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## Important Phone Numbers

Administration	(218) 335-4290
Vice President of Academic and Student Affairs	(218) 335-4267
Dean of Student Services	(218) 335-4221
Dean of Instruction	(218) 335-4210
Director of Assessment	(218) 335-4288
Director of Center for Career Development	(218) 335-4258
Director of Library Services	(218) 335-4240
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

## President's Welcome

Boozhoo. On behalf of the Leech Lake Tribal College community, I extend our warmest welcome to you as you begin your journey into the world of higher learning and education. Leech Lake Tribal College is prepared to help you succeed in your journey of learning, with strong academic programs and student support services to assist you. At Leech Lake Tribal College, we believe that education offers the greatest opportunity for really improving one generation over another. During your educational journey at Leech Lake Tribal College, you will find excellent and committed faculty who are eager to share their knowledge with you. It is a time of growth and excitement here at Leech Lake Tribal College, as the College successfully attained full accreditation and completed the second wing of our new campus in 2006. We are pleased that you have joined us in your continued pursuit of life-long learning.

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:

**Dennis Banks**, A.A.

**Lenore Barsness**, A.A.

**Shari Bebeau**, B.S.

**Judy Hanks**

**John Herrera**, B.A., M.B.A., J.D.

**Vicki Howard**, B.A., B.S., M.A., Ed.D. Candidate

**Yvonne Wilson**, B.S., M.S.

**Michael Fairbanks** (Student Senate Representative)

# MISSION STATEMENT

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

## **Objectives**

- 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 and pursuing holistic lives (physically, intellectually, and aesthetically)
- To attain and maintain appropriate accreditation and certification of LLTC degrees and 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 and educational center for community development
- To encourage and support the professional development of faculty and 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. Full accreditation status was granted on September 26, 2006 for the maximum initial accreditation period of five years, with no focus visits required.

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

<b>Academic Calendar</b>	<b>2007-2008</b>	<b>2008-2009</b>
<b>Fall Semester</b>	<b>2007</b>	<b>2008</b>
No Classes - Labor Day Holiday	Sept. 3	Sept. 1
New Student Orientation	Sept. 4	Sept. 2
Classes Begin	Sept. 5	Sept. 3
Last Day to Add/Drop	Sept. 12	Sept. 10
Last Day to Make-up Incompletes from Spring Semester	Oct. 2	Sept. 30
Midterm Grades Due	Oct. 26	Oct. 24
Last Day to Officially Withdraw	Oct. 26	Oct. 24
No Classes - Veteran's Day Observed	Nov. 12	Nov. 10
No Classes - Thanksgiving Holiday	Nov. 21-23	Nov. 26-28
Classes Resume	Nov. 26	Dec. 1
Pre-registration for Spring Semester	Dec. 3-14	Dec. 8-18
Last Day of Classes	Dec. 13	Dec. 11
Finals Week	Dec. 17-20	Dec. 15-18
Fall Semester Ends	Dec. 20	Dec. 18
Final Grades Due	Dec. 27	Dec. 24
No Classes - Winter Holiday	Dec 24-Jan 13	Dec 22-Jan 11
<b>Spring Semester</b>	<b>2008</b>	<b>2009</b>
New Student Orientation	Jan. 11	Jan. 9
Classes Begin	Jan. 14	Jan. 12
No Classes - Martin Luther King, Jr. Day	Jan. 21	Jan. 19
Last Day to Add/Drop	Jan. 22	Jan. 20
Last Day to Make-up Incompletes from Fall Semester	Feb. 11	Feb. 9
No Classes - President's Day	Feb. 18	Feb. 16
Last Day to Officially Withdraw	Mar. 5	Mar. 4
Midterm Grades Due	Mar. 5	Mar. 4
No Classes - Spring Break	Mar. 17-21	Mar. 16-20
Classes Resume	Mar. 24	Mar. 23
Pre-registration for Fall Semester	Apr 21-May 2	Apr 20-May 1
Last Day of Classes	Apr. 25	Apr. 24
Finals Week	Apr 28-May 1	Apr. 27-30
Spring Semester Ends	May 1	Apr. 30
Final Grades Due	May 7	May 6
Graduation Ceremony	May 10	May 9

## Admission and Registration

### **Student Admissions (218) 335-4247**

Admissions applications are available upon request via mail, phone, fax, E-mail or available for print at the college website: <http://www.lltc.edu>

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 (218) 335-4200.

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

### **Admission Eligibility**

#### **Regular Student Eligibility**

Leech Lake Tribal College has an open admissions policy. Any applicant who is 18 years of age or older and has earned a high school diploma or GED prior to admission may be admitted as a regular student. To apply, please refer to "Application Procedures – Degree Seeking Students."

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.

It is extremely important that the prospective student sign and date applications. If during the processing of applications, the Admissions Clerk discovers the student has submitted false information, the Dean of Student Affairs will be notified and appropriate action will be taken.

## **Elder Eligibility**

Elders are welcomed for their wisdom and are encouraged to attend Leech Lake Tribal College.

- Elder students are defined as 55 years of age and older prior to admission.
- 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
- Elders are eligible for one free course per semester, but are responsible for purchasing textbook(s).

Application procedure for non-degree seeking elders who register for the one free class:

Step 1: Complete and submit to Student Admissions:

- Admissions Application
  - High school diploma or GED not required for admission
- Permission to Release Form
- Registration form for the one class

To apply, please refer to "Application Procedures – Degree Seeking Students." Degree-seeking Elders who do not wish to follow a regular program of study may earn credits towards an Honorary Degree, sixty-four (64) credits maximum.

## **High School Student Eligibility**

Minnesota Post-Secondary Enrollment Option policy states:

- Student must be a junior or senior in high school

Application procedure:

Step 1: Complete and submit to Student Admissions:

- Admissions application
- Permission to Release form
- Tribal Enrollment form
- MN PSEO application
  - Must be completed by a High School official and signed by a parent or legal guardian, if the student is under 18 years of age
  - High School Transcript must accompany application

To help achieve academic success and avoid college/high school course overload, students are allowed to register up to a maximum of six (6) semester credits. Exceptions will be made on a rare case-by-case basis.

## **Transfer Student Eligibility**

Applicants who have attended college prior to admission are defined as transfer students. Official transcripts (Unofficial if directly mailed from the institution) are required for evaluation and transfer of credits into LLTC. The following credits will be accepted for transfer:

- Courses with letter grades of "C" or better
- Courses earned within the past ten (10) years
- 100/1000+ level courses (development/remedial courses will not transfer)

To apply, please refer to "Application Procedures – Degree Seeking Students." Students are strongly encouraged to include Official College Transcripts with Admission applications; for pre-registration purposes. No more than 34 credits may be transferred from other institutions in order to meet the degree requirements of LLTC.

