lab	1
BIO 102	General Biology II	3
BIO 102L	General Biology II Lab	1
CHEM100	General Chemistry I	3
CHEM 100L	General Chemistry I Lab	1
PHY 100	Intro to Physical Science	3
PHY 100L	Intro to Physical Science Lab	1

III. Mathematics (3 semester credits)

Course No.	Course Title	Credits
MAT 140	Concepts in Math (non-math majors)	4
MAT 150	College Algebra	3
MAT 155	Advanced College Algebra	3

IV. History/Social Science (9 semester credits)

Course No.	Course Title	Credits
ANI 100	Intro to Anishinaabe Studies	3
HIS 101	U.S. History	3
	Select One Course From the Following	
PSY 101 OR PSY 220 OR SOC 101	General Psychology Abnormal Psychology Introduction to Sociology	3

V. Humanities (6 semester credits)

Course No.	Course Title	Credits
ENG 250	Contemporary American Indian Literature	3
ART 100 OR MUS 250	Introduction to Traditional/Contemporary Art Anishinaabe Music and Dance	3 3

VI. Human Diversity (8 semester credits)

Course Number	Course Title	Credits
OJI 101*	Speaking Ojibwe I	4
OJI 102*	Speaking Ojibwe II	4

*These courses meet liberal education requirements at Leech Lake Tribal College but do not meet Minnesota Transfer Curriculum guidelines and may not be accepted as Liberal Education courses at other MnSCU institutions.

VII. Global Perspectives (3 semester credits)

Course Number	Course Title	Credits
	[Select one course from Category 8]	3

VIII. Ethical & Civic Responsibility (6 semester credits)

Course Number	Course Title	Credits
ITECH * 100 OR	Introduction to Computers	3

ITECH* 150	Introduction to Micro Computers	3
PHI 200	American Indian Philosophy	3

*These courses meet liberal education requirements at Leech Lake Tribal College but do not meet Minnesota Transfer Curriculum guidelines and may not be accepted as Liberal Education courses at other MnSCU institutions.

IX. Peoples & the Environment (3 semester credits)

Course Number	Course Title	Credits
BIO 200	Ethnobiology	3

X. Other Required Electives (10 semester credits). Select 10 credits of Anishinaabe Studies courses or other relevant courses, upon approval of advisor, in allied disciplines.

Course Number	Course Title	Credits

Total Required Credits for A.A. Degree in Anishinaabe Studies 64 credits

Associate of Applied Science Degree (A.A.S.) Business Management

This degree provides a more limited study of the history, culture, and language of the Anishinaabeg and of the liberal arts and sciences than is possible through the Associate of Arts degree. In exchange, the Associate of Applied Science degree provides opportunities for a student to begin to study more in-depth in one subject area.

Students who choose this option are not primarily interested in transferring into a four-year degree program, but in entering the job market immediately upon completion of the A.A.S. degree.

The degree includes a core concentration (major) of 30 semester credits in the business department.

Requirements

The basic requirement for the degree is the completion of 65 semester hours of credits. Of the 65 credits for the A.A.S., at least 30 must be completed in residency at Leech Lake Tribal College. That is, no more than 35 credits may be accepted in transfer from other institutions.

Business Management Core Courses

Business Management		
Course Number	Title	Credits
ACCT 101	Principles of Accounting I	3
BUS 100	Introduction To Business	3
BUS 140	Business Communications	3
BUS 151	Business Management	3
BUS 160	Human Resources Management	3
BUS 240	Principles of Marketing	3
BUS 250	Business Law	3
	Electives	9
Total Required Credits		30

Business Management Electives of Core Courses		
<i>An additional 9 credit hours are to be selected from the list with advisor's assistance.</i>		
Course Number	Title	Credits
ACC 102	Principles of Accounting II	3
ACC 250	Financial Accounting	3
BUS 295	Special Topics in Business & Economics	3
CAS 220	Hotel Management	3
BUS 299	Business Internship	3

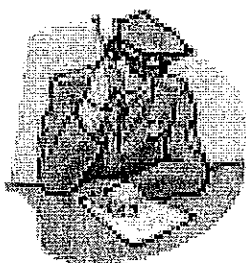
BUS 180	Casino Management	3
TA 210	Tribal Administration/Policy	3
BUS 230	Business/Supervision & Leadership	3
ITECH 108	Professional Office Procedures	3
ITECH 224	Spreadsheet Concepts-Excel	3
ITECH 230	Database Concepts-Access	3

Business Management General Ed Courses

Course Number	Title	Credits
ANI 100	Intro to Anishinabe Studies	3
OJI 101	Speaking Ojibwe I	4
ITECH 100	Intro to Computing	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
V. Humanities	One Course	3
III. Mathematics	One Course	3 or 4
II. Science	One course & One Lab	4
IV. Hist./Soc Sci	Two Courses	6
PSY 101	General Psychology	3

Associate of Applied Science Degree in Law Enforcement

This degree provides a more limited study of the history, culture, and language of the Anishinaabeg and of the liberal arts and sciences than is possible through the Associate of Arts degree. In exchange, the Associate of Applied Science degree provides opportunities for a student to begin a more in-depth study in one subject area.



Students who elect this option are not primarily interested in transferring to a four-year degree program but instead, wish to enter the job market upon completion of an A.A.S. degree and POST certification.

Requirements for the A.A.S. Degree in Law Enforcement

The Law Enforcement courses offered by Leech Lake Tribal College apply to P.O.S.T. Board Certification. However, all Law Enforcement students must also complete skills courses, which are not presently offered by Leech Lake Tribal College. At this time, Leech Lake Tribal College has an agreement with Hibbing Community College regarding the transfer of all Law Enforcement credits for future attendance in the Skills courses.

Please note that the skills courses are required before students are eligible to sit for the P.O.S.T. Board Examination.

POST Skills Training (Hibbing Community College)

- LE 300.1 Defensive Tactics
- LE 300.2 Traffic Enforcement
- LE 300.3 Defensive Driving
- LE 300.4 Firearms Training
- LE 300.5 Night Patrol & Field Operations
- HEA 140 First Responder (3 credits)
- or
- HEA 145 EMT (6 credits)

Students considering this program should be aware that no person shall be admitted to the Professional Peace Officer Program who:

1. Poses a serious threat to the health and safety of themselves or others.
2. Has been convicted of a felony.
3. Has been convicted under MN Stat. 609.221-224 (assault) or 609.52 (theft).
4. Has been convicted of a crime for which the penalty was enhanced under MN Stat. 626.5531 (Bias Crime).
5. Has been convicted of a crime.
6. Has been convicted of misconduct by an officer under MN Stat. 609.43.
7. Has been convicted of any of the above crimes in other state or federal jurisdictions, or under a local ordinance, that would be a conviction if committed.

Upon entrance and registration for Law Enforcement classes, all students are asked to complete a criminal background check with the State of Minnesota. Students are not *required* to complete the criminal background check; however, for students planning to complete the Peace Officer Standards and Training (POST) for law enforcement licensure, a background check must be filed. If a student's criminal background check puts him/her at risk of being ineligible for POST certification, that student will be informed of such by the Chair of the Law Enforcement Department. If necessary, other program options will be recommended.

