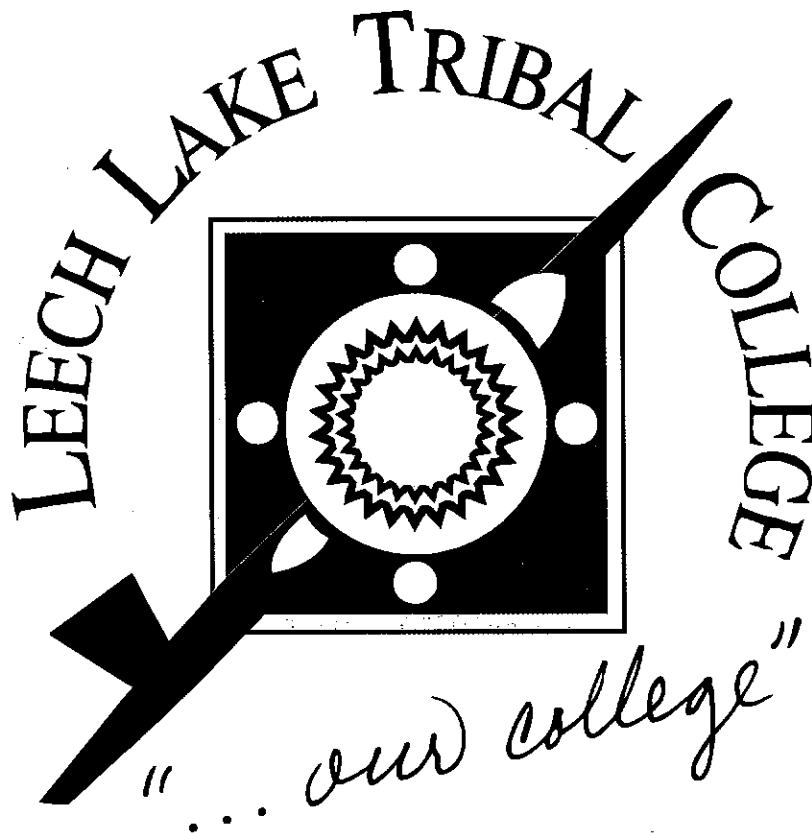


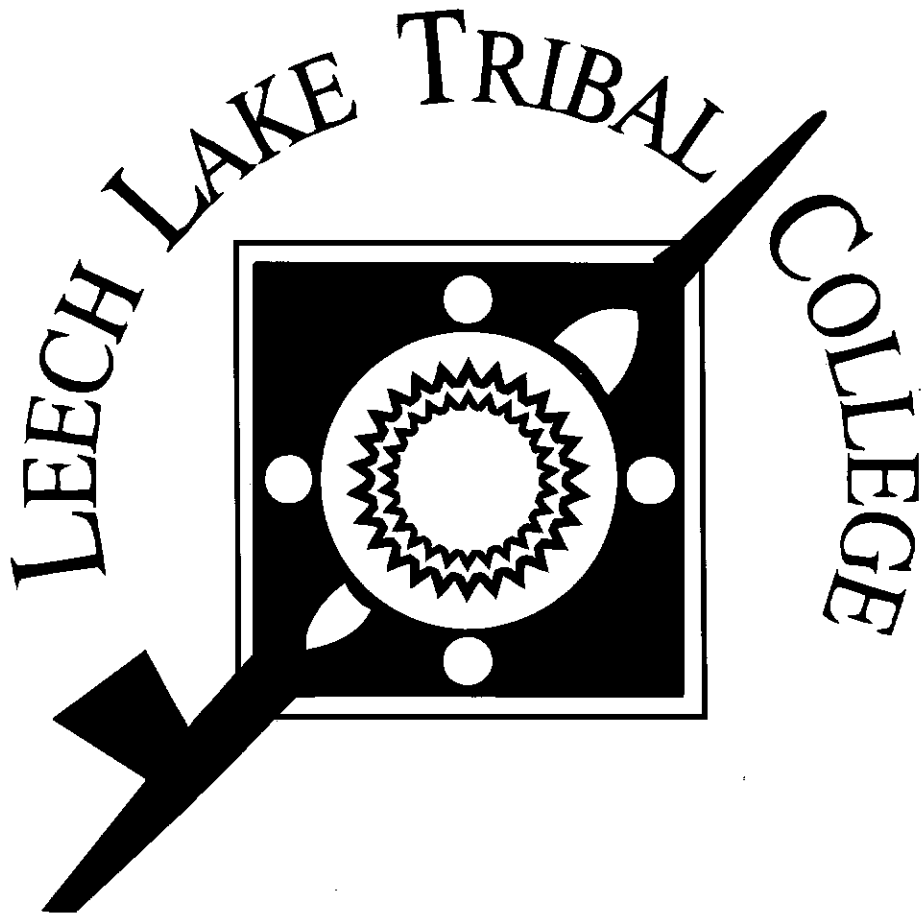
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**Catalog of Courses &
Degree Requirements**

2001-2002

2002-2003



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

Leech Lake Tribal College

6530 U.S. Highway 2

Cass Lake, Minnesota 56633

Telephone: 218.335.4200

Toll Free Telephone: 888.829.4240

Facsimile: 218.335.4209

Web Address: www.lltc.org

Academic Calendar

2001-2002

2002-2003

Fall Semester

Classes begin and last day to register for classes	September 5	September 4
Last day to add/drop or choose pass/no pass option	September 11	September 10
Last day to make up incomplete from spring semester	October 2	October 1
Last day to withdraw from a class or withdraw from the college with automatic W's Midterm Grades Due	November 2	November 1
Veteran's Day (no class)	November 12	November 11
Thanksgiving Holiday (no class)	November 21-23	November 27-29
Classes Resume	November 26	December 2
Last day of regular classes	December 14	December 13
Finals Week	December 17-21	December 16-20
Fall semester ends Final Grades Due	December 21	December 20
Grades Mailed	December 28	December 27
Winter Holiday (No class)	December 24- January 14	December 23- January 13

Spring Semester

Classes begin and last day to register for classes	January 15	January 14
Martin Luther King, Jr. Day (no classes)	January 21	January 20
Last day to add/drop, or choose pass/no pass option	January 22	January 21
Last day to make up incomplete from fall semester	February 11	February 11
President's Day (no class)	February 18	February 17
Last day to withdraw from a class or withdraw from the college with automatic W's - Midterm Grades Due	March 12	March 11
Spring Break and Spring AIHEC Conference	March 18-22	March 17-21
Classes Resume	March 25	March 24
Last day of regular classes	May 9	May 8
Finals Week	May 13-17	May 12-16
Spring semester ends	May 17	May 16
Final Grades Due	May 21	May 20
Graduation	May 23	May 22
Grades Mailed	May 24	May 23

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Governance of the College and Members of the 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 is vested in the Board of Trustees of the College, all of whom are enrolled members of the Leech Lake Nation.

Roger T. Aitken, Chairman
Sherrie Bebeau-Cavitt, Vice-Chair
Yvonne Wilson, Secretary
Edward Fairbanks, Treasurer
Helen Cummings, Member
Nadine Chase, Member
Donald Day, Member

College President Lenee D. Ross

Mission of the College

- ❖ To provide all persons a quality education grounded in the spirituality, history, and culture of the Anishinaabeg.
- ❖ To nurture a knowledge and respect for women as leaders of their clan families, and as traditional and contemporary leaders of the Anishinaabeg.
- ❖ To develop Anishinaabe cultural and language studies as an area of study, and to recognize that the Anishinaabe language is the first language of the Anishinaabeg.
- ❖ To provide courses leading to fully Accredited and transferable Associate of Arts and Bachelor of Arts degrees.
- ❖ To provide opportunities for studies leading to two-year Associate of Applied Science technical degrees and one-year diploma programs.
- ❖ To assist people to be active and creative members of their communities and of the Leech Lake Nation.
- ❖ To provide tribal members with opportunities to improve skills and understanding in the arts and sciences, business, education, health, natural resources, and social services.

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, and Itasca and Brainerd Community Colleges. In the fall quarter, 1992 Leech Lake Tribal College began offering its own courses leading toward the Associate of Arts and Associate of Applied Science Degrees for the first time.

In the spring of 1993, the college had its first graduate of the Associate of Arts program in Anishinaabe Language and Culture. In the spring of 1994, 17 graduates completed Associate of Arts degrees and Associate of Applied Science degrees. By 1995, the number increased to 24 and has been steady since then.

In the fall of 1994 the college moved classrooms and administration to the former Cass Lake High School building and student enrollment rose to 196. These students are 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.

In the fall of 1998, through an agreement with Sinte Gleska University in South Dakota, the College began to provide the opportunity for students to complete an accredited 4-year degree program in Elementary Education.

From its inception, the College has understood its mission to center on the transmission of Anishinaabe language and culture. The College provides a space where the Anishinaabe culture is the dominant culture. Here Anishinaabeg can come together to speak our language and talk and practice our ways in an atmosphere that nurtures understanding of Ojibwe language and culture. The College also serves as a bridge, providing access to higher education for Leech Lake tribal members who may wish to continue studies at four-year institutions or in graduate school. The College is a member of the American Indian Higher Education Consortium and 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).

Students are eligible to receive financial aid from the United States Department of Education (Pell programs), Leech Lake Tribal sources, State of Minnesota Indian Scholarship program, the American Indian College Fund, and other private scholarship sources.

In 1994, the College was accorded status as a Land Grant Institution by the United States Congress.

Today Leech Lake Tribal College includes approximately 40 faculty and administrative staff and 250 students. Most of our students come from the Leech Lake Reservation, although tribal members from other Reservations also attend. In addition, approximately 4% of the students enrolled at the College are non-Indian.

Location

Leech Lake Tribal College is located on the Leech Lake Reservation in north central Minnesota. The Reservation includes more than 1,000 square miles of forests, lakes, and wetlands and is the traditional homeland of the Leech Lake Band of Ojibwe. Approximately 8,000 enrolled members of the Leech Lake Band reside on or near the Reservation.

Classes are held in Cass Lake in the College Building (the former Cass Lake High School) and in community buildings in all parts of the Reservation. The main college building is located at 3rd and Elm streets in Cass Lake.

Accreditation

Leech Lake Tribal College has been granted Candidacy Status by the North Central Association's Commission on Higher

Education, and is now considered a candidate for accreditation. Based on this status, Leech Lake Tribal College credits will be more easily transferable to other institutions.

Leech Lake Tribal College is accredited by the North Central Association of Colleges and Schools, Commission on Schools for its adult education and vocational programs. The Commission on Schools accredits programs of study, not degrees. By virtue of this accreditation, students are eligible for financial aid funding from federal and other sources for up to three years or 64 semester credits.

Veteran's Assistance

The Leech Lake Tribal College programs have been approved by the Minnesota State Approving Agency.

Transferability of Credits

Students who wish to attend a 4-year college or university must work with their assigned advisors to assure 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.

Memberships

The College is a member of the American Indian Higher Education Consortium and the National Association of Land Grant Institutions. The Bureau of Indian Affairs recognizes the College as a tribally controlled college. Through its membership in the American Indian Higher Education Consortium, the College also holds membership in the National Association of State Universities and Land Grant Institutions.

Admission and Registration

Eligibility for Admission

Leech Lake Tribal College has an open admission policy. Any applicant who has earned a high school diploma or a GED (general equivalency diploma) and is at least 18 years of age is eligible for admission. As part of the admission process, all applicants must submit a copy of their high school diploma and transcripts or GED certificate.

Because the College welcomes tribal elders for their wisdom, special exception will be made for elders who wish to participate in courses and other activities in the College.

The College also admits area high-school students under the guidelines of Minnesota's Post-Secondary Enrollment Option. Details may be obtained from the Admission office.

Leech Lake Tribal College is committed to a policy of non-discrimination in its admission policy. The College does not discriminate based on race, creed, color, national origin, sex, or age. The College does not deny access to an otherwise qualified student based on that applicant's mental or physical handicap.

Admission Procedure

All applicants for admission to the College must complete an application for admission and a tribal enrollment verification form (if applicable), and submit an official high school transcript or GED testing score sheet. All application materials are available from the Admission Director in the office of Student Services.

Students who have attended other post-secondary schools before attending the College must request official transcripts from those schools be sent directly to Leech Lake Tribal College. The high school transcript must arrive before an application for admission can be considered complete. Academic advising cannot be completed for transfer students until college transcripts are in the student's academic file. Forms for transcript requests may be obtained in the Student Services office. Successful applicants will then receive a letter of admission.

Registration

Students must register for courses each semester. Course schedules for each academic session and the deadlines for registration are available in the office of Student Services, as well as the college catalog.

Current students may pre-register during spring semester for fall semester classes. Regular registration dates are announced in the schedule of courses. Late registration may be completed through the first week of each semester.

It is the student's responsibility to complete a registration form accurately and to submit it in a timely manner to the Registrar. Each student must have her or his academic advisor's signature on the registration form (see "Advising").