### **Auditing Student Eligibility**

Auditing students are those who wish to participate in a course without earning college credit. Students will not be required to take exams and will receive an "AU" grade at the close of the semester. Student must meet regular admissions:

- Any applicant who is 18 years of age or older
- Earned a high school diploma or GED prior to admissions

Application procedure:

Step 1: Complete and sign all Admissions applications

1. Admission application
2. Permission to Release Form
3. Tribal Enrollment/Verification Form
  - a. *Tribal enrollment card or certification letter acceptable*
4. High School/GED & College Transcript Request Forms
  - a. *To speed up the Admission process please bring high school transcript and/or GED test scores; and college transcripts*

Step 2: Submit all admissions applications and if available, required documents to Student Admissions

Step 3: Complete a Registration form for the audited course(s)

Step 4: Visit Business Office for payment arrangement of course tuition (refer to *Cost of Attendance* for tuition information); student fees will not apply. The Business Office will then forward the Registration form to the Registrar.

### **Application Procedures – Degree Seeking Students**

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

Step 1: Complete and sign 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*
- Financial Aid applications
  - *FAFSA, Tribal Higher Education, MN Indian Scholarship*

Step 2: Submit applications

- Admission applications to Student Admissions
- Financial Aid applications to Financial Aid Clerk
  - *Income taxes will be requested*

Step 3: Visit with an Academic Advisor

- Take the writing and math placement test (COMPASS)

- All new students are required to take this test upon admissions
- Please allow one (1) hour for the test
- Register for the upcoming semester
- Complete an education plan

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

Step 1: Visit or call the Admission's Clerk or Registrar to check academic status

Step 2: Complete and sign applications

- Admission application
- Permission to Release Form
- Tribal Enrollment/Verification Form
  - *Tribal enrollment card or certification letter acceptable*
- Financial Aid applications
  - *FAFSA, Tribal Higher Education, MN Indian Scholarship*

Step 3: Submit applications

- Admission applications to Student Admissions
- Financial Aid applications to Financial Aid Clerk
  - *Income taxes will be requested*

Step 4: Visit with an Academic Advisor

- Register for the upcoming semester
- Complete education plan

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

Step 1: Visit with your Academic Advisor to pre-register for the upcoming semester

Step 2: Visit the Financial Aid Office

- Financial Aid is awarded for one Academic Year (Fall Semester, Spring Semester, Summer Session); students must reapply for Financial Aid each Academic Year

### **Student Registration (218) 335-4222**

The Registrar is responsible for admitting students and entering registrations in the Comprehensive Student Academic System (CAMS); distributing student schedules and grade reports; distributing academic transcripts upon request; and monitoring Leech Lake Tribal College's Standard of Academic Progress.

It is the student's responsibility to refer to the Academic Calendar regarding:

- The Last Day to Register
- The Last Day to Add/Drop
- The Last Day to Officially Withdraw
- The Last Day to Make-up Incompletes

**NOTE: No extensions will be made for these dates.**

### **Student Financial Obligation**

Signing the registration form constitutes a formal agreement on the part of the student to pay for and complete all registered courses. Students may cancel registration at any time prior to the "Last day to Add/Drop" listed on the Academic Calendar without any financial obligations. After the "Last day to Add/Drop," a student has 100% financial obligation to pay for all tuition and fees (refer to "Financial Aid").

### **Course Schedules**

A new semester course schedule for the upcoming semester will be available for distribution one month 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 their Academic Advisors will use the schedule to select the courses in which the student will enroll for the semester.

### **Closing of Courses**

Courses with low enrollment may be closed. The Dean of Instruction determines which courses will be closed, prior to the "Last Day to Add/Drop." The Registrar will inform students and advisors when a course is closed. In case a course closes, it is the student's responsibility to complete an Add/Drop Form with his/her Academic Advisor to be eligible for the appropriate Financial Aid Award.

### **Pre-registration**

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 officially admitted into the college.

### **Official Registration**

A student is officially registered when the Registrar enters a student's courses into the Comprehensive Student Academic System (CAMS). Registration forms will not be accepted without an Academic Advisor's signature. Schedules may be picked up at the Student Services Office.

	<b>Add/Drop</b>	<b>Officially Withdraw</b>	<b>Request an Incomplete</b>
<b>When to:</b>	<ul style="list-style-type: none"> <li>• Course time conflict</li> <li>• Desire to take another course or section</li> </ul>	<ul style="list-style-type: none"> <li>• Unavoidable circumstances that require you to withdraw from certain courses or college altogether</li> </ul>	<ul style="list-style-type: none"> <li>• Too late to officially withdraw from college or courses</li> <li>• Have fallen behind in course work due to unavoidable circumstances</li> </ul>
<b>Last day to:</b>	One week after classes begin	Six weeks after classes begin	Last day of classes

### **Changes in Registration – Adding/Dropping Course(s)**

Students who need to alter their course schedule due to a time conflict or desire to take another course must do so before the “Last Day to Add/Drop” listed on the Academic Calendar. Students do not have a financial obligation for courses dropped during this time. Add/Drop Forms must include Academic Advisor’s signature to be valid.

#### Add/Drop Procedure:

1. Complete an Add/Drop form located in the Student Services Office
2. Visit with an Academic Advisor for signature and degree planning
3. The advisor will submit the form to the Registrar’s Office

The close of the “Last Day to Add/Drop” constitutes a student’s official enrollment for that semester; students cannot make any additional changes to their schedule. These courses will permanently remain on the student academic transcript and 100% financial obligation remains for these courses. Total credits registered for the semester must reflect the status listed for financial aid eligibility.

### **Official Withdrawal from College**

Should extenuating circumstances arise, a student may officially withdraw from a course(s) after the “Last day to Add/Drop.” All withdrawals must be officially made through the Registrar’s 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. ***The student remains responsible for paying the tuition and fees for the course(s) from which (s)he has withdrawn.***

#### **Procedure for Officially Withdrawing**

1. Student must complete an “Official Withdraw” form located at the Student Services Office.
2. Obtain signatures from all current Instructors.
3. Submit completed form to Academic Advisor on or before the “Last Day to Officially Withdraw” listed on the Academic Calendar.

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.

Official withdrawal requests after the "Last to Officially Withdraw" on the Academic Calendar will be submitted to the Dean of Instruction with the appropriate documentation. The Dean of Instruction will make the final decision. Official Withdraws will not be granted after the close of the semester.

**Unofficial Withdrawal or Drop-outs**

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 receive failing ("F") grades, thus, 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

**\*\* A student who unofficially withdraws is still liable for tuition and fees incurred.**

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 2007-2008 academic year is \$125.00 per semester credit. The tuition rate for the 2008-2009 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 Registrar 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.

## 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 1<sup>st</sup>, 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 (\$125 per credit)	\$1,500.00	\$1,625.00	\$1,750.00	\$1,875.00
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](http://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—not the Financial Aid 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.***

## Academic Policies and Procedures

### 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 Registrar. The student will also be required seek the approval of the Dean of Instruction.

### 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 Registrar and/or the Dean of Instruction will determine whether particular transfer credits may be used to meet requirements of specific degree programs at LLTC. Of the 64-66 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 Professional Studies 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, three days per week, or one and a half hours, 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 Dean of Instruction.

Daily attendance is important for student success and is also used to determine eligibility for in-house scholarship(s). Instructors update and enter attendance into the Comprehensive Academic Management System weekly; this is done for retention and financial aid purposes. Students who must miss a class are encouraged to inform the Instructor as early as possible.