A.A.S. Program in Law Enforcement

Law Enforcement Required Classes

Law Enforcement		
Course Number	Title	Credits
LE 100	Physical Conditioning	3
LE 105	Intro To Criminal Justice	3
LE 110	Minnesota Traffic Law	3
LE 111	Minnesota Selected Statutes	3
LE 122	Constitutional Law & Civil Liability	3
LE 150	Report Writing	3

LE 210	Juvenile Delinquency & Justice	3
LE 211	Community Policing	3
LE 212	Victims and Victims Rights	3
LE 221	Evidence & Procedure	3
LE 223	Controlled Substance I.D. and Investigation	3
LE 280	Police Ethics	3
POL 225	Treaty Law & Tribal Sovereignty	3
LE 225	Policing Tribal Lands	3
Total Required Credits		42

General Ed. Classes Required

SPCH 201	Speech and Communications	3
PSYCH 220	Abnormal Psychology	3
SOC 101	Intro to Sociology	3
PSYCH 101	General Psychology	3
BIO 101	General Biology	3
BIO 101L	General Biology Lab	1
ENG 101	English Composition I	3
ITECH 100	Introduction To Computing	3
Total General Education Credits		22

XII. COURSE DESCRIPTIONS

Anishinaabe Studies

Anishinaabe Studies 100 (3 credits)

Introduction to Anishinaabe Studies

Introduction to the content areas of the Anishinaabe Studies curriculum including an overview of Anishinaabe culture, history, and philosophy, federal Indian policy, land and environment, Anishinaabe gender roles, and contemporary social issues.

History 150 (3 credits)

History of Leech Lake

A survey of Leech Lake history from an Indigenous perspective; includes history of the land and people of pre-contact America; the interaction of Americans, Europeans, and indigenous peoples during exploration and colonization; development of Ojibwe culture and philosophy; founding of the reservation and the Minnesota Chippewa Tribe, Inc.; and growth of cultural tensions. Includes discussions of the increasingly diverse make-up of

the Leech Lake population and communities, and emphasizes the development of analytical skills focusing on reading, oral presentation, and writing.

OJI 101 (4 credits)

Speaking Ojibwe I

The emphasis in this course is on learning the syllabic sounds of Ojibwe and to develop conversational skills in the language, with a goal of using the language in everyday life in Anishinaabe communities.

OJI 102 (4 credits)

Speaking Ojibwe II

A continuation of Ojibwe I, placing emphasis on vocabulary development and more complex conversation. Prerequisite: OJI 101.

OJI 111 (2 credits)

Speaking Ojibwe with Children

Students will learn various methods for teaching the Ojibwe language to children. This course will provide students with experience in Total Immersion, as well as with the study of language concepts and storytelling.

OJI 201 (4 credits)

Speaking Ojibwe III

A course designed to teach advanced grammar and Ojibwe literacy. Verbal skills will be emphasized through storytelling and literacy through composition. Prerequisites: OJI 101/102.

OJI 202 (4 credits)

Speaking Ojibwe IV

A course designed to continue teaching advanced grammar and Ojibwe literacy. The major emphasis of this course will be on public speaking and on writing an Ojibwe composition. Prerequisites: OJI 101/102/103.

OJI 220 (3 credits)

Teaching & Learning Ojibwe

Students will study various methods for teaching the Ojibwe language for grades K-College. The students will also learn about the oral and written expression of the Ojibwe language from a linguistic perspective and through Ojibwe storytelling, as well as elements of effective teaching and Ojibwe learning styles. Prerequisites: OJI 101/102.

OJI 271 (2 credits)

Ojibwemowin Retreat

A summer course offering a brief, intensive study of the Ojibwe language. Taught by Native speakers of the language.

OJI 291 (3 credits)

Special Topics in Ojibwe/Anishinaabe Studies (3 credits)

Advanced research in Anishinaabe Studies or language topics. May be repeated with different content for credit.

PHIL 200 (3 credits)

American Indian Philosophy

Introduction to the philosophical worldview of the people of Leech Lake and other Indigenous peoples of Turtle Island (North America). Content area includes study of ontology, epistemology, and ethics; creation stories and myths; how Indian philosophy is affected by historical events; and how indigenous Americans have tried to solve philosophical issues, past and present.

Psychology 200 (3 credits)

American Indian Psychology

The concept of holistic lifestyles, society and worldview as practiced and perceived by American Indian elders and Anishinaabe scroll documents. Examination of indigenous behavior, medicine, ceremonies, rituals, and the definition of metaphysical psychology.



Art

Art 100 (3 credits)

Introduction to Traditional/Contemporary Art

A studio art course teaching students an appreciation for, and skills in, both traditional and contemporary art media, design, beadwork, and techniques of basic drawing, painting, three-dimensional art, carving and pottery.

Art 101 (3 credits)

Flute Making

This team-taught course provides a culturally relevant, hands-on learning experience. Students will learn about the indigenous North American flute tradition that continues into the 21st Century, how to design and personalize a flute that is uniquely their own, and how to compose both Native and non-Native music in the style of the oral tradition, as well as how to play from standard notation. Cross listed as MUSIC 153.

Art 102 (3 credits)

Introduction to Pottery

This studio art class introduces students to traditional and contemporary pottery techniques. Hand-building will be the main focus. Videos and demonstrations will help students understand the methods of various hand-building techniques. All students will

be required to produce a project in each of these methods: pinch pot, coil, slab, press mold, and function sculpture.

Art 103 (3 credits)

Jingle Dress/Star Quilts

This studio fabric art course will introduce students to the history and making of Anishinaabe jingle dresses, and to the history and construction of the star quilt. Students will learn design, jingle-making, color-coordinating, geometric design/color theory (applicable to star quilt-making), and hand-stitching, along with various techniques on the sewing machine.

Art 104 (3 credits)

Moccasin Making

A studio art class introducing students to the traditional practice and history of Ojibwe-style puckered, round-toe moccasin making. Students will have opportunity to work with smoke-tanned moose hide (a traditional material), with a selection of seed beads. They will learn the traditional practice of designing an Anishinaabe floral pattern, as well as appliqué stitch beadwork and hand-stitching of the moccasin. Documentary notes and diagrams of each stage of the process will be required.

Art 105 (3 credits)

Introduction to 2-Dimensional Designs

Study and practice of the elements of design in two dimensions. Explores lines, shape, color, tone, and texture and introduces a variety of materials and techniques. Some art vocabulary will be required, and color theory will be practiced in 2-dimensional design assignment.

Art 106 (3 credits)

Introduction to 3-Dimensional Designs

Continuation of the studies in Art 105, with focus on design in three dimensions. Students will work with a variety of materials. The objective of 3-dimensional design is to visualize and produce a design with form and 3 sides. Prerequisite: Art 105.

Art 107 (3 credits)

Drawing I

A studio course emphasizing basic drawing techniques such as how to hold a pencil when drawing and shading or putting tone into a drawing. Some drawing vocabulary must be learned, and students will explore a variety of drawing subjects (squares, cones, circles, and cylinders). From these basic shapes, students will advance to landscapes and many other natural subjects.

Art 108 (3 credits)

Sculpture

A studio art class focusing on Native American imagery with a 3-dimensional objective. Students will be expected to research Native imagery from a legendary point of view. Learning basic carving techniques and the use of electric and hand tools, taking

appropriate safety precautions, will be a primary objective. Carving-rock suitable for the beginning stone carver will be used.

Art 109 (3 credits)

Water Color Painting

A studio course teaching basic water color techniques and fundamentals. Students will learn the simplicity and dynamics of water and color combined to create uncontrolled translucent washes. Control of the techniques will be acquired with repetition and practice. Prerequisite: Art 107.

Art 110 (3 credits)

Oil Acrylic Painting

A course providing students with the opportunity to paint freely in a controlled environment. Students will learn blending techniques using primary colors, and the significance of composition to painting. They will also study painting styles, including Native American hide-painting and the expressionist style of the late Patrick DeJarlais, George Morrison, and Oscar Howe—pioneers in Native American art. Prerequisite: Art 107.