Students are required to make financial aid arrangements as early as possible. Registration is not official until after financial arrangements have been completed (see "Financial Aid").

Students should note that the registration form constitutes a formal agreement with the College to pay for and to complete all courses for which they register. Students may cancel registration at any time before the beginning of the semester if they inform the Registrar in writing. After the first week of the semester a financial obligation for tuition remains (see “Financial Aid”).

Changes in Registration (drop/add)

After a registration form has been submitted to the Registrar, changes may be made only if the student submits a drop/add form to the Registrar. For adding a class, this form must be submitted no later than the fifth day of classes each semester.

The courses for which a student is registered following the fifth day of classes in each semester constitute her or his official enrollment for that semester.

A student may officially withdraw from a course after the fifth day by filing the appropriate form with the Registrar prior to the date noted in the official calendar of the

College (see academic calendar in front of catalog) as “Last day to withdraw from a class or withdraw from the college with automatic W’s.” If this official withdrawal form is filed, a “W” will appear on the student’s official transcript. Students who fail to officially withdraw from a course will receive a grade of “F” for that course. For further information about grades and grading policies see “Academic Policies”.

After the fifth class day, new students must obtain an official student ID, by appearing at the Student Services office with proper, official ID. Some examples include an official state ID or Driver’s License, a Tribal ID, a valid passport, or a Military ID card. New students will be photographed, and issued an official Leech Lake Tribal College Identification card. Students are required to display this ID during Financial Aid disbursement, when using the student computer lab, and when using either the Leech Lake Tribal College, or the Bemidji State University Library.

More detailed information regarding registration practices and procedures may be found in the Student Handbook available from the office of Student Services.

Tuition and Cost of Attendance

Application Fee

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

Tuition

Tuition for the 2001-2002 academic year is \$75.00 per semester credit. The tuition rate for 2002-2003 is subject to change.

Fees

Each student pays \$6.00 per credit hour for a student activity fee. The activity fee is administered by the student government and is used for purposes determined by the student government.

Various additional material and facility use fees are charged for some science laboratory and studio art courses.

All students are assessed a \$25.00 fee per semester for use of computer laboratories.

Refunds

Students dropping individual courses during registration and during the first five days of classes will receive a full refund of tuition and fees (except application fee) for the credit hours and laboratory or student fees associated with the courses dropped. In the second week of classes students will receive a 75% refund. After the second week no refunds will be made. Students who officially withdraw from the College (drop

all courses) during the first five days of classes will receive a full refund of tuition and fees (except for the application fee). In the second week those students will receive 75% refund. After the second week no refund of tuition or fees will be made. Students who do not officially withdraw during the drop/add period will be responsible for full payment of all tuition and fees.

Textbooks

Textbooks for courses are available for purchase from the college bookstore. Students with financial aid awards may charge books at the bookstore up to the sixth week of each semester. After this time students must pay for all textbooks at the time of purchase.

Students who drop classes during the drop/add period may return unmarked new books in like-new condition to the bookstore for a credit or a refund.

NOTE: Students on 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 Pell grant or SEOG disbursement during the ninth week of classes.

Financial Aid

Leech Lake Tribal College Philosophy of Student Financial Aid

The Financial Aid Office makes financial assistance available to students that have a demonstrated need and meets Leech Lake Tribal College and Title IV eligibility requirements.

Financial Aid Application Process

Students should apply for Financial Aid as early as possible. Many of the funding sources are allocated on a 'first come, first served' basis. The required Free Application for Federal Student Aid (FAFSA) may be submitted after January 1st, or after income tax have been filed. All other Financial Aid sources may depend on the amount the student receives from Federal Pell. We strongly recommend that you see the Financial Aid staff member when starting this process.

The Financial Aid process includes the following steps:

1. Complete the Leech Lake Tribal College Financial Aid form.
2. Complete the Free Application for Federal Student Aid (FAFSA)
3. Complete the Minnesota Indian Scholarship Application, tribal scholarship applications and other supplemental applications.

Eligibility for Title IV aid & scholarships administered by the college. Student:

1. Must be admitted as a regular student.

2. Must meet the required standards of academic progress.

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

Annual Student Budget (sample)

Tuition (30 credits @ \$75 per credit)	\$2250
Student Senate Fee (30 credits @ \$6)	\$180
Computer Fee (2 semesters @ \$25 per)	\$50
Books & Supplies (2 semesters @ \$325)	\$650
Transportation	\$2000
Rm. & Board (9 months @ \$368)	\$3320
Personal Expenses	\$1200
TOTAL	\$9650

Sources of Aid

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. Applications for all financial aid are available in the office of Student Services.

Federal Pell Program

The Federal Pell Program provides grants to eligible students. Income and other variables such as family size, determine eligibility. These grants do not have to be repaid. 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 United States

Department of Education. These guidelines are outlined in the Free Application for Federal Student Aid (FAFSA), which is available in the office of Student Services.

A student must be an U.S. citizen or an eligible non-citizen, **and be free from student loan default and/or owing a refund on a previous student grant.**

A male student must be registered for Selective Service if required to do so. Financial need must be demonstrated for need-based programs.

Students enrolled in Elementary Education with Sinte Gleska University are eligible for Federal Pell through Sinte Gleska University.

Note: Federal Pell Grant Funding is "Time Limited." Students who transfer into a 4-year degree program at another school may run out of Pell funding unless they adhere closely to the timelines laid out for various degree programs in this catalog.

Federal Supplementary Educational Opportunity Grant (FSEOG)

The FSEOG program provides additional funding to students with low family contribution to the cost of their schooling. Eligibility for this program is based on Federal Pell eligibility and additional criteria established by the Department of Education and the College.

Federal Work-Study

The Federal Work-Study program 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.

Leech Lake Tribal Grants (and other Tribal Scholarship Programs)

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.

Minnesota Indian Scholarship Program

American Indian students that may be eligible for this program must complete the FAFSA as well as the application for this source (ISAP). Eligible applicants must be one-quarter Indian blood quantum.

American Indian College Fund

This scholarship is administered by the college. See financial aid office for applications and additional information.

The Johnson Business and Entrepreneurship Scholarship

The college administers this scholarship. See financial aid office for applications and additional information.

Veterans Benefits

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

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 a link to www.fastweb.com, an automated scholarship search agent is provided on our web page.

Academic Policies

Catalog Applicability

Students must fulfill the general graduation requirements in effect when they enter the College. If students leave and later re-enter, the provisions of the catalog in effect at the time of their readmission will apply.

Every attempt has been made to assure the accuracy of the information presented in this catalog with respect to the academic regulations and programs of Leech Lake Tribal College. As changes are made to the requirements for graduation, tuition charges, courses offered, etc., the College will use reasonable means to make those changes known. Prospective students may direct questions to the Office of Admission. Currently enrolled students may direct questions to their academic advisor or to the Dean of Instruction.

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.

Students are strongly encouraged to meet with advisors during each semester to discuss academic problems or questions, and to discuss academic progress in all courses. Advisors are also available to discuss and help solve any problems students may encounter in achieving their educational goals. Students may select a different academic advisor at any time by submitting a written request to the Dean of Instruction.

Definition of Full Time Enrollment

A student is considered full-time for financial aid purposes if she or 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 hour degree is to be completed in two years (4 semesters) of enrollment.

Registration for more than 18 credits in any semester is an overload and must have the written approval of the Dean of Instruction.

Classification of 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.

Classification of Courses

Courses numbered below 100 are developmental courses. Up to 4 credits of developmental studies may be applied to the 64 credits required for the degree. 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

The semester credit is the unit of credit. Three semester credits are earned for the completion of a course covering one semester (15 weeks) consisting of three hours of class time per week. Science laboratory courses, music performance courses, and physical education courses require two hours per week for each credit. 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).

Physical Education classes require two hours of class time for each academic credit, as do laboratory classes.

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 the student's responsibility to notify their instructor, preferably in advance. Missing more than 6 hours of class for a three-credit course or 8 hours of class for a 4-credit course may lead to being administratively dropped from the course, and may be grounds for course failure. Reinstatement after an instructor-initiated drop requires written approval from the instructor and the Dean of Student Services.

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)
- C** Average (2 grade points per credit)

- D** Passing (one grade point per credit)
- F** Failing (0 grade points)
- P** Pass (does not affect grade point average).
- NP** No Pass (failing, no credit is assigned but it is not computed in grade point average)
- I** Incomplete (no credit is earned, but does not affect grade point average)
- 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 and does not affect grade point average. The grade point average is computed using the second grade.

Grade Point Average (GPA)

Scholastic averages are derived from grade points. Multiplying the number of credits times the grade points achieved in that course arrives at grade points for each course. For example, a three-credit course completed with a "B" receives 9 grade points. (3 credits times 3 grade points.)

To compute a grade point average for the semester, add the number of grade points achieved in each course and divide by the total number of credits attempted.

A=4 points times	3 Credits	= 12 points
B=3 points times	3 Credits	= 9 points
Total		21 points

21 points divided by 6 credits = **3.5 GPA**

A 2.00 cumulative grade point average for all course work at the College is required for graduation. Please note that some majors at four-year colleges may require higher than a 2.0 grade point average for admission.

Pass/No Pass Option

A student may elect to take up to a maximum of 16 credits of courses toward the Associate of Arts or Associate of Applied Science degrees under the Pass/No Pass option. The choice of this option must be indicated on the student's registration form. In a class so elected, the student will receive the grade of "P" if she or he completes the work of the class with a "C" grade or better. Work completed at a level below a "C" will receive "No Pass." The "P" grade has no impact on the Grade Point Average. The "NP" grade indicates that no credit is earned, but the "NP" grade does not affect the overall grade point average of the student.

A few courses are offered only under the Pass/No Pass option such as CPR and First Aid. These courses do not count toward the total of 16 credits that a student may elect to complete on a Pass/No Pass basis.

Incompletes

A grade of "I" (incomplete) may be issued by the instructor only after the student has executed a written contract for completion of the work of the course with the instructor. The contract will indicate what work needs to be done and by what date. Work must be finished by the 20th day of classes in the next regular academic semester following the semester or session in which the incomplete is taken. An incomplete is an option only when the student has already completed at least 70% of the course work. The "I" is not considered in the computation of grade point average. After completion of the work for the course, the instructor assigns a letter grade.

Repetition of a Course

A course may be repeated if a student wishes to attempt a higher level of achievement. If a course is completed and a higher grade is achieved only the second grade will be reflected in the calculation of GPA. Both courses will be listed on the academic transcript. "R" replaces the first course grade.

Exemption from Requirements by Examination

Students may earn credits towards graduation by demonstrating that through previous experience or study on their own, they possess the knowledge, skills, and competencies normally obtained by attending a certain class. This may allow students to be exempted from a course so that they may enroll in another course of their choice. Students may consult with their advisor and the Dean of Student Services to determine whether an exam may be arranged.

Visiting and Auditing Courses

Anyone who wishes to visit a course without officially enrolling in the class and without receiving any record of attendance from the College may do so. Please ask permission from the instructor offering the course. 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 also 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.

Satisfactory Academic Progress

Satisfactory academic progress requires a student to attend classes regularly, and maintain a 2.0 or better GPA each semester. Failure to do so will result in placement on "Academic Probation." Full-time students must also complete at least 12 semester credits each semester.

Academic and Financial Probation

If a student fails to maintain a 1.75 grade point average in their first semester, or a 2.0 grade point average in any regular semester at the College she or he will be placed on academic and financial probation. A student on academic and financial probation will be expected to work closely with their advisor and student services staff during their probationary period. The student will no longer be on probation after completing one regular semester of full-time (12 semester credits) enrollment with a grade point of 2.0 or above.

Academic and Financial Suspension

A full-time student on academic probation who fails to complete her or his next semester of enrollment in the College with a grade point of 2.0 will be suspended from enrollment in the College for a period of one regular academic semester. When the student returns after suspension, she or he

must successfully petition the Financial Aid director for re-instatement of any financial aid, and must successfully petition the Dean of Instruction before they may enroll for classes. Students returning from suspension may only enroll for a maximum of 6 semester credits in the first semester after returning.

Academic Honors

Having their names placed on 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

Transcripts of work completed at Leech Lake Tribal College are available on written request to the Registrar. Students who have received degrees from the Tribal College will find a notation of the degree earned on their transcript as well as a listing of all courses attempted and completed. Courses accepted in transfer from other institutions are also listed on the Leech Lake Tribal College transcripts. The first college transcript is free. After that, official copies of your transcript will cost two dollars each.

Transfer to Other Colleges and Universities

Leech Lake Tribal College courses leading to the Associate of Arts and Associate of Science degrees are designed to be transferable to many four-year colleges and universities. The College will assist students in transferring their credits to another school.

Leech Lake Tribal College has been granted Candidacy Status by the North Central Association's Commission on Higher Education, and is now considered a candidate for accreditation. Based on this status, Leech Lake Tribal College credits will be more easily transferable to other institutions.