**NOTE:** Due to the nature of their courses, the Construction Trades (Carpentry and Electrical Construction) have instituted their own attendance policy. Please consult the Professional Studies 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 (total grade points) / 12 (credits per course) = 3.5 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 Dean of Instruction 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**

Incomplete Contracts are discouraged; however, an instructor may assign a grade of "I" (incomplete) if the instructor believes that the student has been unable to complete course assignments and/or exams on time because of unavoidable circumstances, occurring after the official withdraw date.

To be considered for an Incomplete:

- Students must have been in attendance during the semester, and must have satisfactorily completed **70%** of the semester's course work – this is determined by your Instructor.
- "I" grades will be given for Incomplete courses; however, note that *students with "I"(s) on their Final Grade Report may have funding issues with their tribal agency.*
- 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." This may result in Academic Probation

Procedure for requesting Incomplete(s):

1. It is the student's responsibility to consult with their Instructor and to initiate an Incomplete Contract.
2. Obtain an "Incomplete Contract"(s) from the Student Services Office.
3. Meet with your Instructor(s) to agree on incomplete course work, due dates and signatures.
4. Instructor will submit the contract to the Registrar when grades are due.

**\*\* The Incomplete Policy does not apply to the Summer Session, or 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 Dean of Instruction.

### **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 Registrar'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 Dean of Instruction. The deadline for submission of a completed grade change form to the Registrar'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 Registrar after the deadline without the written approval of the Dean of Instruction.

### **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 Registrar's Office. The request must provide the student's rationale and documentation to support his/her request. The Registrar will evaluate the request and forward it to the Dean of Instruction. The Dean of Instruction will make the final decision on the request and will inform the Registrar. Extreme care must be taken when granting course substitutes or waivers, especially in courses for degree programs.

### **Second Degree Requirements**

A student wishing to seek a second degree must be admitted to the second-degree program through the readmission process. To apply for a second degree, visit the Admission's Office to complete the appropriate application. 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.

A student seeking a second associate degree will be referred to the Registrar's Office. Approval for a second degree must be obtained from both the Registrar and Financial Aid Director. The Registrar will determine number of credits needed for the second degree and the Financial Aid Director will determine the number of eligible financial aid credits. The student will be admitted if eligible for financial aid; if not eligible, the student must set-up a payment plan with the Business Office.

### **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 Registrar by the end of the first week of class.

The Registrar will review the change of program form. If it is complete and correct, the Registrar will determine if the student is academically eligible for the new program. If so, the Registrar 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 Registrar'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 Dean of Instruction 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 Dean of Instruction. The Registrar 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 Registrar, and the form will be placed in the student's permanent academic file. If the student has passed, the Registrar 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.

### **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 <sup>st</sup> Semester	1.50 GPA
2 <sup>nd</sup> Semester	1.65 GPA
3 <sup>rd</sup> Semester	1.80 GPA
4+ Semesters	2.00 GPA
2. **Term Completion Ratio** is 70%. A student must successfully complete 70% of the courses in which (s)he enrolls for each semester or summer session.

### **Academic Probation**

The first semester/summer session a student fails to meet either of the requirements of LLTC's 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.

### **Academic Suspension**

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*. The student will have to sit out for one full semester before petitioning to return (summer session not included). Upon approval, students will be allowed to register for a maximum of six (6) credits.

### **Continued Suspension**

If a student returning from suspension fails to meet the requirements to regain good academic standing, he/she will remain on *Continued Suspension*. The student will have to sit out for two full semesters before petitioning to return (summer session not included). Upon approval, students will be allowed to register for a maximum of six (6) credits.

### **Academic Suspension Appeal**

A student who has been placed on Academic suspension may appeal (in writing) such action to the Dean of Instruction, 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 Dean of Instruction 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 Dean of Instruction, 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 Dean of Instruction. Cheating on an exam, plagiarizing, or committing 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 in the Student Services Office. 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 Dean of Instruction 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").

## **Academic Records**

Leech Lake Tribal College Office of the Registrar 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 Registrar 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 requesting that any or all of this information remain confidential must inform the Registrar'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.

## 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
- 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.

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
<b>Category 1: Communications-9 credits minimum</b>				
ENG 101	English Composition I	3		
ENG 102	English Composition II	3		
SPCH 201	Speech & Communications	3		
<b>Category 2: Critical Thinking (Satisfied by completing MNTC)</b>				
<b>Category 3: Natural Science</b> Note: Liberal Education = 7 credits minimum Note: *Early Childhood Ed Major = 4 credits minimum				
BIO 101	General Biology I	3		
BIO 101 L	General Biology I Lab	1		
BIO 102	General Biology II	3		
BIO 102L	General Biology II Lab	1		
CHEM 101	General Chemistry	3		
CHEM 101L	General Chemistry Lab	1		
PHY 100	Introduction to Physical Science	3		
PHY 100L	Introduction to Physical Science Lab	1		

<b>Category 4: Mathematical/Logical Reasoning-3 credits minimum</b>				
MAT 140	Concepts in Mathematics (suggested for non-math majors)	4		
<b>or</b>				
MAT 150	College Algebra	3		
<b>or</b>				
MAT 155	Advanced College Algebra (required for meeting transfer requirements at many 4-year colleges)	3		
<b>Category 5: History and Social/Behavioral Sciences</b>				
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	<b>[Choose one course from Social/Behavioral Sciences Offerings]</b>	3		
*ECE 180	Child Growth & Development (Cross-listed as PSY180)	3		
*PSY 101	General Psychology	3		
<b>Category 6: Humanities and Arts-6 credits minimum</b>				
ENG 250	Contemporary American Indian Literature	3		
MUS 250	History of Anishinaabe Music and Dance	3		
<b>or</b>				
ART 100	Introduction to Traditional and Contemporary Art	3		
		<b>Credits</b>	<b>Semester</b>	<b>Grade</b>
<b>Category 7: Human Diversity—4 credits minimum</b>				
Note: Liberal Ed = 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	Speaking Ojibwe II	4		
<b>or</b>				
*OJI111	Speaking Ojibwe with Children	2		

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



## EXPECTED STUDENT LEARNING OUTCOMES

1. **Communication:** Students will be able to present information and ideas, both oral and written, effectively.
  - Write in standard English.
  - Write in a variety of formats, using credible sources/citations.
  - Use effective speaking skills in public presentations.
  - Demonstrate interpersonal communication skills.
2. **Critical Thinking:** Students will be able to use scientific methods and other modes of inquiry to define problems.
  - Access, evaluate, integrate, and document information.
  - Develop logical arguments with evidence.
3. **Cultural:** Students will demonstrate an understanding of
  - Sense of place.
  - What it is to be Anishinaabe.
  - How to evaluate and interpret artistic, cultural, historical, and scientific events, texts, and trends within a global context.
4. **Computer skills:** Students will be able to...
  - Use word processing for essays and other communication.
  - Use spreadsheet software for communication, computation and graphic data representation.
  - Use presentation software for communication.
  - Use the Internet for research.
  - Use E-mail for communication.
  - Access electronic resources for research.
5. **Quantitative skills:** Students will be able to...
  - Propose solutions to and solve real-world problems by applying the correct scientific and numerical data.
  - Use analytical and critical thinking skills to draw and interpret conclusions.
6. **Reading skills:** Students will be able to...
  - Demonstrate comprehension of college-level readings.
  - Extend their vocabulary through reading.