Art 180 (3 credits)

Video Production

Introduction to photographic and digital imaging techniques, with special emphasis on design and communication areas.

Art 201 (3 credits)

Independent Studies in Traditional Arts of the Anishinaabe

Studio works in one or more traditional art forms: Flute-making, jingle dress, moccasin-making, pottery, star quilts. Students will have an opportunity to research and select a specific art subject. A well-planned portfolio and explanation of each project will be required. Prerequisite: Art 101 in the same medium, or permission of instructor.

Art 210 (3 credits)

Photography

Introduction to photography and use of adjustable cameras. Principles of photography, lenses, film, lighting, composition. Introduction to developing and printing of black and white negatives.

Art 280 (3 credits)

Special Studies

Advanced study in a studio or art history topic defined by the student in consultation with the instructor. Prerequisite: Permission of instructor.

Business

Accounting 101 (3 credits)

Principles of Accounting I

Introduction to the fundamentals of accounting. Topics include the general accounting cycle, the balance sheet, and the income statement. This course is designed to prepare the student to continue in the accounting sequence of courses required for a four-year degree.

Accounting 102 (3 credits)

Principles of Accounting II

Further investigation of fundamental accounting principles, including cash flow statements, consolidated statements, financial statement analysis, and other topics in management accounting. Prerequisite: ACC 101.

Accounting 250 (3 credits)

Financial Accounting

Focus on the process of how to record, classify, measure, and report business and small business data, with particular emphasis on the use of the balance sheet and the income statement, and other accounting documents. Prerequisites: Fundamental Accounting 101 and Math 150 OR equivalent.

Business 100 (3 credits)

Introduction to Business

Introduction to the environment and functions of the business world. The organization and operation of business, the relations of business to society, and the predominant fields and types of business are surveyed. Introduction to marketing, finance, production, management, retailing, wholesaling, advertising, risk, pricing, personnel and business environment. This course recommended prior to taking other business courses.

Business 140 (3 credits)

Business Communications

The course assists students in gaining understanding of the communication process, writing and organization methods, and oral aspects of communication in business. Emphasis is also placed on new technology in business communications. Prerequisite: ENG 101.

Business 151 (3 credits)

Management

An overview course discussing the principal functions of management: planning, organizing, staffing, directing, and controlling. Topics covered also include risk management, taxes, and critical-thinking exercises for solving management dilemmas.

Business 160 (3 credits)

Human Resource Management

A study of the roles of human resources management functions: principles and practices in selection, staffing, wage and salary administration, training, motivating, collective bargaining, and human resource development.

Business 180 (3 credits)

Casino Management

The study of the particular challenges facing casino managers. Includes discussions of staffing, selection, security issues, customer-driven marketing, and other issues pertaining to the operation of gaming enterprises.

Business 220 (3 credits)

Hotel Management

A study of current service management theories as they apply to hotel management. Theory topics include strategic planning, hotel organization and communication, organizational leadership, and control systems. These topics will be discussed from the viewpoint of the hotel's general manager.

Business 230 (3 credits)

Management/Supervision & Leadership

Course emphasizes the difference between management and leadership. Topics covered will include a study of effective leadership and successful supervisory principles for delegating and motivating employees.

Business 240 (3 credits)

Principles of Marketing

Procedures and institutions involved in the distribution of goods and services; product development and pricing; marketing costs; consumer motivation and buying habits; government regulations and coordination of strategies in relation to the business and economic environment.

Business 250 (3 credits)

Business Law

A study of the principles of law in the American legal system. Topics include: contracts, sales, negotiable instruments, bank deposits and collections, secured transactions, and bankruptcy. This course is designed to help students understand the legal system and apply it to the business world.

Business 295 (1-6 credits)

Special Topics in Business

Topics may include customer service, personal selling skills, time management, internet marketing, retailing, or others. Specialized course in a business that reflects student, reservation, community, or other interests.

Business 299 (1-6 credits)

Business Internship 299

The business internship is designed so students can work in a small business. This is an opportunity for the student to learn the functional organization of a business, to apply classroom theory to hands-on learning experiences. Prerequisite: permission of instructor.

Tribal Administration 210 (3 credits)

Tribal Policy

Special topics in political, legal, social, economic, or sovereignty issues in tribal management. Emphasis placed on tribal perspective in organization and implementing business strategy.

Carpentry

BLTD 210 (2 Credits)

Blueprint Reading

Course deals with the reading and interpretation of working drawings. The meaning of various lines, symbols, conventions & abbreviations found on the drawing are noted and discussed so that the student can learn blueprint reading's immediate association. A study of specifications is also included.

Building Trades 110 (2 Credits)

Blueprint Reading

This course provides the student with a general knowledge of blueprints, terminology and symbols to be interpreted into building specifications. Prerequisite: None.

Building Trades 112 (2 Credits)

Construction Estimating

This course covers the process, techniques and mathematical equations used in materials cost and quantity estimating building projects. Prerequisite: None.

Carpentry 110 (2 Credits)

Introduction to Framing

This course is designed to provide a general understanding of the principles of floor, wall, stair and roof framing. Co-requisite: CARP114.

Carpentry 114 (6 Credits)

Framing I, Construction Lab

This course is designed to provide hands-on experience in constructing basic floor frames, wall frames, stair frames, ceiling and roof frames. Co-requisite: CARP110.

Carpentry 116 (2 Credits)

Footings & Foundations

This course provides basic skills and knowledge to prepare site layout, footings, and foundations for home construction. Prerequisite: None.

Carpentry 118 (6 Credits)

Interior Finish I – Drywall, Trim, Cabinet Installation

This course provides hands-on experience in the application and materials of drywall, trim and cabinetry. Prerequisite: CARP104.

Carpentry 120 (2 Credits)

Exterior Finish I – Siding This course provides a basic knowledge of and hands-on experience in exterior finishes such as siding, soffits and fascia coverings. Prerequisite: None.

Carpentry 122 (2 Credits)

Exterior Finish I

This course continues to expand on the student's proficiency in the application and knowledge of exterior finishes to include windows, doors, and roofing. Prerequisite: CARP112.

Carpentry 124 (2 Credits)

Deck Construction

This course provides the student with the opportunity to apply the knowledge and techniques necessary to select materials and construct decks, railings and stairs according to a predetermined plan. Prerequisite: CARP112.

Carpentry 206 (3 Credits)

Advanced Framing Applications

This course is designed to provide a general understanding of the principles of floor, wall, stair, & roof construction, as well as layout and form building and rough framing. Course also includes advanced classroom work in technical aspects of the trade, including related math, construction methods, drafting, blueprint reading, steel square, developing basic manipulative skills while applying the knowledge gained in the classroom.

Carpentry 226 (3 Credits)

Interior Finish & Exterior Finishes

A course designed to increase the student's knowledge of materials and principles used in applying insulation, drywall, doors, interior trim and cabinets, as well as exterior wall coverings, soffits, gutters, and decks. Prerequisites: CARP 118 AND CARP 120.

Construction Electricity

Construction Electricity 110 (4 Credits)

Introduction to Electrical Circuit Theory (lab & lecture)

This introductory course provides the student with the knowledge of electrical theory including, Ohm's Law, complex circuits, inductive and capacitive circuits as it relates to the National Electrical Code.

Construction Electricity 114 (2 Credits)

Materials and Codes

This course covers the materials used in construction electricity and an understanding in the use of the National Electrical Code book and how it applies to electrical applications on the job. Prerequisite: None.

Construction Electricity 116 (2 Credits)

Introduction to Residential Wiring

This course covers a basic understanding and the applied skills for residential wiring in compliance with the National Electrical Code. Co- or Prerequisite: BLDG114.