Leech Lake Tribal College is accredited by the North Central Association of Colleges and Schools, Commission on Schools for its adult education and vocational programs. The Commission on Schools accredits programs of study, not degrees. By virtue of this accreditation, students are eligible for financial aid funding from federal and other sources for up to three years or 64 semester credits.

Students who wish to attend a 4-year college or university must work with their assigned advisors to assure 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, Diploma, or Certification programs in a vocational area should note that their programs are not primarily 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 than under the Associate of Art or Associate of Science degree programs. Please consult your advisor or the Dean of Instruction with any questions.

Graduation

Students intending to graduate must complete a formal "Intent to Graduate" form in consultation with their advisor. This form must be completed and submitted to the registrar before registration for the final semester of a student's attendance at the College. Formal graduation ceremonies are held once each year in the spring. However, students will receive their diplomas and officially graduate at the time they complete all degree requirements.

Academic Grievance Procedure

Students should first consult their instructor or advisor for assistance in resolving any issue related to academic achievement or grades. If satisfaction is not achieved the student may appeal to the Dean of Instruction in writing.

Campus Services

Personal and Career Counseling Services

In addition to academic advising and services, the College provides personal, career, and financial aid counseling through Student Services.

Information about careers is available in the library, and on our website. Click the link to the Virtual Library, and follow the Careers link for more information. A collection of college catalogs and career information is maintained in the library. Financial Aid information and counseling is available from the Financial Aid Director.

Student Government & Organizations

The Leech Lake Tribal College Student Senate promotes the social, cultural, athletic, and student government interests of the student body.

All students are encouraged to become involved with the Student Senate so that they may have input into the kinds of activities supported by the Student Senate.

Bookstore

Textbooks, dictionaries, and some student supplies are available in the campus bookstore.

Students with financial aid awards may charge books at the bookstore up to the sixth

week of each semester. After this time students must pay for all textbooks at the time of purchase.

Students who drop classes during the drop/add period may return unmarked new books in like-new condition to the bookstore for a credit or a refund.

NOTE: Students on financial aid should be aware that the business office collects all tuition and fees due from the first available funding source.

See example on page six.

Library

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

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

Three computer workstations provide access to the card catalog of the holdings of regional and national libraries. Students may also access full-text articles of selected periodicals.

All students also have library privileges at the Bemidji State University library. Leech Lake Tribal College student ID cards with a current validation sticker are required for use of the Bemidji State University library.

Adult Basic Education and GED

Life-long learning opportunities are available from the Cass Lake ABE and GED program. This program is sponsored through the Cass Lake-Bena School. Area residents who wish to prepare for College can use these services at no cost.

Community Education

The Community Education Program provides classes open to the public in Cass Lake and at various sites across the Reservation.

Community members may take offerings from the Community Education program and receive Continuing Education Units and certificates of attendance. One continuing education unit is awarded for 10 hours of class. These units are not college credits, but the record of these classes is maintained by the College and may be used for various types of professional advancement as well as

the enjoyment of learning together in the community.

Special programs in the Community Education division include the Gitigan or gardening project, and Biboonaadizoo Kaan, or winter storytelling. Courses in computer literacy, Ojibwe language, pre-natal care, nutrition, and income tax preparation are among the offerings available through the Community Education program.

Continuing Education

The College provides formal training for businesses, non-profit agencies, and tribal government through its continuing education department.

Training in use of computers, budget management, theory and practice of supervision, undoing racism, and culturally appropriate management skills are among recent continuing education training provided to local schools, businesses, and tribal government.

Degree Requirements

Associate of Arts Degree (A.A.)

Purpose of the degree

This degree provides grounding in the history, culture, and language of the Anishinaabe, including an understanding of the spirituality, intellectual traditions, and the culture and history of the people of Leech Lake and of the indigenous peoples of the Americas in general.

It also provides a strong background in oral and written communication in the western tradition, as well as knowledge of the humanities, science, mathematics and the social sciences.

Degree options include a core concentration (major) of 12 semester credits in the department of the student's choice. Those core concentrations are described under the section for each department in the catalog.

Students should elect to pursue this degree option if they wish to transfer to and complete a four-year college degree program.

The faculty and staff of the college will provide any necessary information to assist the student in transferring to a four-year college or university of his/her choice. This will include syllabi of courses completed and faculty credentials.

Leech Lake Tribal College has been granted Candidacy Status by the North Central Association's Commission on Higher Education, and is now considered a candidate for accreditation. Based on this status, Leech Lake Tribal College credits will be more easily transferable to other institutions.

Leech Lake Tribal College is accredited by the North Central Association of Colleges and Schools, Commission on Schools for its adult education and vocational programs. The Commission on Schools accredits programs of study, not degrees. By virtue of this accreditation, students are eligible for financial aid funding from federal and other sources for up to three years or 64 semester credits.

The A.A. degree also offers the most complete study program offered by the college in Anishinaabe language and culture and in the arts and sciences.

Requirements

The basic requirement for the degree is the completion of 64 semester credits as outlined below. Some departments may require additional credits in the academic concentration (major). These special requirements are noted in the degree requirement section of each department.

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 credits may be accepted in transfer from other institutions in order to meet the requirements for the degree.

A.A. Program Required Courses

I. Anishinaabe Language and Culture (12 semester credits)

Course Number	Course Title	Credits
Anishinaabe Studies 100	Introduction to Anishinaabe Studies.	3
Ojibwe 101	Speaking Ojibwe I	3
Ojibwe 102	Speaking Ojibwe II	3
	Any 200 level Anishinaabe Studies or Ojibwe Language course	3
Total Credits		12

II. Communication, Humanities & Fine Arts (18 semester credits)

Course Number	Course Title	Credits
Communication 121	Interdisciplinary Comm. Seminar	3
Communication 122	Interdisciplinary Comm. Seminar	3
Communication 221	Interdisciplinary Comm. Seminar	3
Communication 222	Interdisciplinary Comm. Seminar	3
Information Tech. 100	Introduction to Computing	3
	Any Communication, Humanities, or Fine Arts course.	3
Total Credits		18

III. Science and Mathematics (15 semester credits)

Course Number	Course Title	Credits
Math 140 or 150	Concepts in Mathematics or College Algebra	3
Biology 101	General Biology I	3
Biology 101L	General Biology I Laboratory	1
Biology 102	General Biology II	3
Biology 102L	General Biology II Laboratory	1
Physical Science 100	Introduction to Physical Science	3
Physical Science 100L	Introduction to Physical Science Laboratory	1
Total Credits		15

IV. Social Science (6 semester credits)

Course Number	Course Title	Credits
Psychology 101	Introduction to Psychology	3
	Introductory survey course or 200 level course in sociology, geography, anthropology, political science, economics, or social work	3
Total Credits		6

V. Physical Education or Health (1 semester credit)

Course Number	Course Title	Credits
*	Any physical education or health courses totaling 1 credit.	1

VI. Major or area of concentration

Course Number	Course Title	Credits
*	Refer to the requirements for each degree	12 +

Associate of Science Degree (A.S.)

Purpose of the degree

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

Degree options include a core concentration (major) of 12 semester credits in the department of the student's choice. Those core concentrations are described under the section for each department in the catalog.

Students should elect to pursue this degree option 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 correspond to the baccalaureate program to 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.

The faculty and staff of the college will provide any necessary information to assist the student in transferring to a four-year college or university of his/her choice. This will include syllabi of courses completed and faculty credentials.

Leech Lake Tribal College has been granted Candidacy Status by the North Central Association's Commission on Higher Education, and is now considered a candidate for accreditation. Based on this status, Leech Lake Tribal College credits will be more easily transferable to other institutions.

Leech Lake Tribal College is accredited by the North Central Association of Colleges and Schools, Commission on Schools for its adult education and vocational programs. **The Commission on Schools accredits programs of study, not degrees. By virtue of this accreditation, students are eligible for financial aid funding from federal and other sources for up to three years or 64 semester credits.**

Requirements

The basic requirement for the degree is the completion of 64 semester credits as outlined below. Some departments may require additional credits in the academic concentration (major). These special requirements are noted in the degree requirement section of each department.

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 credits may be accepted in transfer from other institutions in order to meet the requirements for the degree.

NOTE: This degree will begin in the fall of 2002.

A.S Program Required Courses

III. Anishinaabe Language and Culture (12 semester credits)

Course Number	Course Title	Credits
Ojibwe 101	Speaking Ojibwe I	3
Ojibwe 101	Speaking Ojibwe II	3
History101	Anishinaabe History of Turtle Island	3
History 201	The History of the Ojibwe	3
Total Credits		12

IV. Communication & Humanities (12 semester credits)

Course Number	Course Title	Credits
Communication 121	Interdisciplinary Comm. Seminar	3
Communication 122	Interdisciplinary Comm. Seminar	3
Communication 221	Interdisciplinary Comm. Seminar	3
Information Tech. 100	Introduction to Computing	3
Total Credits		12

III. Mathematics and Science (15 semester credits)

Course Number	Course Title	Credits
Math 150	College Algebra	3
Math 170	Statistics	3
Biology 101	General Biology I	3
Biology 101L	General Biology I Laboratory	1
Biology 202	Anatomy and Physiology	3
Biology 202L	Anatomy and Physiology Laboratory	1
Biology 204	Environmental Science	3
Chemistry 100	General Chemistry	3
Chemistry 100L	General Chemistry Laboratory	1
Total Credits		21

VII. Physical Education (1 semester credit)

Course Number	Course Title	Credits
Physical Education 101	Physical Education	1

VIII. Major or area of concentration

Course Number	Course Title	Credits
*	Refer to the requirements for each degree under the appropriate academic department.	Minimum of 12 credits

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

Purpose of the Degree

This degree provides a more limited study of the history, culture, and language of the Anishinaabe 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 elect this option are not primarily interested in transferring into a 4-year degree program but instead wish to enter the job market after graduation. Students who complete the A.A.S. degree who wish to complete an A.A. degree can expect to complete at least one additional semester of full-time studies.

Degree options include a core concentration (major) of 30 semester credits in the department of the student's choice. Those core concentrations are described under the section for each department in the catalog.

Requirements

The basic requirement for the degree is the completion of 64 semester hours of credits as outlined below. The total number of credits required in Law Enforcement and Criminal Justice is higher. Please refer to the requirements in the appropriate section of the catalog.

Of the 64 credits for the A.A.S., at least 30 must be completed in residency at Leech Lake Tribal College. That is, no more than 34 credits may be accepted in transfer from other institutions.

A.A.S. Program Required Courses

I. Anishinaabe Language and Culture (9 semester credits)

Course Number	Course Title	Credits
Anishinaabe Studies 100	Introduction to Anishinaabe Studies.	3
Ojibwe 101	Speaking Ojibwe I	3
Ojibwe 102	Speaking Ojibwe II or any 200 level Anishinaabe Studies or Ojibwe Language course	3
Total Credits		9

II. Communication, Humanities & Fine Arts (12 semester credits)

Course Number	Course Title	Credits
Communication 121	Interdisciplinary Comm. Seminar	3
Communication 122	Interdisciplinary Comm. Seminar	3
Information Tech. 100	Introduction to Computing	3
	Any Communication, Humanities, or Fine Arts course.	3
Total Credits		12

III. Science and Mathematics (7 semester credits)

Course Number	Course Title	Credits
Math 140 or 150	Concepts in Mathematics or College Algebra	3
Biology 101	General Biology I	3
Biology 101L	General Biology I Laboratory	1
Total Credits		7

IV. Social Science (6 semester credits)

Course Number	Course Title	Credits
Psychology 101	Introduction to Psychology	3
	One introductory survey course or 200 level course in sociology, geography, anthropology, political science, economics, or social work	3
Total Credits		6

V. Major or area of emphasis

Course Number	Course Title	Credits
	Courses totaling a minimum of 30 semester credits from one of the approved major areas of the College. Refer to the requirements listed in each academic department.	30

Diploma

Purpose of the Diploma

The diploma program is appropriate for students who wish to receive technical vocational instruction but who do not wish to complete the general studies courses for a degree. Diploma programs are available for those who wish to become Child Development Associates, and Administrative Assistants.

Each diploma program requires one year of full-time study and the completion of 33 credits.

Students who complete the diploma program may complete the requirements for the Associate of Applied Science degree in the same field with one additional year of study.

Diploma Program Required Courses

I. Communications, Humanities, & Arts

Course Number	Course Title	Credits
Communication 121	Interdisciplinary Communications Seminar	3

II. Major field

Course Number	Course Title	Credits
	30 semester credits in appropriate major field.	30

Certification Programs

Purpose of the Certificate

The Certification program is designed to meet the needs of the student who wishes to gain expertise in a tightly focused area of knowledge, with the intent of taking that knowledge back into the workplace within one year. Further, certification allows students to establish their credentials by taking a series of standardized tests that are recognized throughout the field in which they choose to work.

Each certificate course stands alone, and a student may opt to take one course, a set of courses, or a whole series of certificate courses over the course of a year.

Certificate courses often have additional expenses involved in the certification testing.

Specific program requirements are given under the departmental headings.