## Guiding Principles

***"It is vitally important that Native people a) have a sense of history and are able to connect contemporary and historical issues; b) have a sense of values; c) acknowledge philosophical kinship and our responsibility to these relationships; and d) understand the Circle of Life as both a privilege and a responsibility." –Dr. Henrietta Mann (Cheyenne)***

In keeping with Dr. Mann's philosophy, Leech Lake Tribal College has established the following guiding principles for following the College's Strategic Plan:

- We will acknowledge and embody the core values inherent in Anishinaabe culture and tradition.
- We will practice conscientious stewardship of our institutional resources: fiscal, human, intellectual, physical, and natural.
- We will value employees and promote professional development and growth for faculty, staff, and administrators.
- We will serve as a seat of technological, intellectual, and cultural knowledge for the communities we serve.
- We will foster positive relationships with multiple constituents, collegial associations, and communities of service.
- We will help build a stronger community through promotion of healthy living, leadership, and dissemination of the Anishinaabe worldview.
- We will proactively promote a campus community that honors teaching, learning, and service.

To those ends, LLTC pledges to prepare its students to:

- Exemplify leadership skills, creative engagement, pride, and dedication to their chosen profession and civic and social responsibilities.
- Acquire the knowledge, skills, and abilities to achieve personal and professional goals.
- Demonstrate the ability to articulate an understanding of Anishinaabe values and worldview.
- Possess the skills to research, identify, and interpret information to inform problem-solving and to inspire life-long learning.
- Demonstrate competency in oral, written, and technological communication.
- Demonstrate competency in financial, cultural, numerical, and analytical literacy.

# Ando-giikendaasowin

*Seek to Know*

## Dabasendizowin *humility*

Respect for the thoughts and ideas of others  
Modesty in one's actions  
Acknowledgment of the capacity for self growth and change

## Debwewin *truth*

Steadfastness in all of our relationships  
Honor and ethical communication  
To communicate honestly and ethically

## Zoongide'iwin *courage*

Bravery in the face of adversity  
Forthright speech  
Willingness to demonstrate initiative

## Gwayakwaadiziwin *honesty*

Maintain truthfulness, sincerity and fairness  
Effective and truthful communication  
Respect confidentiality

## Manaaji'idiwin *respect*

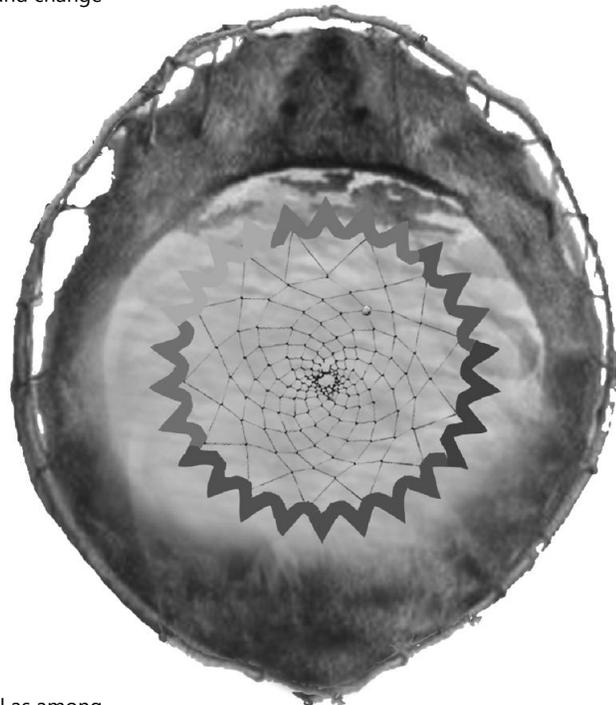
Recognition of the value of diversity within as well as among  
culture, creed, gender and status  
Obligation to safeguard the dignity, individuality  
and rights of others

## Zaagi'idiwin *love*

Compassion for other willing cooperation for others  
Inspiring hope and power within others

## Nibwaakaawin *wisdom*

Reflection on all our experiences  
Constant practice of ethical behaviors  
Embrace in lifelong learning  
Acknowledge the opportunity to learn from others





FACULTY: Elaine Fleming, Chair  
Devery Fairbanks  
Duane Goodwin  
Bob Jourdain  
Benny Tonce

**DISCIPLINES: Art English History Music Ojibwemowin Philosophy Speech**

*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.

**Associate of Arts Degree (A.A.) Anishinaabe Studies**

Leech Lake Tribal College offers a curriculum (64 credits minimum) that leads to a two-year Associate of Arts (A.A.) degree in Anishinaabe studies. The 64 credits include 54 credit hours of Liberal Education requirements, plus 10 credit hours of electives. The 54 credit hours of Liberal Education are designed to meet Liberal Education requirements at four-year colleges. With proper advising, **most credits from this program may be transferred into a four-year bachelor's degree program at other institutions.** This degree provides study in Anishinaabe language and culture.

**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.

The basic requirement for the degree is the completion of 64 semester hours of credits. Of the 64 credits for the A.A., at least 30 must be completed in residency at Leech Lake Tribal College. Therefore, no more than 34 credits may be accepted in transfer from other institutions.

**Suggested Study Plan for A.A. Degree in Anishinaabe Studies**

First Year Students							
FALL				SPRING			
	ANI 100	Intro Anishinaabe Studies	3		BIO 102 or CHEM 100 or PHY 100	Biology II or Chemistry or Physical Science	3
	BIO 101 or CHEM 100 <b>or</b> PHY 100	Biology I or Chemistry or Physical Science	3		ENG 102	English Comp II	3
	BIO 101L <b>or</b> CHEM 100L <b>or</b> PHY 100L	Biology Lab or Chemistry La or Phys Science Lab	1		MAT 140 <b>or</b> Mat 150 <b>or</b> Mat 155	Concepts in Math or College Algebra or Advanced College Algebra	3 or 4
	ENG 101	English Comp I	3		OJI 101	Speaking Ojibwe I	4
	ITECH 100	Intro Computing	3		***	Anishinaabe Studies Course	3 or 4
	***	Anishinaabe Studies Course	3 or 4				

Second Year Students							
FALL				SPRING			
	GEO 200 or ENG 251 or POL 225	Sense of Place or Early Am Ind Literature or Treaty Law/Tribal Sovereignty	3		ART 100 or MUS 250	Traditional/Contemporary Art or Anishinaabe Music & Dance	3
	HIS 101	U.S. History	3		BIO 200	Ethnobiology	3
	OJI 102	Speaking Ojibwe II	4		ENG 250	Contemporary Am Ind Literature	3
	PHIL 200	American Indian Philosophy	3		SPCH 201	Speech & Communications	3
	PSY 101 or PSY 220 or SOC 101	General Psychology or Abnormal Psychology or Intro to Sociology	3		***	Anishinaabe Studies Course	3 or 4

***Choice of Anishinaabe Studies Courses							
	HIS 150	History of Leech Lake	3		OJI 291	Special Topics Ojibwe/Anishinaabe Studies	3
	OJI 201	Speaking Ojibwe III	4		PSY 200	American Indian Psychology	3
	OJI 202	Speaking Ojibwe IV	4		SOC 200	American Indian Women	3

- ❖ If any course, such as POL 225, Treaty Law/Tribal Sovereignty, is taken to fulfill a requirement in a particular area such as Global Perspective, the course credits cannot be used again as required elective credits.