Construction Electricity 118 (4 Credits)

Electrical Circuit Theory, lab & lecture

This course provides the student with an understanding of complex RLC circuits, single-phase and three-phase transformer connections and calculations.

Construction Electricity 120 (4 Credits)

Residential Wiring – National Electric Code

This course covers branch and general circuits in residences. Topics include the calculation of various electrical cables, special and general outlets, calculations for service-entrance equipment, ground-fault circuit interrupters. Lab is included for practical application and skills building.

Construction Electricity 122 (3 Credits)

Electrical Services

This course covers requirements and installation of service entrance equipment. Topics included are service materials, installation procedures, meters, service and conduit sizes, panel types, bonding, grounding and over current protection.

Construction Electricity 124 (3 Credits)

Electrical Blueprints

This course covers the construction and design of residential buildings. Topics include terminology, different types of plans, symbols, specifications, and the requirements for installing electrical cables, special, and general outlets, based on the National Electrical Code.

Electricity 208 (4 credits)

Commercial Wiring I

This course will introduce the student to the commercial aspect of the wiring industry. What the industry considers as commercial jobs and the basic knowledge needed to do commercial work. The math, material identification, tools used, and code references will be presented to the student.

Electricity 208 L (8 credits)

Commercial Wiring I Lab

This course will allow the student to utilize the tools, materials, and techniques used in commercial work. This class will be making field trips to commercial job sites to see how using these skills results in completed projects.

Electricity 210 (4 credits)

Industrial Wiring I

This course will introduce the student to the industrial construction field. During the semester the student will learn to use the tools, materials, and techniques used in the industrial construction field. Field trips will be used to show students the results of the training they receive.

Electricity 210L (8 credits)

Industrial Wiring I, Lab

This course will teach the student to use the tools, materials, and techniques to build industrial electrical systems in the class room. Field trips will be used to show the student how the systems are used on the actual projects in the field. Control systems will be demonstrated during the semester.

Electricity 212 (2 credits)

Electrical Blueprints II

In this class, students will continue learning to use blueprints as associated with the commercial construction field. Students will utilize prints and specification books from actual projects to see how commercial jobs are completed.

Electricity 214 (2 credits)

Electrical Blueprints III

In this class, students will learn to use blueprints and specification books from actual industrial projects. Using these prints, the student will lay out industrial electrical systems for piping in lab class. Field trips and guest speakers will be used to help the student comprehend the correlation between the blueprint and the finished product in the field.

Electricity 220 (2 credits)

Load Management Controls

In this course, students will learn about off-peak electrical systems and how they are controlled. Students will assemble load management systems using the materials and

tools associated with the systems. Field trips will be used to show the students actual systems in use.

Early Childhood Education

ECE 111 (3 credits) – CDA I

Orientation to the process of CDA credentialing. Development of CDA written requirements. Introduction to theme-based teaching. Students will meet with instructor independently three times each month and attend monthly group meetings.

ECE 112 (3 credits) – CDA II

Continuation of training offered in ECE 111. Observation and individual assessment of students in their work environment. Development and presentation of appropriate final projects. Completion of CDA written requirements. Students will meet with instructor independently twice a month and attend three group meetings. Students will also be observed by the instructor at least two times during the semester.

ECE 113 (1 credit) - CDA Renewal

This course assists students in receiving their CDA renewal. Initial CDA certification needs to be renewed in three years, and then every five years after that. Students are also required to verify having taken a three-credit course in Early Childhood Education in addition to the original CDA training.

ECE 114 (1 credit) – CDA Second Setting

This course is designed for students who have a CDA in one setting (Preschool, Infant & Toddler, or Family Child Care) and wish to receive a CDA in another setting.

ECE 130 (2 credits)

Appropriate Environments

This course introduces students to a philosophy of child guidance that is respectful to the child. Emphasis is placed on developmentally appropriate practices. Relevant Anishinaabe values and beliefs will be addressed. Observation hours will be required by instructor.

ECE 170 (3 credits)

The Exceptional Child

This course explores the development of children with special needs and focuses on integrating children with special needs into child care and educational settings.

Prerequisite (or concurrent enrollment): PSY 101.

ECE 175

Independent Study

A course, to be arranged individually with the instructor, for students who have earned 6 credits in CDA, but who need further assistance in preparing for the CDA verification visit.

ECE 180 (3 credits)

Child Growth and Development

This course introduces students to the fundamental psychological principles of children's physical, social, emotional, and intellectual growth and development, and how these principles can be applied to facilitate learning. Multi-cultural and traditional Anishinaabe viewpoints will be explored. Students will begin to develop an individual portfolio of educational materials. Prerequisite (or concurrent enrollment): Psychology 101. **Cross listed as Psychology 180.**

ECE 195 (3 credits)

Caring for School-Age Children

This course provides an overview of physical, social / emotional, and cognitive development of school age children. Students will develop individual portfolios specific to school age children. Observation hours will be required by instructor.

ECE 200 (3 credits)

Preschool Curriculum

This course focuses on the development of enrichment curriculum. Students will create lesson plans and thematic units concerning culturally appropriate and/or regionally appropriate and/or developmentally appropriate topics. Students will be required to establish rationale and assessment for all activities.

ECE 205 (3 credits)

Children and Literature

This course prepares students to create early childhood environments that appropriately support emergent literacy. Students will learn to use multicultural books, props and materials to engage children in a variety of singing, speaking, listening, pre-reading and pre-writing activities that develop hand-eye coordination and early literacy.

ECE 210 (3 credits)

Creative Activities for Young Children

This course explores the principles and characteristics of creative teaching. Students will learn to apply creative methodology to all curriculum areas. Multiple intelligence theories will be explored. The development of culturally relevant and multi-cultural materials will be emphasized.

ECE 240 (3 credits)

Children, Families and Communities

This course is designed to increase the student's capacity to build positive relationships with parents and other family members. A variety of issues, such as providing a culturally sensitive environment, parent involvement in the classroom, emotional /social development of young children, communication with difficult families, and working with diverse communities, will be addressed.

ECE 285 (1 -3 credits)

Topics in Education

Students who wish to pursue a specific topic of interest may register for this course as an independent study with faculty permission.

ECE 299 (3 credits)

Preschool Practicum

This course provides the student with field experience in an early childhood setting. Observations and evaluations will be conducted by the tribal college education faculty. Student presentations will be observed. Application of theories and techniques discussed in the classroom will be emphasized. Individual student portfolios will be completed.

ENGLISH

English 090 (1 credit)

Introduction to College–Study Skills

Teaches students to negotiate the complexities of college—from selecting classes and completing degree requirements to finding one’s way through the financial aid maze. Study skills such as effective reading strategies, note-taking, and time management will be taught.

English 096 (3 credits)

Writing and Reading Skills

This course emphasizes integration of skills and strategies for academic reading and writing, including comprehension, vocabulary, fluency, sentence structure, and writing coherent paragraphs. Taken by referral of academic counselor.

English 101 (3 credits)

English Composition I

A writing course reviewing the basics of sentence construction and essay development; emphasis on style, organization, coherence, and persuasion in written discourse; extensive practice in communication skills: reading, critical thinking, speaking, listening, and writing. College Placement Test required (students not scoring a passing grade on the exam will be placed in ENGL 096).

English 102 (3 credits)

English Composition II

A writing course reviewing components of ENGL 101 and refining general composition skills; emphasis on expository and argumentative writing, including researched, documented essay; study of research methods and sources, with emphasis on analytical reading. Prerequisite: ENGL 101.

English 150 (3 credits)

Technical and Professional Writing

A course in principles of effective writing for career and technical fields. Experience in writing for various purposes and audiences relevant to students' career interests. Special sections may be arranged in cooperation with specific professional programs.