Fields of Study

Anishinaabe Studies

Art

Business

Building Trades

Communication and Liberal Studies

Education Technology

Justice and Law Enforcement

Music

Science and Mathematics

Anishinaabe Gikinoo'amaadiwin

Anishinaabe Studies

Henry Flocken, Chair
Elaine Fleming, Instructor
Adrian Liberty, Instructor
Robert Jourdain, Instructor

Departmental Mission

- ❖ To support the mission of the college in the developing of Anishinaabe cultural and language studies as an area of study, and to provide courses leading to fully transferable Associate of Arts degrees.
- ❖ To provide courses of studies in Anishinaabe culture with a special focus on the Ojibwe language.
- ❖ To develop an interdisciplinary curriculum that incorporates the Anishinaabe philosophy, history, cosmological worldview and indigenous knowledge.
- ❖ To provide courses of study in political science, tribal government, tribal sovereignty, and cultural resources.

Philosophy of Ojibwe Language Department

The Ojibwe language is central to all true understanding of our ancestors and of

ourselves as Anishinaabe people. Our language gives insights to the values and strengths that we seek to uphold foremost here at Leech Lake Tribal College. To unlock these truths, we must all endeavor to learn our traditional way of speech. Chi-mewinzha i'iw gaa-miinigooyang.

It is well documented that Ojibwemowin is an endangered language. There are a multitude of reasons for this, yet there is a serious lack of solutions for this problem. Here at Leech Lake Tribal College we offer one possible path to a solution by teaching the language to adult learners.

Because each semester course is limited to 45 classroom instruction hours, we try to build a structural foundation for self-learning outside of the classroom. By exploring the basic patterns of Ojibwemowin, the learning is exponential with each root word learned. The goal is to gain enough understanding that we can use root words to create new sentences rather than simply learn by rote. The language becomes a tool of speech that changes and grows as the student learns. Each student leaves the college with a toolbox full of knowledge with which s/he can continue learning.

Degree Options

Associate of Arts in Anishinaabe Studies

This degree provides study in the interdisciplinary courses in Anishinaabe language and culture. Students completing this degree take courses that fulfill the State of Minnesota transfer curriculum and may enter into the Bachelor of Science in Elementary Education program delivered by Sinte Gleska University at Leech Lake Tribal College. They may also transfer to other colleges to complete 4-year degree programs.

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 12 credits selected from the Anishinaabe Studies / Language courses described in this section or from the interdisciplinary courses with Anishinaabe cultural content that are listed at the end of this section. These 12 semester credits are additional to those credits required as a part of the general degree requirements for the Associate of Arts degree (page 19). Descriptions of the interdisciplinary studies courses may be found under their appropriate departmental section.

Associate of Arts Degree in Anishinaabe Language

This degree provides the opportunity to emphasize language studies in Ojibwe as the basis of study in Anishinaabe culture. Students completing this degree take courses that fulfill the State of Minnesota transfer curriculum and may enter into the Bachelor of Science in Elementary Education program delivered by Sinte Gleska University at Leech Lake Tribal College. They may also transfer to other colleges to complete 4-year degree programs.

The language is taught in the context of Ojibwe culture. Language courses are offered in a series of increasing levels of proficiency, fluency, and competence.

Requirements for Associate of Arts Degree in Anishinaabe Language

Students completing the requirements for this degree must take the second year of language study, Ojibwe 201 and 202 and one additional Ojibwe language course for a total of 9 semester credits in language additional to those required under the general requirements for the Associate of Arts degree (page 19). The additional 3 semester credits needed to make 12 semester credits in the concentration may be either a language course or a culture course.

Course Descriptions

Anishinaabe Studies 100 (3 credits)

Introduction to Anishinaabe Studies

Introduction to the content areas of the Anishinaabe Studies curriculum including: an overview of Anishinaabe history, federal Indian policy, land and environment, racial justice, art, music and contemporary issues.

Anishinaabe Studies 299 (3 credits)

Topics in Anishinaabe Studies

Advanced work in Anishinaabe Studies. Prerequisites: completion of one year of language study and ANI100.

History 101 (3 credits)

Anishinaabe History of Turtle Island

Indigenous perspectives, life ways, customs, creation traditions as viewed by our people. An account from American Indians' first teachers—the elders.

Ojibwe 101/102 (3 credits each)

Speaking Ojibwe I/II

Emphasis is on learning the sounds and speaking with a goal of using the language in daily life in Anishinaabe communities.

Ojibwe 201/202 (3 credits each)

Speaking Ojibwe III/IV

Continuing the work of the first year with emphasis placed on vocabulary development for more complex conversation and on learning the melody of the language.

Ojibwe 291 (3 credits)

Special Topics in Ojibwe/Anishinaabe Studies

Advanced research in cultural practices or language topics. May be repeated with different content for credit.

Philosophy 200 (3 credits)

Anishinaabe Philosophy

Examination of the worldview of the people of Leech Lake and of other indigenous peoples of Turtle Island. The theoretical as expressed in story.

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.

Psychology 200 (3 credits)

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. Prerequisite: Psychology 101.

Other Courses in the Interdisciplinary Anishinaabe Studies Curriculum

In addition to the Anishinaabe Studies courses described above, most departments offer courses with substantial Anishinaabe culture content. These are noted below and described under the indicated departmental chapter in the catalog. These courses may also be used to satisfy Anishinaabe Studies degree requirements.

Art

Art 101

Traditional Anishinaabe Art

Art 170

Contemporary Indian Art

Art 201

Studies in Traditional Arts of Anishinaabe

Music

Music 151, 152, 251, 252

Native American Flute I, II, III, IV.

Music 250

Anishinaabe Songs and Drum

Business and Management

Economics 200

Economics of Reservation Life

Tribal Administration 200

Tribal Management

Tribal Administration 210

Tribal Policy

Science

Biology 200

Ethnobiology

Biology 250

Anishinaabe Harvest Ecology

Communication and Liberal Studies

English 250

Contemporary Indian Literature

Geography 200

Sense of Place

Humanities 200

Myths and Dreams

Media 120

Film Images and Indian People

Justice

Law Enforcement 225

Policing Tribal Lands

Art

Duane Goodwin, Chair

Departmental Mission

- ❖ Encourage the practice and enjoyment of traditional arts of the Anishinaabe and of contemporary arts.
- ❖ Foster the value of self-expression and identity that can be discovered in the creative world of art.
- ❖ Provide opportunities to learn more about Anishinaabe culture and the art forms that express that culture.

Degree Options

Associate of Arts Degree

Students may complete the Associate of Arts degree in Art. Students completing this degree take courses that fulfill the State of Minnesota transfer curriculum and may enter into the Bachelor of Science in Elementary Education program delivered by Sinte Gleska University at Leech Lake Tribal College. They may also transfer to other colleges to complete 4-year degree programs. Please refer to page 19 for the general requirements for the Associate of Arts degree.

Degree Requirements

To receive the Associate of Arts degree in Art the student must meet all general college requirements for the degree as noted on

pages 17-18. The degree also requires the completion of 12 semester credits in art addition to those that may be used to apply to the general requirements for the degree.

Although every effort is made to place all work in the program into the context of Anishinaabe and western cultures, the emphasis of our studies in art is on studio work. The student should select her or his course of study in consultation with the instructors in the department.

All art major students must complete at least one Art 101 course, as well as Art 106 and Art 107

Course Descriptions

Art 101 (3 credits)

Traditional Anishinaabe Art

This studio art class introduces students to the practice of traditional art forms: basket making, beading, quillwork, birch bark, pottery, jingle dress, moccasins, flute making, etc. May be repeated for credit with different content.

Art 105 (3 credits)

Introduction to 2 Dimensional Designs

Study and practice of the elements of design in two dimensions. Explores line, shape, color, tone, and texture and introduces a variety of materials and techniques.

Art 106 (3 credits)

Introduction to 3 Dimensional Designs

Continuation of the studies of Art 105 with focus on design in three dimensions.

Prerequisite: Art 105.

Art 107 (3 credits)

Drawing I

Drawing in black and white media.

Techniques of drawing and exploration of different materials.

Art 110 (3 credits)

Painting

Use of materials and techniques appropriate to different media. Prerequisite Art 107.

Art 170 (3 credits)

Contemporary Indian Art

Exploration of the modern history of Indian art and the various media including oil and watercolor paintings, sculpture, photography, print making, and mixed media. This is not a studio art course.

Art 201 (3 credits)

Studies in Traditional Arts of the Anishinaabe

Studio works in one or more traditional art forms: Hide tanning, quilling, canoe making, etc. May be repeated with different content for credit. Prerequisite: Art 101 in the same medium or permission of instructor.

Art 210 (3 credits)

Photography

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

Art 280 (3 credits)

Special Studies

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

Building Trades

Louis Northbird, Carpentry
Donald Nash, Electrical
Richard Cutbank, Electrical

Departmental Mission

The Mission of the building trades department is to prepare students to successfully enter into the construction trades workplace by offering experiential instruction in classroom and construction site lab settings.

- ❖ Students will be introduced to the general aspects of the building trades industry.
- ❖ Students will become familiar with practical skills and applications in their chosen trade.
- ❖ Students will become familiar with the materials, tools and codes of their chosen trade.
- ❖ Students will receive OSHA safety and first aid training to maintain a safe work environment at school and on the job.

Diploma Options

Residential Carpentry

Students may complete the 1-year Residential Carpentry Diploma. Students completing this diploma take courses that fulfill the State of Minnesota transfer curriculum and may enter into a two-year at Leech Lake Tribal College. Please refer to page 23 for the general requirements for Diploma programs.

Students electing to earn the 1-year Residential Carpentry Diploma must take the following courses:

CARP-110 Introduction to Carpentry /
Principles of Framing (2)
CARP-114 Framing I (6)
CARP-116 Footings & Foundations (2)
CARP-118 Interior Finish I – Drywall,
Trim, Cabinet Installation (6)
CARP-120 Exterior Finish I – Siding (2)
CARP-122 Exterior Finish I (2)
CARP-124 Deck Construction (2)

COMM-100 Writing Skills for the
Workplace
ITECH-100 Introduction to Computers
MAT-100 Technical Math

Residential Construction Electricity

Students may complete the 1-year
Residential Construction Electricity

Diploma. Students completing this diploma take courses that fulfill the State of Minnesota transfer curriculum and may enter into a two-year at Leech Lake Tribal College. Please refer to page 21 for the general requirements for Diploma programs.

Students electing to earn the 1-year Residential Construction Electricity Diploma must take the following courses:

ELEC-110 Introduction to Electrical Circuit Theory (4)
ELEC-114 Materials and Codes (2)
ELEC- 116 Introduction to Residential Wiring (2)
ELEC-118 Electrical Circuit Theory (4)
ELEC-120 Residential Wiring – National Electric Code (4)
ELEC-122 Electrical Services (3)
ELEC-124 Electrical Blueprints (3)
ELEC-126 Load Management Controls (2)
COMM-100 Writing skills for the workplace
ITECH-100 Introduction to Computers
MAT-100 Technical Math

Diploma Requirements

To receive either the 1-year Residential Carpentry or Residential Construction Electricity Diploma the student must meet all general college requirements for a diploma as noted on page in addition to required Building Trades courses.

BLTD-114 OSHA Safety Certification (1)
BLTD-110 Blueprint Reading (2)
BLTD-112 Construction Estimating (2)
COMM-100 Writing Skills for the Workplace
MAT-100 Technical Math

The diploma also requires the completion of 27 semester credits in residential carpentry.

Course Descriptions

Building Trades

Building Trades 110

Blueprint Reading (2 Credits)
This course provides the student with a general knowledge of blueprints, terminology and symbols to be interpreted into building specifications. Prerequisite: None.

Building Trades 112

Construction Estimating (2 Credits)
This course covers the process, techniques and mathematical equations used in materials cost and quantity estimating building projects. Prerequisite: None.

Building Trades 114

OSHA Safety Certification (1 Credit)
This course is a 16-hour OSHA certification class and covers construction site and workplace safety regulations as defined by OSHA. Student must complete all 16 hours for certification. Prerequisite: None

Residential Carpentry

C Carpentry 110

Introduction to Framing (2 Credits) This course is designed to provide a general understanding of the principles of floor, wall, stair and roof framing. Co-requisite: CARP114.

Carpentry 114

Framing I (6 Credits) 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

Footings & Foundations (2 Credits)
This course provides basic skills and knowledge to prepare site layout, footings, and foundations for home construction.
Prerequisite: None.

Carpentry 118

Interior Finish I – Drywall, Trim, Cabinet Installation (6 Credits)
This course provides hands-on experience in the application and materials of drywall, trim and cabinetry Prerequisite: CARP104.

Carpentry 120

Exterior Finish I – Siding (2 Credits)
This course provides a basic knowledge of and hands-on experience in exterior finishes such as siding, soffits and fascia coverings.
Prerequisite: None.

Carpentry 122

Exterior Finish I (2 Credits)
This course continues to expand on the student's proficiency in the application and knowledge of exterior finishes to include windows, doors, and roofing. Prerequisite: CARP112.