MATH, NATURAL & SOCIAL SCIENCES, & TECHNOLOGY



## Math & Science Department

**FACULTY: Kelly Nipp, Chair  
Elaine Fleming  
Harold Lueck  
Michael W. Price**

### **DISCIPLINES: MATH, NATURAL & SOCIAL SCIENCES, & 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 Bachelor's 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 in students.
- Assure that student learning outcomes for each class support departmental and institutional goals.
- Support the employment of qualified instructors who support the department's educational and assessment goals.

While Leech Lake Tribal College does not currently offer a degree in Math, Science, or Technology, the College does offer the option of a STEM (Science, Technology, Engineering, Math) emphasis within the Associate of Arts Degree in Liberal Education.

Students wishing to complete an A.A. degree with a STEM emphasis, in four semesters, should adhere to the following course of study:

## Suggested Plan of Study for STEM-Emphasis Degree

### Semester #1

English 101	(3 credits)
Biology 101	(3 credits)
BIO 101 Lab	(1 credit)
Anishinaabe Studies 100	(3 credits)
Art 100 or Music 250	<u>(3 credits)</u>
ITECH 100	<u>(3 credits)</u>
	16 credits

### Semester #2

English Composition II	(3 credits)
Science Requirement	(3 credits)
Science Lab	(1 credit)
Math 150 or 155	(3 credits)
History 101	(3 credits)
STEM Elective	<u>(3 credits)</u>
	16 credits

### Semester #3

Speech 201	(3 credits)
BIO 200 or BIO 204	(3 credits)
Geography 200	(3 credits)
Ojibwe I	(4 credits)
STEM Elective	<u>(3 credits)</u>
	16 credits

### Semester #4

ENG 250	(3 credits)
STEM Elective	(3 credits)
STEM Elective	(3 credits)
Ojibwe II	(4 credits)
Psychology 101, Sociology 101, or Political Science 225	<u>(3 credits)</u>
	16 credits



Leech Lake Tribal College Class of 2007





**DISCIPLINES: Business, Construction Trades, Early Childhood Education, Law Enforcement, Nutrition**

*The Department of Professional Studies 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 a variety of professions, and by providing students with a quality of technical and general education that will enable them to enter the workforce successfully.*

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.
- Provide students with the quality technical and general education necessary to enter the workforce as a business manager or owner upon graduation.
- 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 Applied Science Degree (A.A.S.) Business Management**  
**Michiko Arima-Cissell, Instructor**

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 concentration (major) of 31 semester credits in the Business Management Program. Twenty-two (22) credits are Business Management Core Courses. Nine (9) credits are Business Management Elective Courses.

**Requirements**

The basic requirement for the degree is the completion of 66 semester hours of credits. Of the 66 credits for the A.A.S., at least 30 must be completed in residency at Leech Lake Tribal College. Therefore, no more than 36 credits may be accepted in transfer from other institutions.

**Suggested Study Plan for A.A.S. Degree in Business Management—66 Cr.**

**First Year Students**

FALL				SPRING			
	BUS 100	Introduction to Business	3		ACCT 150	Financial Accounting	4
	ANI 100	Intro Anishinaabe Studies	3		BUS 160	Human Resources	3
	ENG 101	English Comp I	3		BUS 190	Marketing	3
	ITECH 100	Intro Computing	3			Gen. Ed. Elective	3
	MAT 140	Concepts in Math	4			Gen. Ed. Elective	3

**Second Year Students**

FALL				SPRING			
	BUS 260	Business Communication	3		***	Business Elective	3
	BUS 230	Mgmt / Leadership	3		***	Business Elective	3
	BUS 250	Business Law	3		***	Business Elective	3
	OJI 101	Speaking Ojibwe	4			Gen. Ed. Elective	3
		Gen. Ed. Elective	3			Gen. Ed. Elective	3
						Gen. Ed. Elective	3

*\*\*\*Choice of Business Elective Courses*

	BIO 204	Environmental Science	3		BUS 295	Special Topics	3
	<b>BUS 205</b>	Business Research	3		BUS 299	Internship	3
	<b>BUS 210</b>	Tribal Admin / Policy	3		POL 225	Treaty Law	3

# CONSTRUCTION TRADES

## - Residential Carpentry and Electrical Construction

### Faculty:

Rochell (Rocky) Carpenter  
Clem Nason  
Russ Schoeck

### **Programs: Carpentry, Two-Year Diploma; Electrical, Two-Year Diploma**

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*The Construction Trades 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 a two-year diploma, by enabling students to acquire a high level of skills and competencies that will 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 the latest technology.*

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

- Recruit and encourage non-traditional students.
- Continuously assess student learning outcomes.
- Continuously improve student learning.
- Assure that learning objectives/goals for each course support these program goals.
- Provide students with the quality technical and general education necessary to pass the Minnesota State Electrical Board test or to be hired into a Carpenter's Union.

### **Construction Trades Advanced Standing Policy**

**Advanced standing** refers to standing acquired when the College grants a student up to 30% of the total credits required for a two-year diploma, based on previously gained knowledge and skills that are equivalent to courses offered 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 by passing the final examinations for courses the student wishes to waive. 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 Registrar’s 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 permit a student to 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 Vice President of Academic & Student Affairs.

*Leech Lake Tribal College Carpentry Students at Work*



**Residential Carpentry (57 credits)  
Suggested Study Plan**

**First Year Students**

**FALL**

	CARP 110	Introduction to Framing	2
	CARP 114	Res. Framing Lab	6
	CARP 116	Footings and Foundations	2
	BLTD 110	Blueprint Reading	2
	MAT 093 or MAT 140	Basic Math Skills or Concepts in Math	3 4

**Total Credits 16**

**SPRING**

	HEA 100	CPR/First Aid/Health	3
	BLTD 100	Intro. to Building Codes	2
	CARP 118	Interior Finishes Lab	6
	CARP 122	Exterior Finishes	2
	CARP 124	Deck Construction	2

**Total Credits 15**

**Second Year Students**

**FALL**

	ENG 096 or ENG 101	Writing & Reading Skills or English Composition	3
	BLTD 210	Blueprint Reading II	2
	CARP 206	Advanced Framing Applications	2
	CARP 206 L	Residential Carpentry Lab	6

**Total Credits 13**

**SPRING**

	ITECH 100	Computer App. I	3
	CARP 212	Construction Estimating/Planning	2
	CARP 226	Interior & Exterior Finishes	3
	CARP 226 L	Residential Carpentry Lab IV	6
		<b>Total Credits</b>	<b>14</b>