English 200 (3 credits)

Literature and the Environment

This course explores the concept of "environment" through different literary modes and examines the historical development of the environmentalist movement in North America. Emphasis will be placed upon writing and critical thinking, as well as reading. Prerequisites: ENGL 101 and 102.

English 220 (3 credits)

Creative Writing

Workshop course in the techniques of writing drama, the short story, the novel, poetry, and creative non-fiction. Prerequisites: ENGL 101 and 102.

English 250 (3 credits)

Contemporary American Indian Literature

A critical study of selected works of contemporary American Indian writers, including novels, short stories, autobiographies, plays, and poetry. Prerequisites: ENGL 101 and 102.

English 251 (3 credits)

Early American Indian Literature

The study of selected works by American Indian authors, dating from the 17th Century to the early 20th Century, and including both fiction and non-fiction. Prerequisites: ENGL 101/102.

English 299 (3 credits)

Special Topics in Literature

An intensive study of a particular genre of literature such as autobiography, science fiction, the novel, poetry, short story, travel narratives, etc. Prerequisites: ENGL 101 and 102.

Speech 201 (3 credits)

Speech and Communications

In this course students will explore the oral tradition and ways that historical, cultural, and social issues impact the lives of indigenous peoples. They will gain experience in critical thinking, reading, and writing, as well as in public speaking. Prerequisites: Eng 101 and 102.

HEALTH

Health 100 (3 credits)

CPR/First Aid and Healthy Lifestyles

Students will become certified in basic first-aid measures and in adult and pediatric CPR techniques. Students will be introduced to the components of holistic health, with special emphasis on nutrition, exercise, and weight control.

Health 240 (3 credits)

Contemporary Health Issues

Students will examine personal lifestyle choices related to physical, mental, emotional, social, and spiritual health. Wellness is viewed as holistic, encompassing one's entire lifestyle. Cross listed as FOOD AND NUTRITION 240.

PHY ED 101 (1 credit)

Introduction to Golf

Fundamental skills of golf are taught, including grip, stance, swing patterns, and putting, as well as rules of course play.

PHY ED 103 (1 credit)

Walking for Fitness

This course promotes a healthy lifestyle through the daily exercise of walking. Special considerations will be made for students with medical limitations.

INFORMATION TECHNOLOGY

ITECH 100 (3 credits)

Introduction to Computing

A basic introduction to the use of personal computers and word processing on the computer.

ITECH 101 (3 credits)

Intermediate Keyboarding

Development of keyboarding speed and accuracy and proofreading skills. Students will begin to learn how to format and produce documents such as memos, letters, envelopes, forms, tables, and reports.

ITECH 108 (3 credits)

Professional Office Procedures

Topics covered include typical office tasks such as telephoning, mailing, filing, making meeting arrangements, making travel arrangements, caring for office equipment, ordering office supplies, managing time and producing documents.

ITECH 150 (3 credits)

Introduction to Microcomputer Applications

Cover the basic use of computers. Topics include the history and impact of computers, computer systems and introduction to hardware and software applications such as operating systems, word processing, spreadsheets, databases, and presentation graphics.

ITECH 205 (3 credits)

Computerized Video Production

Students will create a video presentation using digital video camcorder, still camera, and Adobe Premiere software. Prerequisite: ITECH 150, or instructor's permission.

ITECH 224 (3 credits)

Spreadsheet Concepts Using Excel

Expansion on the introduction to Excel offered in Iech150. Prerequisite: ITECH 150.

ITECH 230 (3 credits)

Database Concepts Using Access

Introduces database concepts, records management and database microcomputer software. Topics include database structure and maintenance, file and report generation.

ITECH 270 (3 credits)

Web Page Design

Creating interactive Web Pages with HTML, Javascript, PERL scripts and Web Page authoring software. Prerequisite: ITECH 150.

ITECH 280 (3 credits)

Desktop Publishing

Introduction to desktop publishing. Covers the creation of brochures, newsletters, advertisements, and reports. Includes the use of graphics in documents for both paper and electronic documents. Prerequisite: ITECH 150, or instructor's permission.

ITECH 282 (3 credits)

A+ Certification Hardware Core

Preparation for the CompTia A+ Certification Hardware Core Exam.

Prerequisite: ITECH 150.

ITECH 283 (3 credits)

A+ Certification Operating Systems Core

Preparation for the CompTia A+ Certification Operating Systems Core Exam.

Prerequisite: ITECH 150.

ITECH 292 (1-3 credits)

Information Technology Internship

This course is a practicum experience in the college computer lab or in a local workplace environment. Students who wish to do a specific internship should seek out their advisor and the instructor early enough to allow arrangements to be made.

ITECH 299 (1-3 credits)

Special Topics in Information Technology Independent study of advanced topics in Information Technology. Arranged by faculty.

LAW ENFORCEMENT

Law Enforcement 100 (3 credits)

Physical Conditioning

Physical fitness designed specifically for job-related strength, agility, flexibility, speed, and cardiovascular endurance.

Law Enforcement 105 (3 credits)

Introduction to Criminal Justice

Study of the agencies and processes involved in the criminal justice system: the police, courts and corrections. Overview and analysis of operational practices and innovative programs in policing, court administration, diversion, sentencing, and community corrections.

Law Enforcement 110 (3 credits)

Minnesota Traffic Law

Detailed study of the Minnesota Traffic Enforcement code, including selected definitions of traffic enforcement, vehicle registration and insurance requirements, licenses and permits, driving conduct statutes, required equipment and proper functioning mandates, and selected statutes regarding commercial vehicles and loading. Complete coverage of DWI statutes, detecting violations consistent with impaired driving, and processing of impaired drivers.

Law Enforcement 111 (3 credits)

Minnesota Selected Statutes

Study of Minnesota statutory law to include criminal code, sentencing, selected statutes for peace officers, and peace officer duties as related to Minnesota state law.

Law Enforcement 122 (3 credits)

Constitutional Law & Civil Liability

Comprehensive study of the general principles of the US Constitution, its Amendments, and legal requirements governing enforcement of the criminal code. Prerequisites: LE10,LE111.

Law Enforcement 150 (3 Credits)

Report Writing

A course in principles of effective writing for professions and technical fields. Experience in writing for various purposes and audiences relevant to students' career interests. Prerequisite: ENGL 101.

Law Enforcement 210 (3 credits)

Juvenile Delinquency and Justice

Examination of juvenile delinquency and the juvenile justice system including its history, definitions, and explanations of delinquency. The application of philosophical, legal, and procedural principles to issues in juvenile justice. Analysis of the juvenile court system with a focus on specific requirements for the processing of juvenile offenders. Includes concepts and issues of status offenses, diversion and placements for juveniles, gang membership, and intervention strategies. Prerequisites: LE105, LE111, LE122.

Law Enforcement 211 (3 credits)

Community Policing

Analysis of the function and role of the local police in the U.S. from three perspectives: police-citizen interaction, agency-community relations, and legal-ethical issues of policing in a diverse, democratic society. Special emphasis on problem-solving, conflict management, mediation, and community policing methods in the prevention of crime and civic disorder. Prerequisites: LE105, LE111, LE122.

Law Enforcement 212 (3 credits)

Victims and Victims' Rights

Examines victim-offender relationships, interactions between victims and the criminal justice system, and the connections between victims and other social groups and institutions (such as the media, social movements, advocacy groups, legislatures and the state). Explores victims' rights and compensation, fear of crime, measurement of victimization and the impact of victimization on the individual.