Carpentry 124

Deck Construction (2 Credits)
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

Residential Construction Electricity

Construction Electricity 110

Introduction to Electrical Circuit Theory (4 Credits) (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

Materials and Codes (2 Credits)
This course covers the materials used in construction electricity and an understanding in the use of the National Electrical Code book and how it applies to electrical applications on the job. Prerequisite: None.

Construction Electricity 116

Introduction to Residential Wiring (2 Credits)
This course covers a basic understanding and the applied skills for residential wiring in compliance with the National Electrical Code. Co and Prerequisites: BLDG114.

Construction Electricity 118

Electrical Circuit Theory (4 Credits) 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

Residential Wiring – National Electric Code (4 Credits)
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

Electrical Services (3 Credits)

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

Electrical Blueprints (3 Credits)

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.

Construction Electricity 126

Load Management Controls (2 Credits)

This course covers load management control for power company off-peak systems. Time clock, radio, ripple and demand controller wiring is covered.

Business

Karen Palmer-Thompson, Chair

Departmental Mission

- ❖ Prepare students for life-long success in business.
- ❖ Provide opportunities for students to develop real-world skills in the world of business.
- ❖ Provide current business courses that can be applied immediately for the entrepreneur, for the working student, or for those students who want to work toward a four-year degree in business.
- ❖ Introduce information about careers in entry-level management, marketing, sales and basic accounting while maintaining traditional Native American values.
- ❖ Encourage economic development for Leech Lake Reservation and improve tribal prosperity.
- ❖ Support the efforts of the Leech Lake Band to realize its desire to become self-sufficient and to practice its sovereignty fully

Degree Options

Associate of Arts Degree in Business and Economics

This program is designed to prepare the student interested in pursuing careers in business or in tribal administration. Students complete the degree requirements for the Associate of Arts degree as described on pages 17-18. The program of study is designed to allow the student to transfer to a four-year program of study at another college or university or to enter into the 4-year degree program in Elementary Education offered by Sinte Gleska University at Leech Lake Tribal College.

Areas of Emphasis within Business and Management

Areas of specialization available in business administration include business administration, entrepreneurial studies, and tribal administration. Students should select 12 semester credits from among the recommended courses noted below in consultation with their advisor.

Business Administration

Recommended Courses

Accounting 101 Principles of Accounting
Economics 101 Economics
Business 100 Introduction
Business 160 Human Resource Management
Business 220 Management
Business 240 Principles of Marketing
Business 250 Business Law

Entrepreneurial Studies

Entrepreneurial Studies is designed for people interested in starting their own businesses. The program provides extensive training in business functions, such as marketing, merchandising, accounting, and computer applications. Courses are adapted to the particular needs of the small business owner.

Recommended Courses

Business 100 Introduction to Business
Business 240 Principles of Marketing
Business 170 Entrepreneurship
Economics 101 Economics
Business 220 Small Business Management
Business 250 Business Law
Business 299 Internship

Tribal Administration

The Tribal Administration curriculum is a good choice for those students who want to work in tribal affairs or who are already employed in the field. This focus on Administration emphasizes management, economic development, and strategies for

achieving tribal self-sufficiency and enhancing tribal sovereignty.

Recommended Courses

Business 100 Introduction to Business
Business 106 Grant Writing
Business 150 Human Resources Management
Business 250 Business Law
Economics 101 Economics
Economics 200 Economics of Reservation Life
Economics 210 Pre-Colombian and Sustainable Economics
Tribal Administration 200 Tribal Management
Tribal Administration 210 Tribal Policy

Course Descriptions

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

Financial Accounting (3 credits)

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 is prerequisite to all other business courses.

Business 106 (1 credit)

Grant Writing

Covers federal, state, corporate, and foundation funding sources for tribal governments and programs and covers the fundamentals of successful grant writing. Students learn about funding sources, research, proposal components, and developing a competitive application.

Business 151 (3 credits)

Management

An overview course discussing the principal functions of management: planning, organizing, staffing, directing, and controlling. Topics covered also include human resources, marketing, and government agency management.

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 170 (3 credits)

Entrepreneurship

Analysis of entrepreneurial activities, including identifying opportunities, creating value, developing business concepts and plans, attracting resources, building an organization, handling risks, managing growth, coping with failure, and restructuring an organization.

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)

Small Business Management

Course introduces the basic techniques of starting or buying a small business and its successful operating procedures. Includes: financial planning, organization, records, decision making, cost analysis, personnel, forecasting, sales, budgets and advertising as applied to the small business owner or operator. The risks involved are carefully analyzed and methods of maximizing profits are emphasized.

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.

Economics 101 (3 credits)**Principles of Economics**

Introduces microeconomics--the operation of the market system. Examination of decision making by consumers, producers and businesses in a capitalistic economy and macroeconomics--inflation, unemployment, economic growth, productivity, and international trade. Includes study of money and the banking system.

Economics 200 (3 credits)**Economics of Reservation Life**

Analysis and study of the economic infrastructures and family and community economies of Leech Lake Reservation. What is wealth, how is it created, where does it go, and how capital can be used creatively to improve reservation economies.

Economics 210 (3 credits)**Pre-Colombian and Sustainable****Economics**

Study of the economic principles of sustainability and their relationship to traditional practices of commerce and development among the Anishinaabe. Focus on case studies of indigenous development in several regions of the world.

Tribal Administration 200 (3 credits)**Tribal Management**

Planning, organizing, and helping in the organizational environment. Studies designs of management systems. Emphasis is placed on defining and understanding leadership as opposed to management.

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.

Business 295 (1-6 credits)**Topics in Business and Economics**

Specialized course in a business and/or economic issue 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

Communications and Liberal Studies

Scott Lyons, Chair
Elaine Fleming, Instructor
Robert Jourdain, Instructor
Virginia Carney, Instructor

Departmental Mission

- ❖ To assist students in their development of skills in reading, writing, critical thinking, listening, and speaking.
- ❖ To provide opportunities for students who are not prepared for college-level work to develop skills in reading, writing, and study skills.
- ❖ To deliver a four-semester sequence in interdisciplinary communications which includes skill development in written and spoken language.
- ❖ To help students develop an understanding and appreciation for the value of the languages of music, mathematics, art, Ojibwe, and English.

Interdisciplinary Communications Seminars

The department gives a two-year sequence of interdisciplinary communications seminars required of all Associate of Arts students. These seminars provide skill development in reading, writing, critical thinking, listening, and public speaking. In addition they provide an introduction to the many languages we use for communication: Ojibwe, English, art, mathematics, and music.

Degree Options

Associate of Arts Degree

Students may complete the Associate of Arts degree in Communication and Liberal Studies. This degree is designed to allow students to transfer into a four-year degree program at Leech Lake Tribal College or another 4-year college or university.

Students completing this degree take courses that are designed to fulfill the state of Minnesota transfer curriculum and may enter the Bachelor of Science in Elementary Education program delivered by Sinte Gleska University at Leech Lake Tribal College. They may also transfer to other colleges to complete 4-year degree programs.

Degree Requirements

The A.A. degree in Communications and Liberal Studies requires that students complete the general college requirements for the Associate of Arts degree (pages 18-19).

In addition, the student will complete 12 semester credits in courses from Humanities, History, Media, English, or Philosophy from among those named in the course descriptions in this section of the catalog.

Course Descriptions

Communications 090 (1 credit)

Introduction to College-Study Skills

Learn how to negotiate the complexities of college--from choosing a major and completing degree requirements to finding your way through the financial aid maze.

Communications 096 (3 credits)

Writing and Reading Skills

Prepares students to take Interdisciplinary Communications 121. Emphasis is placed on vocabulary development, word choice, sentence structure, and writing complete sentences and coherent paragraphs.

Communications 121 (3 credits)

Interdisciplinary Communications Seminar

Draws from art and Ojibwe language and culture to strengthen Anishinaabe identity while developing more effective communication skills -- reading, thinking, speaking, listening, and writing.

Communications 122 (3 credits)

Interdisciplinary Communications Seminar

Draws from traditional music and mathematics to strengthen Anishinaabe communication skills and logical thinking processes. More formal writing and speaking practice compares conventional thesis development with Anishinaabe structures such as the circle and the spiral. Prerequisite: Comm. 121.

Communications 221 (3 credits)

Interdisciplinary Communications Seminar

Looks at how historical, cultural, and social issues impact the lives of indigenous peoples. The focus is on critical indigenous

thinking, research, writing, speaking, and acting in the community. Students move from explaining and taking a position on an issue to proposing solutions in a lengthier research paper and/or grant proposal. The emphasis is dialogical and collaborative. Prerequisite: Comm. 122.

Communications 222 (3 credits)

Interdisciplinary Communications Seminar

Emphasizes communication in response to literary and other works of art that reflect indigenous thinking. The elements of fiction, poetry, and drama are introduced, and students practice critical analysis of stories, memoirs, poems, plays, films, and other art forms. The opportunity to work creatively in one or more genres is also offered.

Prerequisite: Comm. 221.

English 220 (3 credits)

Creative Writing

Workshop course in the techniques of writing drama, the short story, the novel, poetry, and creative non-fiction.

Prerequisite: Interdisciplinary Comm. 121 and 122.

English 250 (3 credits)

Contemporary American Indian Literature

A critical study of selected works of contemporary American Indian writers.

May include novels, short stories, essays, plays, and poetry. Prerequisite: Comm. 121, 122, 221, and 222.

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. Exploration of the cultural meanings of place as developed by indigenous peoples and how those ideas of

place compare to and conflict with modern ideas of place.

History 120 (3 credits)

Themes in World History

The story of the world's civilizations told from the great themes of war, agriculture, hunting, exploration, tribalism, bureaucracy, and global interdependence.

History 130 (3 credits)

Issues in Modern American History

Analysis and critique of contemporary issues in the light of historical research. The approach in this course is through themes of history rather than a strict chronology of events.

Humanities 200 (3 credits)

Myths and Dreams

Study of the true stories of indigenous peoples of Asia, Africa, Australia, Europe and the Americas. How myths come into being, how and why they are used, and how they bring healing wisdom to the modern world. Prerequisite: Interdisciplinary Communications 121 and 122.

Media 100 (3 credits)

Understanding Media

Introduction to a critical understanding of the media which define our "information age" The media include ancient rock art, oral literature, language, books, art, films, and electronic information. Historical and theoretical background as well as analysis of contemporary issues of the media.

Media 120 (3 credits)

American Indian Image on Film

Critical and aesthetic understanding of selected films by and about Indians.

Overview of the historical image of the Indian in film as subject, actor, and filmmaker, and critique of the contemporary state of Indian film images.

Philosophy 100 (3 credits)

Introduction to Philosophy

Survey of the major problems of philosophy including morality, aesthetics, how we know with certainty, and questions of metaphysics.

Political Science 150

American Government (3 credits)

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

Relationships among federal, state and tribal governments.

Psychology 101

General Psychology I (3 credits)

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.

Sociology 101

Introduction to Sociology (3 credits)

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.

Education

Renee Martin, Chair
Elaine Fleming, Instructor
Valerie Cloud, Instructor
Marilyn Norby, Instructor
Darline Enno, Instructor

Mission Statement

- ❖ To prepare students to understand and practice traditional education of the Anishinaabeg as well as the best of modern educational methods.
- ❖ To prepare students to work as child care providers.
- ❖ To prepare students to work as lead teachers in Headstart programs.
- ❖ To prepare students to work as certified teachers in the state of Minnesota.

Child Development Associate (CDA)

Students may complete CDA (Child Development Associate) certification through the completion of three courses totaling six semester credits.

Students who complete 6 semester credits in CDA training complete the requirements for certification from the National Council for Early Childhood Professional Recognition, making them eligible for employment in programs such as Headstart, and preparing them to work as childcare providers.

CDA Courses

Early Childhood Education 111 (2 credits)

CDA Training I

Introduction to the process of childcare provider credentialing. Introduction to culturally specific and multicultural curriculum in the classroom. Introduction to developmentally appropriate practices in early childhood education.

Early Childhood Education 112 (3 credits)

CDA Training II

Continuation of the training offered in ECE110. Preparation for the CDA verification visit.

Early Childhood Education 113 (1 credit)

CDA Training III

Observation and individual assessment of students who are working in a teaching or child care environment.

Note: upon completion of the six credits in CDA training the student will have completed the requirements of ECE180, Child Growth and Development (3) and ECE210, Creative Activities (3).

The Associate of Arts Degree in Early Childhood Education

This degree prepares one for work as a childcare provider or manager, or as an elementary teacher's aide. This degree requires the completion of 16 semester credits in a combination of education and early childhood education courses as well as meeting the general requirements for the A.A. degree defined on pages 18-19.

Because the A.A. degree in Early Childhood Education requires a concentration of 16 semester credits as defined below, the total number of credits required for the degree is 68.