**Construction Electricity (62 credits)  
Suggested Study Plan**

**First Year Students**

**FALL**

	ENG 096 or ENG 101	Writing & Reading Skills or English Composition	3
	ELEC 110	Intro. to Electrical Circuit Theory	4
	ELEC 114	Materials and Codes	2
	ELEC 116	Intro. to Residential Wiring	2
	ELEC 118L	Electrical Circuit Theory Lab/Lecture	4

**Total Credits 15**

**SPRING**

	ITECH 100	Computer App. I	3
	ELEC 124	Electrical Blueprints I	2
	ELEC 120L	Residential Wiring/ National Electrical Code (NEC)	4
	ELEC 122	Electrical Services	3

**Total Credits 12**

**Second Year Students**

**FALL**

	MAT 093 or MAT 140	Basic Math Skills or Concepts in Math	3 4
	ELEC 208	Electrical Commercial Wiring	4
	ELEC 208L	Electrical Commercial Wiring Lab	8
	ELEC 212	Electrical Blueprints II	2
		<b>Total Credits</b>	<b>18</b>

**SPRING**

	HEA 100	CPR/First Aid/Health	3
	ELEC 210	Industrial Wiring I	4
	ELEC 210L	Industrial Wiring Lab	8
	ELEC 216	Motors and Controls	3
		<b>Total Credits</b>	<b>18</b>

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

## **Education Department – Dr. Jaci Crisman, Instructor**

*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. Leech Lake Tribal College offers 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.

### Academic Requirements For an Associate of Arts in Early Childhood Education

<b>Fall Semester</b>	<b>Credits</b>	<b>Spring Semester</b>	<b>Credits</b>
ENG 101 English Comp I	3	ENG 102 English Comp II	3
ITECH 100 Intro to Computing	3	ANI 100 Intro Anishinaabe Studies	3
BIO 101 Biology I*	3	PSY 101 Intro to Psychology	3
BIO 101L Biology Lab I*	1	MATH 140 Concepts*	4
HIS 100 U.S. History	3	OJI 111 Speaking Ojibwe w/Children*	2
OJI 101 Speaking Ojibwe I	<u>4</u>	ART 100 Intro Trad./Comtemporary Art*	<u>3</u>
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>18</b>

<b>Fall Semester</b>	<b>Credits</b>	<b>Spring Semester</b>	<b>Credits</b>
PHI 200 Am. Ind. Philosophy	3	ECE 240 Children, Families and Comm 3	
GEOG 200 Sense of Place*	3	ECE 200 Preschool Curriculum*	3
ECE 130 Appropriate Environments	2	HEA 100 CPR/First Aid*	3
ECE 180 Child Growth & Dev.*	3	ENG 250 Contemp. Am. Ind. Literature	3
ECE 210 Creative Activities*	3	General Elective Course: Any Course	<u>1-3</u>
ECE 170 The Exceptional Child	<u>3</u>		
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>13-15</b>

**Total Credits Required: 64**

\* See list on page 56 for the equivalent courses to fulfill this requirement.

### **Substitutable Courses in Science**

<b>Course</b>	<b>Credits</b>
BIO 101 Biology I	3
BIO 101L Biology Lab I	1
<b>OR</b>	
CHEM 100 Gen Chem. I	3
CHEM L Gen Chem Lab I1	
<b>OR</b>	
PHY 100 Intro to Phy Sci	3
PHY 100L Intro to Phy Sci	1

### **Substitutable Courses in Math**

<b>Course</b>	<b>Credits</b>
Math 140 Concept in Math	4
<b>OR</b>	
MATH 150 College Algebra	3

### **Substitutable Courses in Global Perspectives**

GEO 200 Sense of Place 3

**OR**

POL SC 225 Treaty Law 3

### **Substitutable Courses in Ojibwe Language**

OJI 111 Speak Ojibwe/w Child. 2

**OR**

OJI 102 Speaking Ojibwe II 4

### **Substitutable Courses in Art**

ART 100 Intro Trad/Cont. Art 3

**OR**

MUS 250 Anish. Music & Dance 3

### **Substitutable Courses in Early Childhood Education**

ECE 210 Creative Activities 3

**OR**

ECE 112 CDA I 3

ECE Child Growth & Dev. 3

**OR**

ECE 113 CDA II 3

*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).*

### **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.***



**Associate of Applied Science Degree in Law Enforcement**  
**Matt Stiehm, Program Director**

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 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. Currently, the LLTC Law Enforcement Program has an Articulation Agreement with Hibbing Community College. This agreement allows for the main classes to be taken on the Tribal College, with supplemental classes, to include Skills, at Hibbing.

***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 14 EMT (6 credits)

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 Director of the Law Enforcement Program. If necessary, other program options will be recommended.

### **Benefits of the Leech Lake Tribal College Law Enforcement Program**

Students will be given the opportunity to be taught in small classes. Students will be taught by professionals who have worked or are working in the real world of law enforcement.

Students will be able to attend any continuing education training that has been created by the college for the cost of the material (except: use-of-force classes and firearms classes).

Students will have the chance to network professionally and personally with professionals working in law enforcement.

### **Students wishing to apply should do the following;**

1. Contact the LLTC Program Coordinator at 218-335-4245 to set up a personal interview to review the following information, as well as to meet with the academic advisor.

a. Applicant's academic history

- Review of previous college transcripts
- GED and High School Transcripts

b. Applicant's work history

- To give advice for future employment

c. Employment prospectives

- Different law enforcement careers

d. Answer questions of the applicant

e. Other options

- Corrections
- Probation
- Private security careers

2. Students will be supplied with an informational packet, which must be completed before official acceptance into the program. The packet contains the following documents:

a. Contact number for a doctor to make arrangements to take the MMPI-2

b. Contact number for a doctor to see for the medical clearance

c. Background investigation document supplied by the BCA (Students must meet the state requirements to be allowed entrance into the program)

### **MN POST Requirements:**

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 or safety of themselves or others. (as determined by the MMPI-2)
2. Has been convicted of a felony.
3. Has been convicted under MN Stat. 609.221-224 (assault) or 609.52 (theft).
4. Has a. 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 listed under Ch. 214.10 2A.
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,
8. Has ever had to register as a predatory offender under MN Stat 243.166 or 243.167

### **PEACE OFFICER LICENSURE ADVISORY: MINIMUM SELECTION STANDARDS**

*Minnesota Rules*, Chapter 6700.0300, subp. 5(D), requires that all students be advised, in writing, of minimum selection standards which must be met to become licensed as a peace officer in Minnesota. You are being advised of these standards in order to make informed decisions about participation in the professional peace officer education program.

To be eligible to be licensed as a peace officer in Minnesota, you must meet all of the following standards.

#### **6700.0700 MINIMUM SELECTION STANDARDS.**

Subpart 1. **Selection standards.** A person eligible to be licensed shall meet the following minimum selection standards before being appointed to the position of peace officer. The appointing authority may affirm that the applicant has already completed certain of these standards, but the affirmation must be documented pursuant to subpart 2.