Law Enforcement 221 (3 credits)

Evidence and Procedure

Comprehensive study of the lawful gathering and evaluation of information concerning criminal acts. Focus on the fundamentals and rules of investigation and evidence collection, including the knowledge and skills necessary for criminal investigation, crime scene management and the collection of evidence.

Law Enforcement 223 (3 credits)

Controlled Substances: Identification and Investigation

Study of controlled substance identification, effects on the body and methods of concealment. Analysis of the manufacture, acquisition and distribution patterns of illegal drugs, and the dangers to officers in the handling of both substances and investigations.

Law Enforcement 225 (3 credits)

Policing Tribal Lands

Overview of the development of tribal law enforcement from pre-contact to present with a focus on the changing loci of criminal jurisdiction on Indian land in relation to tribal sovereignty. Includes introductory analysis of sovereignty issues and PL280.

Prerequisites: LE105, LE111.

Law Enforcement 280 (3 Credits)

Police Ethics

An exploration of Police Ethics, including definitions, perceptions, concerns, and the history of police deviance and/or corruption. Police brutality, abuse of authority, police prejudice, and discrimination will be discussed.

Mathematics

Mathematics 093 (3 credits)

Basic Math Skills

Topics include integers, decimals, fractions, ratios, exponential numbers, and conversion of decimals, percents, and fractions.

Mathematics 094 (3 credits)

Algebra Skills

Topics include integers, fractions, exponential numbers, conversion of decimals and percents, fractions, solving equations using the Order of Operations, using the Law of Distribution, solving one-variable equations, interest problems and word problems.

Mathematics 140 (4 credits)

Concepts in Mathematics

Topics include ancient and modern number systems, history of mathematical development, integers, fractions, exponents, algebraic equations, decimals, statistics, probability, interest, geometry, and graphing. Recommended: Math 093 or equivalent.

Mathematics 150 (3 credits)

College Algebra

Topics include adding, subtracting, multiplying, dividing, and factoring polynomials; adding, subtracting, multiplying, and dividing rational expressions; complex fractions, algebraic equations, ratio and proportions, graph lines, inequalities, parabolas, midpoint, slope, intercepts, quadratic equations, and completing the square. Recommended: Math 094 or equivalent.

Mathematics 155 (3 credits)

Advanced College Algebra

Topics include complex numbers, polynomial and rational inequalities, one-to-one functions, inverse functions, exponential functions, logarithmic functions, properties of logarithms, compound interest, growth and decay, parabolas, ellipses, hyperbolas, systems of linear equations, and partial fractional decomposition. Prerequisite: Math 150 or equivalent.

Mathematics 170 (3 credits)

Statistics

Topics include introduction to basic terms, data collection, graphs, pareto diagrams, stem and leaf displays, frequency distributions, histograms, measures of central tendency, mean, standard deviation, linear regression, box and whiskers plot, probability,

probability distributions, normal probability distributions, sampling distributions, application of the Central Limit Theorem, nature of estimation, hypothesis testing, and confidence intervals. Prerequisite: Math 150 or equivalent.

Mathematics 210 (3 credits)

Pre-Calculus I

Topics include algebraic functions (polynomial, rational, exponential and logarithmic), and discrete algebra topics. Prerequisite: Math 155 or equivalent.

Mathematics 250 (3 credits)

Calculus I

Topics include review of functions, with emphasis on the graphing and behavior of functions. Limits are introduced and developed. The derivative of a function is defined and applied to algebraic and trigonometric functions. Applications involving maximum, minimum, related rates, curve plotting, and the mean value theorem are presented.

Prerequisite: Math 210 or equivalent.

MUSIC

Music 105 (3 credits)

Music Appreciation

This is a survey course designed to help students understand the basic principles of music, the importance of music in peoples' lives, how to listen to music, the value of self-expression, and how music can communicate our ideas and feelings.

Music 140 (2 credits)

Performance Study: Instrumental or Voice

Individualized and group instruction in (1) guitar, piano, autoharp, electric guitar, or in (2) development of the voice as the most versatile and natural of human instruments.

Music 151 (2 credits)

Native American Flute I

An introduction to the musical history and playing of the indigenous flute. Basic music theory and sight-reading are taught in this class.

Music 152 (2 credits)

Native American Flute II

Continuation of Native Flute I. Prerequisite: Music 151.

Music 153 (3 credits)

Native Flute-Making

This team-taught course provides a culturally relevant, hands-on learning experience. Students will learn about the indigenous North American flute tradition that continues into the 21st Century, how to design and personalize a flute that is uniquely their own, and

how to compose both Native and non-Native music in the style of the oral tradition, as well as how to play from standard notation. Cross listed as ART 101.

Music 160 (2 credits)

Chorus

Open to anyone who wishes to sing. Emphasis is on learning how human beings use music to express their feelings in ways words alone cannot. Students develop singing skills and the appreciation of quality music from traditional as well as modern sources.

Music 250 (3 credits)

History of Anishinaabe Music and Dance

Study of the historical relationship of Anishinaabe music to the life of the Anishinaabe people. Provides practice in singing, drumming, and dancing, and an appreciation of Anishinaabe music. Men and women are invited to participate in this course—men at the drum and women as backup singers.

Music 299 (1-3 credits)

Individual Topics in Music

Performance, research, or composition projects designed by the student in consultation with the assisting faculty member (may include recitals).

SCIENCE

Biology 101 (3 credits)

General Biology I

Introduction to animal and plant biology, including traditional herbs and plants used by the Anishinaabeg people. Emphasis of this course is on studies from a whole system perspective. Includes principles of biodiversity and ecology and their relationship to humans. Both Indigenous and Western scientific views will be explored.

Biology 101L (1 credit)

General Biology Lab

Laboratory for General Biology I. Concurrent enrollment with Biology 101 required.

Biology 102 (3 credits)

General Biology II

Introduction to cell structure, cell function, genetics and reproduction.

Biology 102L (1 credit)

General Biology II Laboratory

Laboratory for General Biology II. Concurrent enrollment in Biology 102 required.

Biology 125 (3 credits)

Wildlife Management

Introduction to wildlife management practices of species of wildlife within the bio-region of Leech Lake Reservation and Northern Minnesota. Stresses the cultural significance of animal life and compares different understandings and economic practices of wildlife management expressed through modern wildlife management and tribal practices.

Biology 130 (3 credits)

Wildlife Biology

Study of common animals of Northern Minnesota and their interaction with the environment and other animals of the region. The cultural significance of animals to indigenous peoples will also be addressed.

Biology 130L (1 credit)

Wildlife Biology Lab

Concurrent enrollment in Biology 130 required.

Biology 140 (3 credits)

Ecology

Study of the relationship between living and non-living things that make up the natural world. Includes natural biochemical processes, interactions between plants and animals, predator-prey relationships and seasonal cycles.

Biology 140L (1 credit)

Ecology Lab

Concurrent enrollment in Biology 140 required.

Biology 200 (3 credits)

Ethnobiology

This course examines two worldviews of understanding the natural world: western scientific analysis and the Anishinaabe perspective. Laboratory and empirical analysis will be integrated with cultural values, traditions, and techniques to deliver a holistic and intimate knowledge of the natural world. This course will explore the cycles of the natural world and how all living things are related and maintain balance in their respective communities.

Biology 202 (3 credits)

Human Anatomy & Physiology

An elementary course in the structure and physiology of the human body.

Biology 202L (1 credit)

Human Anatomy & Physiology Laboratory

Concurrent enrollment in Biology 202 required.

Biology 204 (3 credits)**Environmental Science**

This course is a study of basic interrelationships of organisms and their environment. Special emphasis will be placed on Indigenous values pertaining to the environment, and to the effects of modern technology on the environment.