Degree Requirements for the Associate of Arts Degree in Early Childhood Education

Required Courses for the A.A. Degree in Early Childhood Education

EDU105	Intro. to Education (2 credits)
ECE 180	Child Growth and Development (3 credits)
ECE 210	Creative Activities for Young Children (3 credits)
ECE 240	Children, Family, and Communities (3 credits)
EDU150	Child Guidance (2 credits)
ECE299	Preschool Practicum (3 credits)

Students who complete this degree are also eligible to enter into the four-year degree program in Elementary Education offered on campus at Leech Lake Tribal College through Sinte Gleska University in South Dakota, or they may transfer into four-year degree programs at other colleges.

The Bachelor of Science Degree in Elementary Education from Sinte Gleska University, South Dakota

Those wishing to continue their studies beyond the Associate of Arts degree may enroll in the Bachelor of Science Degree in Elementary Education offered by Sinte Gleska University on campus at Leech Lake Tribal College. This degree program is fully accredited and allows students to apply for certification as elementary school teachers in the state of Minnesota.

Admission to this program requires completion of an Associate of Arts degree in any one of the majors available through Leech Lake Tribal College. Students who wish to enter this program with an A.A. degree from another college will have to meet the Anishinaabe Studies requirements for a Leech Lake Tribal College Associate of Arts degree before they can be admitted to the Bachelor of Science degree program.

The Bachelor of Science degree in Elementary Education affords students the opportunity to qualify for certification to teach in elementary schools.

The curriculum for the Bachelor of Science degree consists of:

- ❖ Required courses in general education that are a part of the Leech Lake Tribal College core requirements for all students.
- ❖ Required courses in Anishinaabe studies that are part of the Leech Lake Tribal College core requirements for all students.
- ❖ Content and methods course specific to elementary education.

- ❖ Courses specific to an area of concentration (a major concentration in Leech Lake Tribal College's Associate of Arts curriculum).
- ❖ A number of professional education courses, including student teaching (internship).

The Bachelor's Degree in Elementary Education requires a minimum of two years of coursework after completion of the Associate of Arts degree. Most students will find that three additional years beyond the A.A. degree are required. Although the curriculum is designed to meet certification requirements in South Dakota, through Sinte Gleska University, the program also meets certification requirements in Minnesota.

Those students intending to pursue a degree in the early childhood education or elementary education field will be required to have a background check. Any official record of prior violent activities may cause a student to be ineligible to work with children.

Those students planning to continue their studies by working towards a Bachelor of Science degree in Elementary Education (through Sinte Gleska University in South Dakota) must complete specific courses required by Sinte Gleska. Those courses are identified under the Sinte Gleska requirements for the B.S. degree in Elementary Education below

Requirements for the Bachelor of Science Degree in Elementary Education from Sinte Gleska University.

General Education Requirements

Students contemplating entering into the Sinte Gleska University Bachelor of Science Degree in Elementary Education should note that these specific requirements must be met either in their studies for the Associate of Arts degree or after admission to the Sinte Gleska program.

- Survey of Alcohol and Drugs (3 credits)
- Geography (3 credits)
- Any art course (3 credits)
- Music course (3 credits)
- Literature course (3 credits)
- Two history courses (6 credits)
- American government (3 credits)

Professional Education Requirements for the B.S. Degree in Elementary Education

ED105	Introduction to Education (2 credits)
ED206	Foundation of American Education (3 credits)
EE200	Child Growth and Development (3 credits)
ED210	Educational Psychology (3 credits)
MA110	Math for Elementary Teachers (3 credits)
MA111	Math for Elementary Teachers II (3 credits)
EN210	Children's Literature (3 credits)
AI271	Teaching Art in the Elementary Schools (3 credits)
ED335	Music Methods for the Elementary Classroom (3 credits)
ED301	Computers in Education (3 credits)
ED305	General Methods of Teaching in the Elementary School (3 credits)

- ED310 Methods of Teaching Science (2 credits)
- ED315 Methods of Teaching Math (2 credits)
- ED320 Methods of Teaching Social Studies (2 credits)
- ED325 Methods of Teaching Language Arts (2 credits)
- ED330 Methods of Teaching Reading (3 credits)
- HL201 Health, PE, and Safety (3 credits)
- EE248 Creative Activities for Young Children (3 credits)
- ED339 Indian Education (3 credits)
- ED447 Human Relations: A Multicultural Approach (3 credits)
- ED449 Psychology and the Teaching of the Exceptional Child (3 credits)
- EE238 Children, Family, and Community (3 credits)
- EE468 Guidance for Children (2 credits)
- ED488 Issues in Education: Measurement and Evaluation (3 credits)
- EE499 Early Childhood Internship or Internship in the Elementary School (12 credits)

Description of Leech Lake Tribal College Courses in Early Childhood Education

Education 105 (2 credits) Introduction to Education

To provide an early introduction to the field of education through mentor teachers, classroom observations, and university orientation to the programs of this department.

Education 150 (2 credits)

Guidance for Children

Emphasizes the importance of understanding young children from infancy through the primary years. Theory and practice to develop necessary skills to help young children to learn effectively.

Early Childhood Education 180 (3 credits)

Child Growth and Development

The physical, social, emotional, and intellectual growth and development of children from prenatal to adolescence in relation to home and school environments.

Early Childhood Education 210 (3 credits)

Creative Activities for Young Children

This course places emphasis on principles and characteristics of creative teaching as well as creative learning. It offers opportunities in divergent learning and promoting growth through activity.

Early Childhood Education 240 (3 credits)

Children, Families, and Communities

Designed to further understanding of the environment, living, learning, and to foster effective relationships and cooperation in diverse communities.

Early Childhood Education 299 (3 credits)

Preschool Practicum

Application of theories in a field experience setting under close supervision.

Prerequisite: permission of instructor.

Complete descriptions and syllabi for Sinte Gleska University courses in the Bachelor of Science degree program in elementary education are available from the department office or the admission office.

Information Technology

Yvonne Armstrong, Chair
Eric Bailey, Instructor

Departmental Mission

- ❖ Prepare students to access information and to change that information into useful documents.
- ❖ Prepare all students of the college to be computer literate and to know how to complete basic research using the Internet and World Wide Web.
- ❖ Provide “hands on” instruction in using word processing, database management, and spreadsheet applications.
- ❖ Prepare students to enter into the workplace with useful skills in information processing and management.

Graduates of this program may work in a variety of offices in business, government, or non-profit organizations as administrative assistants, bookkeepers, and computer operators. Classes are all “hands on,” using the Windows 98-based workstations in the Computer Laboratory.

Those students who enter the A.A. degree program in Information Technology who wish to transfer into 4-year degree programs at other schools or into the 4-year degree program in Elementary Education at Leech Lake Tribal College should be sure to tell their advisor this at the first opportunity, so that a curriculum that meets the goals of both the student and the transfer school can be devised early on.

Degree Options

Associate of Arts Degree

Students complete the general requirements for the associate of arts degree as described on pages 17-18, and 12 additional semester credits in Information Technology.

Required courses for this degree are: ITECH 150 and ITECH 160.

Like other A.A. degrees, this degree is designed for students who wish to enter into studies to complete a four-year degree at another college or university or to enter the 4-year degree program in Elementary Education delivered by Sinte Gleska University at Leech Lake Tribal College.

Associate of Applied Science Degree

Students seeking the Associate of Applied Science degree in Information Technology may elect to focus in one of two specialties: Administrative Assistant or Bookkeeping. General requirements for the A.A.S degree are given on pages 21-22. This degree is primarily designed for students who wish to enter into the workforce after graduation. However, an Associate of Arts degree may be completed with one additional semester of study.

In addition to the general requirements for the degree the student completes 30 semester credits in Information Technology courses. Specific requirements for the two areas of specialization are indicated below.

Administrative Assistant Emphasis for the A.A.S.

This emphasis prepares students for employment in a government, non-profit, or business office. Typical job tasks might include composing correspondence, filing, fielding and directing telephone calls, word processing and related computer work, machine transcription, handling mail, and scheduling activities. Diploma option offered.

Students selecting this option obtain a broad background in using word processing, data management, and spreadsheet applications and in general office procedures.

ITECH165, Advanced Word Processing
ITECH 224, Spreadsheet Concepts Using Excel

ITECH 230, Database Concepts Using Access

Bookkeeping Emphasis for the A.A.S. Degree

Students choosing this program will find employment in maintaining financial records in an office environment. Typical job tasks might include recording transactions, balancing books, and preparing financial statements through trial balance, preparing payroll, and income tax reporting. Diploma option offered (see below).

Students electing this option must take the following courses:

ITECH 225, Advanced Spreadsheet Applications (3)

ACCOUNTING 101, Fundamental Accounting

Diploma

Students may receive a diploma in either the Administrative Assistant or Bookkeeping emphasis after one year of study. The diploma requirements are for 33 semester credits as described on page 21.

The student who completes the requirements for the diploma may complete an Associate of Applied Science Degree with one additional year of study.

Certification Programs

Leech Lake Tribal College offers preparatory courses in several Information Technology disciplines. Students may receive Certification in the following Information Technology areas:

A+ Certification

Network+ Certification

Note: Certification courses have added fees. See the instructor for more information.

Course Descriptions

ITECH 092 (3 credits)

Basic Keyboarding

Keyboard skill development on computers for those with no background or experience in keyboarding.

ITECH 100 (3 credits)

Introduction to Computing

A basic introduction to the use of personal computers and word processing on the computer. This course is required for all Associate of Arts degrees.

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. Prerequisite: ITECH 092 or equivalent.

ITECH 108 (3 credits)

Professional Office Procedures

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

ITECH 150 (3 credits)

Introduction to Microcomputer Applications

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

ITECH 160 (3 credits)

Word Processing I

Word processing with Microsoft Word in the Windows environment. Prerequisite: ITECH 150.

ITECH 165 (3 credits)

Advanced Word Processing

Varied topics in word processing. May be repeated with different content. Prerequisite ITECH 160

ITECH 190 (3 credits)

Introduction to Computer Programming

An introduction to the basics of algorithmic logic, and the structured design methodology. Some programming in BASIC and VisualBASIC. 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 permission. This course also meets requirements for A.A. degree in Visual Arts.

ITECH 224 (3 credits)

Spreadsheet Concepts Using Excel

Use of the Excel spreadsheet in the Windows environment.

ITECH 225 (3 credits)

Advanced Spreadsheet Applications

Various topics in advanced techniques in spreadsheet use. May be repeated for credits with different content. Prerequisite ITECH 224.

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 231 (3 credits)

Advanced Database Applications

Various topics in advanced techniques in database use. Prerequisite: ITECH 230.

ITECH 260 (3 credits)

Exploring the Internet

Introduction to the Internet using Web Browsers, E-mail, Applications, Bookmarks, performing common business tasks using the WWW, Establishing a presence on the Web.

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 creation of brochures, newsletters, advertisements, and reports. Includes use of graphics in documents for both paper and electronic documents.

Prerequisite: ITECH 165.

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 287 (3 credits)

Network+ Certification I

Preparation for the CompTia Network+ Certification Core Exam.

Prerequisite ITECH 150, 282, 283.

ITECH 288 (3 credits)

Network+ Certification II

Preparation for the CompTia Network+ Certification Core Exam.

Prerequisite ITECH 150, 282, 283, 287

ITECH 290 (3 credits)

Programming Languages

These courses will offer varied languages including BASIC, Pascal, HTML, PERL, C++, and JAVA. May be repeated with different content.

Prerequisite: ITECH 150, 190.

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 295 (3 credits)

Advanced Operating Systems

Comparative discussion of Windows based vs. Unix based vs. Novell based computer operating systems.

Justice and Law Enforcement

Wayne Lee, Chair

Departmental Mission

- ❖ Provide courses in the social sciences that support the general education mission of the college.
- ❖ Prepare students to enter into law enforcement and criminal justice careers.
- ❖ Prepare students to transfer into 4-year degree programs in the social sciences, law enforcement, and criminal justice.
- ❖ Provide courses in tribal sovereignty, treaty law to support the mission of the college.

Degree Options

Associate of Applied Science Degree in Law Enforcement

Upon completion of the 2-year A.A.S. degree in Law Enforcement, students are eligible to sit for the Minnesota POST Board certification exam, qualifying them for careers as Municipal Police Officers, Tribal Police Officers, State Patrol Officers, Conservation Officers, Deputy Sheriffs, or Federal Law Enforcement Officers. Graduates with an A.A.S. in Criminal Justice will be eligible for positions in federal, state or local law enforcement, security, forestry and corrections. At the present time, employment opportunities for

women and minorities are exceptionally good in the field of criminal justice.

The Department also offers a 2-year A.A. degree in either Law Enforcement or Criminal Justice. Upon the completion of the A.A. students may continue studies in criminal justice or related fields through transfer to a 4-year institution.

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

Requirements for the A.A.S. degree in Law Enforcement consist of 34 semester credits of comprehensive coursework in police science, followed by an intensive 10-week police skills training for those following the POST track. Coursework has been designed to produce law enforcement officers of the finest quality, so that discretionary judgments made in the field will reflect the high standards of moral honor, justice, and respect for others encouraged by a tribal college education.