- A. The applicant shall be a citizen of the United States.
- B. The applicant shall possess a valid Minnesota driver's license; or in case of residency therein, a valid driver's license from another state; or eligibility to obtain either license.
- C. The applicant shall complete a comprehensive written application.
- D. The applicant shall submit to a thorough background search, including searches by local, state, and federal agencies, to disclose the existence of any criminal record or conduct which would adversely affect the performance by the applicant of peace officer duties.
- E. The applicant must not be required to register as a predatory offender under Minnesota Statutes, section [243.166](#) or [243.167](#).
- F. No applicant may be appointed to the position of peace officer who has been convicted:

- (1) of a felony in this state or in any other state or federal jurisdiction;
- (2) of any offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota;
- (3) under Minnesota Statutes, section [609.224](#), [609.2242](#), [609.231](#), [609.2325](#), [609.233](#), [609.2335](#), [609.234](#), [609.324](#), [609.465](#), [609.466](#), [609.52](#), or [609.72](#), subdivision 3; or convicted under any state or federal narcotics or controlled substance law irrespective of any proceeding under Minnesota Statutes, section [152.18](#), or any similar law of another state or federal law; or
- (4) of any of the crimes listed in this item in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota.

G. The applicant shall be fingerprinted for the purpose of disclosure of any felony convictions. Fingerprint cards shall be forwarded to the appropriate divisions of the Bureau of Criminal Apprehension and the Federal Bureau of Investigation. The chief law enforcement officer shall immediately notify the board if a previous felony conviction is discovered.

H. A licensed physician or surgeon shall make a thorough medical examination of the applicant to determine that the applicant is free from any physical condition which might adversely affect the performance of peace officer duties.

I. An evaluation, including an oral interview, shall be made by a licensed psychologist to determine that the applicant is free from any emotional or mental condition which might adversely affect the performance of peace officer duties.

J. The applicant shall pass a job-related examination of the applicant's physical strength and agility to demonstrate the possession of physical skills necessary to the accomplishment of the duties and functions of a peace officer.

K. The applicant shall successfully complete an oral examination conducted by or for the agency to demonstrate the possession of communication skills necessary to the accomplishment of the duties and functions of a peace officer.

Subp. 2. **Documentation.** The chief law enforcement officer shall maintain documentation necessary to show completion of subpart 1. The chief law enforcement officer is not required to obtain documentation for subpart 1, item J, if the applicant completed part [6700.0500](#), subpart 3. The documentation is subject to periodic review by the board, and shall be made available to the board at its request.

Subp. 3. [Repealed, 18 SR 1961]

Subp. 4. **More rigid standards.** An appointing authority may require an applicant to meet more rigid standards than those prescribed in this part.

## **Suggested Plan of Study for A.A.S. Degree in Law Enforcement**

### **Fall Semester – First-Year Student**

LE 105: Introduction to Criminal Justice	3 Credits	
LE 110: MN Traffic Law	3 Credits	
LE 111: MN Selected Statutes	3 Credits	
SOC 10:1 Introduction to Sociology	3 Credits	
ENG 101: English Composition	3 Credits	
<b>Total Credits</b>		<b>15 Hours</b>

### **Spring Semester – First-Year Student**

LE 100: Physical Conditioning	3 Credits	
LE 122: Con/Law Civil Liability	3 Credits	
LE 150: Report Writing	3 Credits	
LE 210: Juvenile Del/Justice	3 Credits	
BIO 110: General Biology	3 Credits	
BIO 101L: Bio Lab	1 Credit	
<b>Total Credits</b>		<b>16 Hours</b>

### **Fall Semester – Second-Year Student**

LE 211: Community Policing	3 Credits	
LE 212: Victims and Victims Rights	3 Credits	
LE 212: Evidence and Procedure	3 Credits	
POL 225: Treaty Law and Tribal Sov.	3 Credits	
PSYCH 101: General Psychology	3 Credits	
<b>Total Credits</b>		<b>15 Hours</b>

### **Spring Semester – Second-Year Student**

LE 223: Controlled Substance/ID	3 Credits	
LE 225: Policing Tribal Lands	3 Credits	
LE 280: Police Ethics	3 Credits	
ITECH 100: Introduction to Computing	3 Credits	
PSYCH 220: Abnormal Psych	3 Credits	
SPCH 210: Speech and Communications	3 Credits	
<b>Total Credits</b>		<b>18 Hours</b>

# 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.

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## 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.

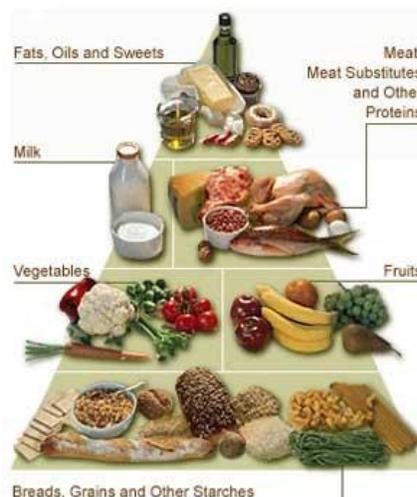
Students should select this degree if they wish to transfer to and complete a four-year Bachelor of Science (B.S.) degree program. The program may be structured to transfer to other institutions and to correspond to the baccalaureate program into which they wish to transfer. This A.S. degree will also 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 13 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 64 semester credits as outlined below. Of the 64 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.

Diabetes Food Pyramid



Suggested Study Plan for A.S. Degree in Nutrition – 64 Credits

**First Year Students**

FALL			
	F&N 100	Introduction to Health Professions	3
	F&N 140	Food & Nutrition	3
	F&N 140L	Food & Nutrition Lab	1
	ITECH 100	Intro Computing	3
	ENG 101	English Composition I	3
	ANI 100	Intro to Anishinaabe Studies	3
<b>Total Credits</b>			<b>16</b>

SPRING			
	F&N 200	Food Safety	3
	F&N 240	Contemporary Health Issues	3
	ENG 102	English Composition II	3
	BIO 101	General Biology I	3
	BIO 101L	Gen. Biology I Lab	1
	HIS 101	US History	3
<b>Total Credits</b>			<b>16</b>

**Second Year Students**

FALL			
	MAT 150	College Algebra	3
	BIO 202	Anatomy and Physiology	3
	BIO 202L	A & P Lab	1
	OJI 101	Speaking Ojibwe I	4
	ENG 250	Contemporary American Indian Literature	3
	Elective	Elective	2
<b>Total Credits</b>			<b>16</b>

SPRING			
	MAT 170	Statistics	3
	BIO 200 <b>or</b> BIO 204	Ethnobiology or Environmental Science	3
	Elective	Elective	2
	OJI 102	Speaking Ojibwe II	4
	PHY SC 100 <b>or</b> CHEM 100	Physical Science <b>or</b> General Chemistry	3
	PS 100 <b>or</b> CHEM 100 L	Physical Science <b>or</b> General Chemistry Lab	1
<b>Total Credits</b>			<b>16</b>

# 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)****Topics in Ojibwe/Anishinaabe Studies (3 credits)****Special**

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 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 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 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)****Acrylic and Oil Painting**

This course will provide a foundation in painting. Students will learn basic fundamentals, as well as technical skills. Creativity and composition, along with the study of traditional painting, will be strongly emphasized. Students will also learn of the contributions of great Native American painters who paved the way for painting enthusiasts of the 20<sup>th</sup> Century. Prerequisite: Art 107.