Biology 210 (3 credits)**Botany I: Plant Form and Function**

This course will focus on the anatomy and physiology of plants, fungi, and mosses with particular emphasis on the flora of the bioregion of Leech Lake and Northern Minnesota. Emphasis on plant growth and development, photosynthesis, respiration, nutrition and reproduction.

Biology 210L (1 credit)**Botany I Laboratory**

Concurrent enrollment in Biology 210 required.

Bio 285 (3 credit)**Remote Sensing**

Introduction to Remote Sensing principles and interpretation through the use of satellite imagery. Students will use Remote Sensing techniques to study the Leech Lake area. Interpretation and significance of images will be discussed.

Biology 290 (1-4)**Topics in Biology**

Independent study of advanced topics in biology. Arranged by faculty.

Biology 291 (3 credits)**Indigenous Science**

Students will develop a dualistic understanding, both cultural and Western scientific, of the natural world. A study of the ecological phenomenon or natural processes reflected in many Anishinaabe traditions and ceremonies. Cultural values, integrated with science, will allow students to critically analyze, from an evolved indigenous world view, contemporary environmental problems such as deforestation, ozone depletion, genetic engineering, climate change, and biodiversity.

Biology 299 (1-3 credits)**Biology Internship**

Opportunity to work in government or private industrial scientific research programs, either locally or abroad. Progress reports and final report required for completion. Arranged by faculty.

Chemistry 101 (3 credits)**General Chemistry**

Introduction to the general principles of chemistry including: inorganic, organic, and biochemistry. Prerequisite: Mathematics 150 or higher.

Chemistry 101L (1 credit)
General Chemistry Laboratory.
Concurrent enrollment in Chemistry 101 required.

Chemistry 102 (3 credits)
General Chemistry
A continuation of the studies started in Chemistry 101 covering basic concepts of inorganic, organic, and biochemistry.

Chemistry 102L (1 credit)
General Chemistry Laboratory.
Concurrent enrollment in Chemistry 102 required.

Forestry 101 (3 credits)
Introduction to Forestry
A broad overview of forests located around the world, with special emphasis placed on the forests of the Leech Lake bio-region. The history of forest management, with an emphasis on the Leech Lake bio-region, will be covered.

Physical Science 100 (3 credits)
Introduction to Physical Science
Introduction to the general principles of physics examining natural forces in nature such as gravity, velocity, acceleration, mass, density, temperature, heat, magnetic and electricity. Also included is the analysis of atoms, elements, compounds, solar system, geological forces, and the universe.

Physical Science 100L (1 credit)
Introduction to Physical Science Laboratory
Laboratory for Physical Science 100. Concurrent enrollment in Physical Science 100 required.

Social Sciences

Geography 200 (3 credits)
Sense of Place
Exploration of the interaction of the earth, plants, animals, and people as they create the web of life. Examination of the cultural meanings of place as developed by indigenous peoples and how those ideas compare to and conflict with modern ideas of place.

History 101 (3 credits)
US History
A survey of American/United States history from an indigenous perspective. Includes history of indigenous cultures in pre-contact America; the interaction of Euro-American, African, and Indigenous peoples during exploration and colonization; development of

new blended cultures; founding of a new nation; and growth of cultural tensions. Includes discussions of the increasingly diverse make-up of the indigenous population and emphasizes the development of analytical skills focusing on reading, oral presentation, and writing.

Political Science 150 (3 credits)

American Government

The structure, development, and function of federal, state, and local governments, their relationship to each other, and their relationship to Indian Nations.

Political Science 225 (3 credits)

Treaty Law and Tribal Sovereignty

Introduction to treaty law and history and analysis of major treaties affecting the Anishinaabe nation. Draws on actual treaty documents and on case law, which explicates those documents. Theory and practice of self-determination for indigenous peoples and tribal sovereignty.

Political Science 250

Special Topics

Special topics of current interest, depending upon demand and staff.

Psychology 101 (3 credits)

General Psychology

Introduction to the study of human behavior, personality development, and individual differences. Background in the development of psychology as a field of study in western culture.

Psychology 180 (3 credits)

Child Growth and Development

This course introduces students to the fundamental psychological principles of children's physical, social, emotional, and intellectual growth and development, and how these principles can be applied to facilitate learning. Multi-cultural and traditional Anishinaabe viewpoints will be explored. Students will begin to develop an individual portfolio of educational materials. Prerequisite (or concurrent enrollment): Psychology 101. **Cross listed as ECE 180.**

Psychology 220 (3 credits)

Abnormal Psychology

The study of various mental disorders and behavioral deviations, including causes, symptoms, and treatments. Prerequisite: Psychology 101.

Sociology 101 (3 credits)

Introduction to Sociology

The study of society and human behavior as influenced by culture, human interaction, and social structures. Examination of family, education, religion, class, and other phenomena characteristic of world cultures.

Sociology 200 (3 credits)

American Indian Women

Study of the role of Indigenous women in traditional and contemporary society and the consequences of colonization on the lives of women. Examination of Indigenous female gender roles and spiritual relationship to family and community, with special emphasis on social change and interpretations of indigenous femininity in American society.

NUTRITION PROGRAM

Food & Nutrition 100 (1 credit)

Wellness Professions

This course will give a broad view of the opportunities for employment in the food and nutrition-related health fields. We will explore career options and develop personal career goals.

Food & Nutrition 140 (3 credits)

Food & Nutrition

An introductory course to nutrition that emphasizes disease prevention and the traditional Ojibwe perspectives that encourage good health.

Food & Nutrition 200 (3 credits)

Food Safety

Principles of safe food handling practices will be taught in this course. We will be using the Serve Safe curriculum that provides students with a marketable job skill when finished with the course.

Food & Nutrition 200L (1 credit)

Food Safety Lab

Must be taken concurrently with Food & Nutrition 200.

Food & Nutrition 240 (3 credits)

Contemporary Health Issues

Students will examine personal lifestyle choices related to physical, mental, emotional, social, and spiritual health. Wellness is viewed as holistic, encompassing one's entire lifestyle. Cross listed as HEALTH 240.

Food & Nutrition 250 (1-3 credits)

Special Topic Series

Special topics may include: gardening, maple sugar camp, wild ricing, language immersion camp, wellness conferences, nutrition education assistant practice or student exchange program.

XIII. Leech Lake Tribal College Staff

President, Vice-President and Associate Vice Presidents

Leah Carpenter, *President*

B.A., Indian Studies and Political Science, Bemidji State University, 1985

J.D., University of Wisconsin School of Law, 1989

Ph.D. Candidate, American Indian Studies, University of Arizona

Member, White Earth Band of Ojibwe

Ida M. Downwind, *Vice President (Interim)*

B.S., Elementary Education, Bemidji State University, 1992

M.S., Curriculum and Instruction, Bemidji State University, 2001

Member, Leech Lake Band of Ojibwe

Ginny Carney, *Associate Vice President of Academics (Interim)*

B.A., English, Tennessee Temple University, 1969

A.D.N., Nursing, Cleveland (TN) State College, 1978

M.A., English, University of Alaska Anchorage, 1990

Ph.D., English, University of Kentucky, 2000

Eastern Cherokee

Sherri Moe, *Associate Vice President of Center for Career Development*

B.A., Psychology, St. Olaf College, 1997

M.S. Candidate, Bemidji State University

Jennifer Moore, *Associate Vice President of Student Services*

B.A., History, Bemidji State University, 2001

M.Ed. Candidate, University of MN, Duluth

Member, Bois Forte Band of Chippewa

Administrative Staff

Tom Beck, *Title III Technology Coordinator*

B.A., History, University of Minnesota, 1989

Post-Baccalaureate Teaching License, 1991

Roberta Blackcrow, *PI Curriculum Coordinator/Specialist DETS*

B.S., Elementary Education, Montana State University, 2001

Member, Leech Lake Band of Ojibwe

Darla Brown, *Security and Maintenance*

Member, Leech Lake Band of Ojibwe

Susan Butler, *Multi-Media Program Director*
B.S., Elementary Education, Eastern Illinois University, 1988