The skills training component has been infused with the principles and techniques of both hard and soft martial arts to foster mental discipline so that officers can serve their communities with tempered as well as professional competence.

LE100*	Physical Conditioning (1)
LE105	Intro. to Crim. Justice (3)
LE110	Minnesota Traffic Law (3)
LE111	Minnesota Selected Statutes (3)

LE122	Constitutional Law & Civil Liability (3)
LE210	Juvenile Delinq. & Just. (3)
LE211	Community Policing (3)
LE212	Victims and Victim's Rights (3)
LE221	Evidence and Procedure (3)
LE223	Controlled Substance ID and Investigation (3)
LE225	Policing Tribal Lands (3)
POL225	Treaty Law and Tribal Sovereignty (3)

Although only one credit hour of physical education is required for the AAS/AA degree, it is suggested that Law enforcement students elect to take LE 100 each semester in preparation for the POST exam.

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 attend skills courses, which are not presently offered by Leech Lake Tribal College. At this time Leech Lake Tribal College has an agreement with Hibbing Community College regarding the transfer of all Law Enforcement credits for future attendance in the Skills courses. **Please note that the skills courses are required before students are eligible to sit for the P.O.S.T. Board Examination.**

POST Skills Training

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

In addition to the required courses in Law Enforcement, students must also complete

34 credits from the requirements for the A.A.S. degree as defined on pages 21-22. Although this degree provides a more limited study of the history, culture and language of the Anishinaabe than the A.A. degree, it provides an opportunity for students to study more in depth in the field of law enforcement.

Students who elect this option are not primarily interested in transfer to a 4-year degree program, but instead wish to enter the job market upon graduation. Students holding an A.A.S. degree who wish to seek an A.A. degree can expect to complete one additional semester of study.

Associate of Arts Degree in Law Enforcement

The Associate of Arts Degree in Law Enforcement is for students who wish to continue studies toward a 4-year degree in law enforcement or related field of study.

Requirements for the Associate of Arts Degree in Law Enforcement

Requirements for the A.A. degree in Law Enforcement consist of 18 semester credits of comprehensive coursework in police science. Therefore this degree requires a total of 70 semester credits of coursework to include the following:

LE105	Intro. to Crim. Justice (3)
LE122	Constitutional Law and Civil Liability (3)
LE210	Juvenile Delinq. & Just. (3)
LE211	Community Policing (3)
LE225	Policing Tribal Lands (3)
POL225	Treaty Law and Tribal Sovereignty (3)

In addition to the required coursework in Law Enforcement, students must complete 48 credits from the curriculum requirements for the A.A. degree as defined in the college catalog on pages 17-18. Upon graduation, students are eligible for transfer to a 4-year degree program in criminal justice or related fields.

Criminal Justice

Associate of Arts and Associate of Applied Science Degrees

Graduates will be prepared for entry-level positions in any field of criminal justice or related professions. The Associate of Arts degree is designed for students who wish to transfer into a 4-year degree program and the A.A.S. is for students who wish to complete a wider range of Criminal Justice coursework before entering the workplace.

Requirements for the A.A. and A.A.S. Degrees in Criminal Justice

The A.A. degree in Criminal Justice consists of 21 credits of comprehensive criminal justice coursework. The A.A.S. degree in Criminal Justice requires 33 credits of comprehensive coursework designed to provide students with a thorough background in theoretical criminology and its practical applications in society.

Requirements for the Associate of Applied Science Degree in Criminal Justice

CRJS101	Criminology (3)
CRJS102	Theories of Deviance (3)
CRJS103	Probation and Parole (3)
CRJS104	Restorative Justice (3)
CRJS210	Internship in CJ (3)
LE105	Intro. to Crim. Justice (3)

LE122	Constitutional Law & Civil Liability (3)
LE210	Juvenile Delinquency and Justice (3)
LE225	Policing Tribal Lands (3)
POL225	Treaty Law and Tribal Sovereignty (3)
SOC101	Intro. to Sociology (3)

In addition to the required courses in Criminal Justice, students must also complete 34 credits from the curriculum requirements for the A.A.S. degree described on pages 21-22. Although this degree provides a more limited study of the history, culture and language of the Anishinaabe than the A.A. degree, it provides an opportunity for students to study more in depth in criminal justice.

Students who elect this option are not primarily interested in transfer to a 4-year degree program, but instead wish to enter the job market upon graduation. Students holding an A.A.S. degree who wish to seek an A.A. degree can expect to complete one additional semester of study.

Requirements for the Associate of Arts Degree in Criminal Justice

CRJS101	Criminology (3 credits)
CRJS103	Probation and Parole (3)
CRJS104	Restorative Justice (3)
LE105	Intro. to Criminal Justice (3)
LE210	Juvenile Delinquency (3)
LE225	Policing Tribal Lands (3)
POL225	Treaty Law and Tribal Sovereignty (3)

In addition to the required coursework in Criminal Justice, students must complete 48 credits from the curriculum requirements for the A.A. degree as defined on pages 17-18. Upon graduation, students are eligible for

transfer to a 4-year degree program in criminal justice or related fields.

Elective Courses (all degree areas in the department)

- CRJS201 Research Methodology (3)
- CRJS203 Sisters in Crime (3)
- CRJS204 Current Issues in Criminal Justice (3)
- CRJS205 Minorities, Crime and Social Policy (3)
- CRJS210 Internship in Crim. Justice (3)
- CRJS260 Introduction to Legal Research (3)

Course Descriptions

Criminal Justice 101 (3 credits)

Criminology (3)

Study of the history of criminology with a focus on theories of criminality, basic assumptions and definitions of criminal justice.

Criminal Justice 102 (3 credits)

Theories of Deviance

Analysis of deviant behavior from a multidisciplinary approach: biological, psychological, sociological and criminological. Addresses major theories and research from each perspective.

Criminal Justice 103 (3 credits)

Probation and Parole

History, theory and procedures of probation and parole supervision with an emphasis on treatment and counseling. Includes analysis of the techniques which may be employed within probation, parole, or prisons to influence/alter the attitudes, values and behavior of those adjudicated guilty, as well as an overview of the Walks Tall program of the Leech Lake Reservation and similar programs of restorative justice.

Criminal Justice 104 (3 credits)

Restorative Justice

Concepts and techniques of restorative justice including the study of community service, mediation and sentencing circles aimed at restoring the offender to the community.

Criminal Justice 201 (3 credits)

Research Methodology

Basic social research methodology necessary for conducting research studies in criminal justice. Emphasis on critical analysis and evaluation of current studies in the field.

Criminal Justice 203 (3 credits)

Sisters in Crime

Study of the changing nature and occurrence of female crime and delinquency. Emphasis on historical, theoretical, and typological analysis.

Criminal Justice 204 (3 credits)

Current Issues in Criminal Justice

Review and evaluation of current literature in the field of criminal justice. Analysis of weekly data as released by the Bureau of Justice on the current trends in crime, corrections and the administration of justice. Emphasis on computerized access to specific topics.

Criminal Justice 205 (3 credits)

Minorities, Crime, and Social Policy

Study of the nature and extent of minorities (predominantly African-American, Hispanic and Native American) in crime and the criminal justice system. Specific focus on the role of racism in theories of crime and in American law, and on the treatment of minorities by components of the criminal justice system.

Criminal Justice 210 (3 credits)

Internship in Criminal Justice

Placement in any one of several settings such as law enforcement, courts, correctional institutions, security, schools, or forestry in accord with the interests of the student.

Criminal Justice 260 (3 credits)

Introduction to Legal Research

Basic introduction to the form and content of legal literature to which a student or legal professional can turn for reliable guidance. Includes bibliographic exposure in a library setting as well as computerized case-finding techniques.

Law Enforcement 100 (1 credit)

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. 6

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: LE105, LE111

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, and mediation, and community policing methods in the prevention of crime and civic disorder. Prerequisites: LE105, LE111, LE122.

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.

Music

Jon Romer, Chair

Departmental Mission

- ❖ Provide the opportunity to explore traditional Anishinaabe music as well as music from the western tradition.
- ❖ Provide music instruction as a part of the 4-year degree program in Elementary Education.
- ❖ Encourage creative thinking and critical awareness.
- ❖ Provide a sequence of independent and co-operative learning experiences relevant to students' abilities, interests and attitudes.

Degree Options

Associate of Arts Degree

Students may complete the Associate of Arts degree in Music. Students completing this degree take courses that fulfill the State of Minnesota transfer curriculum and may enter into the Bachelor of Science in Elementary Education program delivered by Sinte Gleska University at Leech Lake Tribal College. They may also transfer to other colleges to complete 4-year degree programs.

Degree Requirements

The Associate of Arts degree in Music, in addition to meeting all general college requirements for the degree (refer to pages 17-18), requires the completion of 12 semester credits in music studies.

The emphasis of music studies is on understanding through performance. The student should select her or his course of study in consultation with the instructors in the department. All music major students must complete Music 105, Music 120, and Music 151 or Music 140. In addition, all music major students should choose either chorus and voice, or additional instrumental courses depending on their personal interests.

Course Descriptions

Music 105 (3 credits)

Music Appreciation An introduction to perceptive listening and to the structure of music, pitch, rhythm, form, melody, and harmony. Provides an introduction to the Native Flute, piano keyboard, autoharp, and guitar, as well as choir chimes.

Music 120 (3 credits)**Music Principles: Theory**

A continuation of Music Appreciation involving musical concepts, writing skills, analysis, dictation, sight-reading and keyboard that uses indigenous classical and popular music for its materials. Pre-requisite Music 105

Music140 (2 credits)**Performance Study: Instrumental**

Individualized and group instruction in: guitar, piano, Autoharp, bass, electric guitar, banjo, and accordion. Required each semester of music majors.

Music 151 (2 credits)**Native American Flute I**

An introduction to the musical history and playing of the indigenous flute.

Music 152 (2 credits)**Native American Flute II**

Continues Native American Flute I.

Music160 (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.

Music210 (1-2 credits)**Performance Study—Voice**

Individualized and group instruction in development of the voice as the most versatile and natural of human instruments.

Music 250 (3 credits)**Anishinaabe Songs and Drum**

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

Music 251 (2 credits)**Native American Flute III**

Continues Native American Flute II.

Music 252 (2 credits)**Native American Flute IV**

Continues Native American Flute III.

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).

Elementary Education

The following course is offered as a part of the Bachelor of Science degree in Elementary Education offered through Sinte Gleska University.

ED 335 (3 credits)**Music Methods in the Elementary Classroom**

A study of the materials and methods of teaching music in the classroom. Required of all education majors (four-year degree program only) and music majors seeking vocal music licensure. A basic skill level on piano, guitar or Autoharp is expected.

Science and Mathematics

Kelly Nipp, Chair
Harold Lueck, Instructor
Kay Knaeble, Instructor

Departmental Mission

- ❖ To foster a learning environment and an educational foundation that is rooted in both scientific methodology and Anishinaabe traditions.
- ❖ To provide opportunities for students to discover the meaning of living in an environmentally responsible way.
- ❖ To prepare students for entry-level employment in areas of work related to the natural environment.
- ❖ To prepare students to enter four-year degree programs in natural science.
- ❖ To prepare students to assist their families and citizens in general to better understand the unique environmental perspective of indigenous peoples.

Degree Options

Associate of Arts Degree in Natural Science

This degree prepares students to enter a four-year degree program in the sciences or mathematics as third-year students. The degree program also gives the student a good preparation in both traditional science of the Anishinaabe and mathematical and laboratory skills needed to succeed in a four-year degree program.

Requirements for the Associate of Arts Degree in Natural Science

In addition to the general requirements for the Associate of Arts degree (refer to pages 17-18), the student must complete: Mathematics 150 or higher, Chemistry 100, and eight semester credits of upper division science courses.

Concentration in Mathematics

A concentration in mathematics allows a student to receive an Associate of Arts degree with a greater emphasis on mathematics. This allows students to interested in mathematics to build a solid math foundation toward transfer to a four-year institution.

In addition to the general requirements for the Associate of Arts degree, (refer to pages 17-18) the student must complete MATH 150 and twelve additional semester credits of upper division Math or Science courses.

The following suggested study plan meets all requirements for the Associate of Arts degree in Natural Science. It represents only one of several possible ways to complete those requirements. In some instances different courses, which still meet requirements for the degree, may be substituted.

Sample Study Plan Year 1

Fall Semester

Interdisciplinary Seminar 121
Biology 101
Ojibwe 101
Mathematics

Spring Semester

Interdisciplinary Seminar 122
Biology 102
Ojibwe 102
Anishinaabe Studies 100
ITECH 100
Humanities/Fine Arts Requirement

Sample Study Plan Year 2

Fall Semester

Interdisciplinary Seminar 221
Psychology 101
Social Science Elective
Science Elective
Science Elective

Spring Semester

Interdisciplinary Seminar 222
Physical Science 100
Science Elective
Science Elective
Anishinaabe Studies Requirement

Associate of Applied Science Degree in Environmental Management

This option provides the opportunity to apply scientific knowledge to the natural world. It prepares students to work in entry-level positions in forestry, wildlife management, and fisheries as technicians. It also provides a strong foundation in the traditional ecological knowledge and values of the Anishinaabe.