**Art 113 (2 credits)****Jingle Dress**

This studio fabric art course will introduce students to the history and making of Anishinaabe jingle dresses. Students will learn design, jingle-making, color-coordinating, and hand-stitching, along with various techniques on the sewing machine.

**Art 114 (2 credits)****Star Quilt-Making**

This course provides the foundation for successful star quilt-making. All traditional aspects will be covered, including technical skills such as quilt-layout design, color schemes, sewing machine operation, and hand-stitching.

**Art 116 (2 credits)****Introduction to Beadwork**

This course provides a foundation for successful beadwork. All technical aspects will be covered, including appliqué techniques, various beadwork characteristics and origins, and thread/needle sizes appropriate for different materials. The course is designed to enhance confidence in beading and stitching.

**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 207 (3 credits)****Drawing II**

This course will focus on increasing the student's knowledge of drawing techniques and principles. Students will have opportunity to pursue their own individual drawing interests. Students will begin working with thematic drawings and experimental techniques in order to communicate personal solutions to given assignments. Prerequisite: ART 107.

**Art 208 (3 credits)****Sculpture II**

This course focuses on sculptural intuition and technical skills. Students will have opportunity to explore and develop their interest in sculpture, with an emphasis on individual design and technique. Students will also examine and use various types of stone and other sculpting materials. Prerequisite: ART 108.

**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 281 (3 credits)****Advanced Studio Art**

Advanced study in a studio art medium, including beadwork, painting, pottery, and textiles. Students will have the freedom to explore their individual gifts and to create one or more works of art during the semester. Prerequisite: Any ART course.

## 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

### **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.

### **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.

### **BLTD 100 (2 credits)**

#### **Building Codes**

Student will research use of international, residential, state, local, tribal, fire, energy, and accessibility codes in construction applications, and will learn the responsibilities of a carpenter pertaining to construction practices according to code standards and the legal implications of not adhering to code.

### **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.

### **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.

**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.

**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.

**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 216 (3 credits)****Motors and Controls**

Introduces the fundamental concepts, principles, and control devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation of industrial motor control devices. Topics include principles of motor control, control devices, symbols and schematic diagrams, and Article 430 N.E.C.

## 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 17<sup>th</sup> Century to the early 20<sup>th</sup> 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 090 (3 credits)**

#### **Computing Skills**

This course is a basic introduction to the use of personal computers for the novice. Topics covered include keyboarding, computer basics, using the operating system, elementary word processing, e-mail, and browsing the World-Wide Web.

### **ITECH 100 (3 credits)**

#### **Computer Applications I**

This course will cover the basic use of computers. Topics include the history and impact of computers, computer systems, and an introduction to hardware and software applications, such as operating systems, e-mail, World-Wide Web browsers, search engines, word processing, spreadsheets, databases, and presentation graphics.

### **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)****Computer Applications II**

Topics will focus on expanding the student's understanding, use, and integration of office productivity tools and integrating those tools into projects. Emphasis will be on word processing, spreadsheets, databases, and presentation graphics software, but may also include other relevant topics. Prerequisite: ITECH 100.

**ITECH 190 (3 credits)****Introduction to Computer Science**

This course provides a broad introduction to computer science. Topics include programming, hardware, artificial intelligence, and the history and impact of computers. Prerequisite: ITECH 150.

**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 210 (3 credits)****Introduction to Programming**

An introduction to programming (algorithmic problem solving), using one or more programming languages. Topics include assembler language, structured, object-oriented, functional, and declarative programming. Students will acquire skills in designing and writing programs. Prerequisite: ITECH 150.

**ITECH 224 (3 credits)****Spreadsheet Concepts Using Excel**

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

**ITECH 225 (3 credits)****Advanced Computer Applications**

This course will focus on expanding the student's understanding, use, and integration of office productivity tools, by integrating them into complex projects. Emphasis will be on word processing, spreadsheets, databases, and presentation graphics software, but may also include other relevant topics. 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 21<sup>st</sup> 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 (3 credits)**

#### **Introduction to Health 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.

### **Administrative Team**

Leah Carpenter, *President*

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

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

PhD, American Indian Studies, University of Arizona, 2007

Member, White Earth Band of Ojibwe

Ginny Carney, *Vice President of Academic & Student Affairs*

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

Sharon Kotla, *Vice President of Operations*

B.S., Business Administration, Metropolitan State University, 1998

Member, Leech Lake Band of Ojibwe

Kyle Erickson, *Director of Institutional Advancement*

B.A., Secondary Education, Crown Collette, 1999

B.S., Christian Studies, Crown Collette, 1999

Vicki Radtke, *Director, Office of Sponsored Projects/Institutional Research*

B.A., Accounting, University of North Dakota, 1993

M.B.A., University of North Dakota, 2000

### **Deans & Directors**

Rachael Brash, *Director of Assessment*

B.A., Communications, Concordia College, Moorhead, 2002

M.Ed., Educational Leadership, Northern Arizona University, 2006

Jennifer Moore, *Director, Center for Career Development*

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

M.Ed., Candidate, University of MN, Duluth

Member, Bois Forte Band of Chippewa

Camille Naslund, *Dean of Student Services*

B.S., Criminal Justice, Bemidji State University, 1990

M.A., Organizational Leadership, College of St. Catherine, 2005

Member, Leech Lake Band of Ojibwe

Melissa Pond, *Director of Library Services*

B.S., English, MN State University, Mankato, 2003

M.A., Library & Information Studies, University of Wisconsin—Madison, 2006

## **Staff**

Elizabeth Aitken, *Community Outreach Coordinator*  
B.S., Health Education, Bemidji State University, 1987  
Member, Leech Lake Band of Ojibwe

Amy Erickson, *Administrative Assistant, Center for Career Development*

Devery Fairbanks, *Marketing*  
A.A., Minneapolis Community College, 1984  
B.A., American Indian Studies, University of MN, 1988  
M.A., American Indian Studies, University of Arizona, 1995  
Member, White Earth Band of Ojibwe

Darla Brown, *Maintenance*  
A.A., Liberal Education, Leech Lake Tribal College, 2006  
Member, Leech Lake Band of Ojibwe

Susan Butler, *Technology Coordinator and Trainer*  
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, *Bookstore Manager*  
A.A., Liberal Education, Leech Lake Tribal College, 2003  
Member, White Earth Band of Ojibwe

Hazel Chase-Zimpel, *Receptionist*  
A.A.S., Elementary Ed., Northwest Technical College, 1991  
Member, Leech Lake Band of Ojibwe

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

Bill Frederickson, *Maintenance*

Chris Freeman, *Technology Desk/Site Coordinator*

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Indian Police Academy, Marana, AZ, 1987  
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