Barbara Carlson, *Financial Aid Director*
Diploma, Information Technology, LLTC, 1997
Member, White Earth Band of Ojibwe

Carol Carlson, *Administrative Receptionist*
A.A., Liberal Education, Leech Lake Tribal College, 2003
Member, White Earth Band of Ojibwe

Bonnie Ekstrom, *TRIO Retention Counselor*
A.A., Mesabi Community College, 1981
B.S., Psychology, Bemidji State University, 1985
M.A., Clinical Psychology, Southern Illinois University, 1991
Ph.D., Clinical Psychology, Southern Illinois University, 2003
Member, Red Lake Band of Chippewa

Michael Fairbanks, *Director of Management Information Systems*
B.S., Computer Information Systems, Bemidji State University, 2001
Member, Leech Lake Band of Ojibwe

Christine Fineday, *Enrollment Manager*
A.A., Business, Leech Lake Tribal College, 1997
B.S., Business Administration, Bemidji State University, 2002
Member, Sisseton/Wahpeton Sioux Tribe

Chris Freeman, *Technology Desk/Site Coordinator*

Linda Goggleye, *Executive Administrative Assistant*
Member, Leech Lake Band of Ojibwe

Lisa Hemachandra, *Financial Aid Clerk*
A.A., Education, Leech Lake Tribal College, 2002
Member, Leech Lake Band of Ojibwe

Evelyn Howard, *Program Coordinator*
Secretary with Shorthand Certificate, Bemidji Vocational/Technical Institute, 1980
A.A., Liberal Education, Itasca Community College, 1990
B.S., Applied Psychology, Bemidji State University, 1993
Member, Leech Lake Band of Ojibwe

Wallace Humphrey, *Building Maintenance & Security*
Member, Leech Lake Band of Ojibwe

Laurie Jackson, *Administrative Assistant, CCD*
Member, Leech Lake Band of Ojibwe

Winona Johnson, *Bookstore Manager*
A.A., Clerical Support, Northwest Technical College, 1992
Member, Red Lake Band of Ojibwe

Maxine Johnston, *Senior Accountant*
Member, Leech Lake Band of Ojibwe

Mark Lewer, *Librarian*
A.A.S., Library/Information Technology, Northwest Technical College, 2001

Michael Lyons, *TRIO Director*
B.A., English, Moorhead State University, 1994
Leech Lake Band of Ojibwe

Brandon Masten, *Security and Maintenance*
Member, Leech Lake Band of Ojibwe

Rita Pemberton, *Trio Administrative Assistant*
A.A., Liberal Education, Leech Lake Tribal College, 2003
Member, Leech Lake Band of Ojibwe

Rochelle Pemberton, *Business Manager*
A.A.S., Business Management, Leech Lake Tribal College, 1998
B.S., Accounting, Bemidji State University, 2004
Member, Leech Lake Band of Ojibwe

Nichole Powers, *Academic Advisor*
A.A., Education, Leech Lake Tribal College, 2000
B.S., Elementary Education, Sinte Gleska University, 2002
Member, Turtle Mountain Band of Ojibwe

Vicki Radtke, *Controller*
B.A., Accounting, University of North Dakota, 1993
M.B.A., University of North Dakota, 2000

Wally Sargent-Rea, *Library Assistant*
A.A.S., Law Enforcement, Leech Lake Tribal College, 1998
A.A., Law Enforcement, Leech Lake Tribal College, 2002
Member, White Earth Band of Ojibwe

Lori Reyes, *Administrative Assistant, Academics*
A.A., Liberal Studies and Communications, LLTC, 2001
A.A., Fine Arts, Leech Lake Tribal College, 2002
Member, Leech Lake Band of Ojibwe

William St. Cyr, *Building Maintenance/Security*
A.A., Anishinaabe Studies, Leech Lake Tribal College, 2001
A.A., Music, Leech Lake Tribal College, 2001
Member, Leech Lake Band of Ojibwe

Sara Seeyle, *Accounts Payable Office*
Member, Red Lake Band of Ojibwe

Valerie Smith, *Research & Assessment Assistant*
A.A.Candidate, Liberal Education, Leech Lake Tribal College, 2005
Member, Red Lake Band of Ojibwe

Diane Staples, *Community Outreach Program*
Secretarial Diploma, Staples Area Vocational Technical Institute, 1990
A.A.S., Microcomputers, Leech Lake Tribal College, 1997
Member, Leech Lake Band of Ojibwe

Faculty

Rochell (Rocky) Carpenter, *Carpentry Instructor*
Minnesota Licensed Contractor

Wilfred Cyr, *Chair, Arts & Humanities*
A.A., Rainy River Community College, 1977
B.A., American Indian Studies, Bemidji State University, 1981
B.S., Public Service, Bemidji State University, 1986
Member, Nagaajiwanaang First Nation

Carrie Estey, *Art Instructor*
B.S., Art Education, Bemidji State University, 1991
M.A., American Indian Studies, University of Arizona, 2003
Member, White Earth Band of Ojibwe

Priscilla Fairbanks, *Education Dept. Chair*
B.S., Secondary Education, Bemidji State University, 1982
M.Ed., Education Administration, University of Oklahoma, 1990
Ph.D., Education Administration, University of Oklahoma, 2003
Member, Leech Lake Band of Ojibwe

Elaine Fleming, *Social Sciences Dept. Chair*

B.A., History, Methodist College, Fayetteville, NC, 1985

M.S., Educational Curriculum and Instruction, Bemidji State University, 1999

MFA, Creative Writing, Antioch University, Los Angeles, 2003

Member, Leech Lake Band of Ojibwe

Duane (Dewey) Goodwin, *Art Instructor*

Studies at Institute of American Indian Arts, Santa Fe

Member, White Earth Band of Ojibwe

Robert Jourdain, *Ojibwe Language/English Instructor*

B.A., English and American Indian Studies, Bemidji State University, 1992

M.A. Candidate, English, Bemidji State University

Member, Couchiching First Nation

Harold (Harv) Lueck, *Biology Instructor*

A.A.S., Natural Resources, University of Minnesota, Crookston, 1972

B.S., Biology and Psychology, Bemidji State University, 1978

M.S. Candidate, Biology, Bemidji State University

Clem Nason, *Chair, Carpentry & Electrical*

Certificate in Welding, Itasca Junior College

Diploma, Civil Engineering Technology, Wadena Area Technical College

MN Licensed General Contractor

Member, Leech Lake Band of Ojibwe

Kelly Nipp, *Chair, Math, Science, & Technology*

B.S., Physical Science, Bemidji State University, 1995

B.S., Mathematics, Bemidji State University, 1997

M.S. Candidate, Mathematics, Bemidji State University

Russell Schoeck, *Construction Electricity Instructor*

Diploma, Anoka Technical College

Class A Journeyman Electrician

Benny Tonce, *Ojibwe Language/Drumming Instructor*

B.S., Elementary Education, Bemidji State University, 1980

M.S., Counseling, Bemidji State University, 1981

Member, Leech Lake Band of Ojibwe

Jlayne Torma, *Math/Science/Technology Instructor*

B.S., Electrical Engineering, North Dakota State University, 1992

B.S., Math Education, Bemidji State University, 1997

B.S., Physical Science Education, Bemidji State University, 1997

M.S. Candidate, Science Education, Bemidji State University