Students who complete the Associate of Applied Science Degree in Environmental Science may also complete the Associate of Arts Degree in Natural Science after one additional semester of study.

Although this degree option is primarily for students who wish to enter into the workforce after graduation, the department will assist students who wish to transfer to four-year colleges or universities.

Requirements for the Associate of Applied Science Degree in Environmental Management

In addition to the general requirements for the Associate of Applied Science Degree, which may be found on pages 21-22, the student must complete 17 credit hours of upper division science courses for a total of 64 credit hours. Economics 101 is strongly recommended for students pursuing the A.A.S. Degree in Environmental Management.

The following suggested study plan meets all requirements for the Associate of Applied Science Degree in Environmental Management. It represents only one of several ways of completing those requirements. In some instances, different courses may be substituted and still meet the requirements for the degree. For information about the general requirements

for the Associate of Applied Science degree, refer to pages 21-22.

Sample Study Plan Year 1

Fall Semester

Interdisciplinary Seminar 121
Biology 101
Ojibwe 101
Introduction to Computers 100
Mathematics

Spring Semester

Interdisciplinary Seminar 122
Biology 102
Ojibwe 102
Anishinaabe Studies 100
Humanities/Fine Arts Requirement

Sample Study Plan Year 2

Fall Semester

Interdisciplinary Seminar 221
Psychology 101
Social Science Elective
Science Elective
Science Elective

Spring Semester

Interdisciplinary Seminar 222
Physical Science 100
Science Elective
Science Elective
Anishinaabe Studies Requirement

Associate of Science Degree of Food & Nutrition

This degree prepares students to enter a four-year degree program in food & nutrition or dietetics as third year students. The degree program also gives the student a good preparation in both traditional science of the Anishinaabe and western tradition to succeed in a four-year degree program. Students pursuing the program to

completion will become professionals with the benefit of multiple perspectives.

Requirements for the Associate of Science Degree in Food & Nutrition

The requirements for the academic program in food and nutrition are based in part on input from community-based public forums held by each of the six Confederate Tribal Colleges. Requirements for course work were set up by the curriculum committee of Woodlands Wisdom, comprised of members from the six Confederate Tribal Colleges.

The A.S. degree program in food and nutrition science is structured to provide a base of 58 credit hours of required courses. The students can select electives from the Special Topics list under the Description of Courses to bring the total credit hours to 64 hours.

Sample Study Plan Year 1

Fall Semester

Wellness Professions 100
Interdisciplinary Seminar 121
Biology I 101
Ojibwe 101
Introduction to Computers 100
Physical Education 100

Spring Semester

Anishinaabe History 101
Interdisciplinary Seminar 122
Ojibwe 102
Food and Nutrition 140
Algebra 150

Sample Study Plan Year 2

Fall Semester

History of Ojibwe 102

Environmental Science 204
Food Safety & Microbiology 200
Chemistry 100

Spring Semester

Interdisciplinary Seminar 221
Human Anatomy & Physiology 202
Contemporary Health Issues 240
Statistics 170

One-Year Certificate Program in Food & Nutrition

The requirements for the academic program in food and nutrition are based in part on input from community-based public forums held by each of the six Confederate Tribal Colleges. Requirements for course work were set up by the curriculum committee of Woodlands Wisdom, comprised of members from the six Confederate Tribal Colleges.

The certificate program in food and nutrition science is structured to provide a 30-credit program.

Sample Study Plan

Fall Semester

Wellness Professions 100
Interdisciplinary Seminar 121
Anishinaabe History 101
Food and Nutrition 140
Introduction to Computing 100
Special Topics* 250

Spring Semester

Physical Education 100
Environmental Science 204
Ojibwe 101
Interdisciplinary Seminar 122
Food Safety & Microbiology 200
Contemporary Health Issues* 240

*The certificate program may not exceed 30 credits total. Students should take either 3 credits of special topics OR a three-credit

Contemporary Health Issues course and 1 credit of special topics.

Description of Courses

Biology 101 (3 credits)

General Biology I

Introduction to animal and plant biology. Emphasis of this course is on studies from a whole system perspective. Principles of biodiversity and ecology and their relationship to humans.

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

Covers cell structure, function and chemistry. The laboratory emphasizes technique, analysis and classification.

Biology 102L (1 credit)

General Biology II Laboratory

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

Biology 132 (3 credits)

Ecology

Study of common animals of the region and their relationship to the environment and other animals of the region.

Biology 132L (1 credit)

Ecology Lab

Concurrent enrollment in Biology 132 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 or Anishinaabe Understanding of Ecology

This course examines the two worldviews of understanding the natural world: western scientific analysis and the Anishinaabe perspective. Laboratory and empirical analysis will be integrated with storytelling, 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 200L (1 credit)

Ethnobiology Laboratory

Concurrent enrollment in Biology 200 required.

Biology 202L (1 credit)

Human Anatomy & Physiology

An elementary course on 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 the effects of technology on 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.

Biology 211 (3 credits)

Botany II: Plant Diversity

This course will focus on the system of classification of plants, fungi, bacteria; speciation and evolution; population dynamics and community ecology. Particular emphasis will be on the plant communities of the Leech Lake Reservation and northern Minnesota.

Biology 211L (1 credit)

Botany II Laboratory

Laboratory for Biology 211. Concurrent enrollment in Biology 211 required.

Biology 230 (3 credits)

Introduction to Eco-toxicology

This course will focus on the effects of toxins and pollutants in the environment. Particular emphasis will be on contamination issues affecting the Leech Lake Reservation. Labs will consist of practical analytical techniques and field research.

Biology 230L (1 credit)

Eco-toxicology Laboratory

Laboratory for Biology 230. Concurrent enrollment in Biology 230 required.

Biology 250 (4 credits)**Anishinaabe Harvest Ecology**

This course examines both the scientific analysis and Anishinaabe understanding of the growth, health, and sustainability of wild rice, sugar maple, birch, blueberries, and all other plant and animal communities that have a relationship to the Anishinaabeg. Cultural knowledge and values are stressed.

Biology 260 (4)**Pollution Ecology**

Introduction to the science of environmental toxicology. Examines the acute and chronic effects of pollution on plant, animal and human communities with emphasis on the Leech Lake Reservation.

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

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

Biology 291 (3)**Indigenous Science**

An examination of the paradigm shift in science away from objective theoretical analysis to indigenous perspective and practice. Exploration of the Anishinaabe perspective of the natural world as told by storytellers, elders, and spiritual leaders as they share their "ways of knowing."

Biology 299 (1-4)**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 100 (3 credits)**General Chemistry**

Introduction to the general principles of chemistry, which include: elements, compounds, mixtures, chemical bonding and reactions, atomic theory, thermodynamics,

acid-base reactions, oxidation and reduction. Prerequisite: Mathematics 150 or higher.

Chemistry 100L (1 credit)**General Chemistry Laboratory.**

Concurrent enrollment in Chemistry 100 required.

Forestry 101**Introduction to Forestry (4 credits)**

Overview of the forests of the world and the history of forest management. Particular emphasis on the boreal forests, forest practices of the Menominee Nation, and the forests of the Leech Lake bioregion.

Forestry 120 (4 credits)**Forests, Wetlands and Water Quality**

Introduction to study of the interrelationship of the inorganic and organic health of the bioregion of Leech Lake.

Forestry 130 (3 credits)**Surveying Techniques**

Field study of techniques and land surveying, area measurement, mapping, and data management. Prerequisite: Mathematics 150 or higher.

Forestry 180 (4 credits)**Soil Management**

The interplay between soils and the forest resource. Special attention to both the chemistry and the living character of soils. Cross-cultural studies of soil management comparing modern forestry practices in the United States, the Menominee Nation, and other indigenous soil protection practices.

Forestry 200 (4 credits)**Dendrology**

Identification and study of the principle forest species of the world. Emphasis in this course is placed on boreal forests and forests of the bioregion of Leech Lake

Forestry 220 (3 credits)**Forest Mensuration**

Methods of forest measurement. Application of statistics to forest mensuration. Prerequisite: Math 200.

Forestry 230 (3 credits)**Sustained Yield Forestry**

Intensive study of the forestry practices of the Menominee Nation. Comparisons of those practices with historic and modern-day forest management practices.

Forestry 290 (1-4 credits)

Topics in Forestry. May be repeated for credit.

Forestry 299 (1-4 credits)**Internship in Forestry**

Opportunity to work in tribal, federal or state forestry management programs either locally or abroad. Progress reports and final report required for completion. Arranged by faculty.

Mathematics 093**Basic Math Skills (3 credits)**

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

Mathematics 094**Algebra Skills (3 credits)**

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**Concepts in Mathematics (3 credits)**

Topics include ancient and modern number systems, history of mathematical development, integers, fractions, exponents, algebraic equations, decimals, statistics,

probability, interest, geometry, and graphing.

Prerequisite: Math 090 or equivalent.

Mathematics 150**College Algebra (3 credits)**

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.

Prerequisite: Math 094 or equivalent.

Mathematics 155**Advanced College Algebra (3 credits)**

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 160**College Trigonometry (3 credits)**

Topics include trig functions of general angles, radian measure, trig identities, graphs of trig functions, inverse trig functions, solving trig equations, and applications.

Prerequisite: Math 150 or equivalent.

Mathematics 170**Statistics (3 credits)**

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

Pre-Calculus I (3 credits)

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

Mathematics 211

Pre-Calculus II (3 credits)

Topics include trigonometric functions, inverse trigonometric functions, identities, applications of trigonometry, parametric equations, systems of linear and non-linear equations, and matrices. Prerequisite: Math 200 or equivalent.

Mathematics 250

Calculus I (3 credits)

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.

Physical Science 100 (3 credits)

Introduction to Physical Science

Introduction to the general principles of physics. Examines natural forces in nature such as gravity, velocity and acceleration, mass and density, temperature and heat, magnetism and electricity. Analysis of atoms, elements and compounds. Analysis of the solar system, geological forces, and the universe. Required for both science and non-science majors. Prerequisite: Mathematics 140 or higher.

Physical Science 100L (1 credit)

Introduction to Physical Science Laboratory

Laboratory for Physical Science 100. Concurrent enrollment in Physical Science 100 required.

Wildlife Management 101 (4 credits)

Introduction to Wildlife Management

Introduction to principle species of wildlife with emphasis on the bioregion of Leech Lake Reservation and northern Minnesota. Stresses the cultural significance of animal life and compares different understandings of the economics of wildlife management expressed through modern wildlife management practices and tribal practices.

Wildlife Management 140 (4 credits)

Fisheries Management

Focus on the freshwater species of the Leech Lake bioregion. Stresses the cultural significance of fish and fishing and compares different understandings of the economics of fisheries management as expressed through modern fisheries management practices and tribal practices.

Wildlife Management 290 (1-4 credits)

Topics in Wildlife Management

Special topics of study in wildlife management. May be repeated with different course content.

Wildlife Management 299 (1-4 credits)

Internship in Wildlife Management

Opportunity to work in tribal, federal, or state wildlife management programs either locally or abroad. Arranged by faculty. Global Positioning Satellite (GPS) and Geographical Information System (GIS) technologies will be integrated into laboratory and fieldwork exercise.

Food & Nutrition 100 (1 credit)

Wellness Professions

This course will give a broad view of the opportunities for employment in the food

and nutrition-related health fields. We will explore career options and develop personal career goals.

Food & Nutrition 140 (3 credits)

Food & Nutrition

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

Food & Nutrition 200 (3 credits)

Food Safety & Microbiology

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 240 (3 credits)

Contemporary Health Issues

This course will be an examination of personal lifestyle choices related to diet, exercise and mental health.

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

*These courses will be assigned 1 to 3 credits (1 credit = 15 hours of experience) per course as arranged by instructor.

Leech Lake Tribal College Staff

President and Deans of the College

Lenee Ross, President

B.A., History, Bemidji State University, 1982

M.S., Education, University of Wisconsin, 1989

Doctoral Candidate in Educational Administration, University of Minnesota, 1998

Member, Leech Lake Band of Ojibwe

Leah Carpenter, Dean of Instruction

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

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

Ph. D. Candidate, American Indian Studies, University of Arizona, 2001

Member, White Earth Band of Ojibwe

Penny DeVault, Interim Dean of Student Services

Member, Leech Lake Band of Ojibwe

Maxine Lyons, Dean of Administration

Member, Leech Lake Band of Ojibwe

Administrative Staff

Beth Barrett, Administrative Assisstant

Member, Red Lake Band of Ojibwe

Mary Bellanger, Receptionist

Member, White Earth Band of Ojibwe

Barbara Carlson, Financial Aid Director

Diploma, Information Technology, Leech Lake Tribal College, 1997

Member, White Earth Band of Ojibwe

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