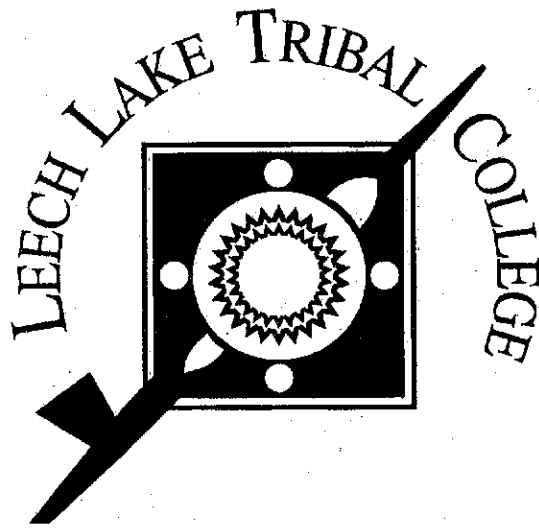


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*2003-2005*

*College Catalog & Student  
Handbook*



**Ginny Carney**  
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*2003-2005*

*College Catalog & Student  
Handbook*



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2003-2005  
Catalog of Courses and Degree Requirements  
Second Printing

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

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

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

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





## Table of Contents

Welcome.....	4
Board of Trustees.....	4
Mission of Leech Lake Tribal College.....	5
History of Leech Lake Tribal College.....	6
Academic Calendar.....	7
<b>I. Admissions and Registration</b>	
Eligibility.....	8
Admission Procedure.....	8
Registration.....	9
Closing of Classes.....	9
Changes in Registration.....	9
Withdrawal from College.....	10
Course Schedule.....	10
<b>II. Tuition and Cost of Attendance</b>	
Application Fee.....	11
Tuition.....	11
Fees.....	11
Textbooks.....	11
Computer User Fee.....	11
ID Cards.....	12
Refunds.....	12
<b>III. Financial Aid</b>	
Financial Aid Application Process.....	12
Eligibility for Title IV Aid and Scholarships.....	13
Satisfactory Academic Progress for Financial Aid.....	13
Federal Pell Program.....	14
Federal Supplementary Education Opportunity Grant.....	14
Federal Work-Study.....	14
Tribal Scholarship Programs.....	14
American Indian College Fund.....	14
Veterans Benefits.....	15
Additional Sources.....	15
Business Office.....	15
<b>IV. Academic Policies &amp; Procedures</b>	
Academic Year.....	15
Academic Status.....	16
Academic Advising.....	16
Classification of Students.....	16
Classification of Courses.....	16
Definition of a Credit.....	17

## **V. Other Policies & Procedures**

Student Responsibilities.....	17
Disciplinary Actions.....	18
Student Grievance Process.....	18
Drug- & Alcohol-Free Campus Policy.....	19
Drugs & Illegal Substances.....	19
Alcohol Use.....	19
Smoke-Free Campus.....	20
Computer Network & Software Policy.....	20
Class Attendance.....	20
Coping with Emergencies.....	20
Center for Career Development Attendance Policy.....	21
Grading Scale.....	21
Grade Point Average.....	21
Independent Study.....	21
Incomplete Grade Policy.....	22
Repetition of a Course.....	22
Change of Assigned Grade.....	22
Course Substitution or Course Waiver.....	22
Requirements for a Second Degree .....	23
Changing Program of Study.....	23
Earning Academic or Vocational Credit.....	23
Exemption from Requirements by Examination.....	24
Honorary Degree for Elders.....	24
Auditing Policy.....	25
Academic and Financial Probation.....	25
Academic and Financial Suspension.....	25
Academic Suspension Appeal.....	25
Academic Appeals.....	26
Academic Integrity.....	26
Academic Honors.....	26
Official Transcripts from LLTC.....	27
Transfer to Other Colleges & Universities .....	27
Graduation.....	27

## **VI. Student Involvement, Clubs, & Organizations**

Student Governance.....	28
Student Senate.....	28
AISES.....	28

## **VII. Campus Services**

Career Placement Services.....	29
TRIO Program.....	29
Students with Disabilities.....	29
Library.....	29
Center for Outreach and Continuing Education.....	30
Student Dining.....	30
City Parking.....	30

<b>VIII. Security and Safety</b>	
General Procedure.....	30
Emergency Numbers.....	30
Reporting Crime.....	31
Class Cancellations & Notification.....	31
<b>IX. Rights and Responsibilities</b>	
Code of Conduct.....	31
Academic Integrity.....	31
Family Education Rights & Privacy Act.....	31
Academic Records.....	32
Student Sexual Violence & Harassment.....	32
<b>X. Liberal Education Requirements</b> .....	33
<b>XI. Programs of Study</b> .....	43
Arts & Humanities.....	44
Career & Technical.....	46
<i>Residential Carpentry</i> .....	47
<i>Construction Electricity</i> .....	49
<i>Business Management</i> .....	50
<i>Law Enforcement</i> .....	52
<i>Child Development</i> .....	54
Education.....	55
<i>Early Childhood Education</i> .....	56
Math & Science.....	59
<i>Woodlands Wisdom Nutrition</i> .....	62
Social & Behavioral Sciences.....	66
<i>Anishinaabe Studies</i> .....	68
<b>XII. Course Descriptions</b> .....	71
<b>XIII. Campus Directory</b>	
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Associate Vice President of Academics	(218) 335-4210
Associate Vice President of Student Services	(218) 335-4220
Associate Vice President of Career Development	(218) 335-4258
Faculty	(218) 335-4200
Bookstore	(218) 335-4250
Business Office	(218) 335-4250
Computer Lab	(218) 335-4243
Learning Resource Center	(218) 335-4223
Library	(218) 335-4241
Student Services	(218) 335-4220
Security	(218) 335-4260

## WELCOME TO LEECH LAKE TRIBAL COLLEGE

Boozhoo, and welcome to Leech Lake Tribal College. On behalf of all that work here at the Tribal College, we are pleased that you have decided to join our college community. Leech Lake Tribal College is a college of excellence that is grounded in Anishinaabe knowledge and culture. The Tribal College community wants to ensure that you receive those basic skills and knowledge that you will need to transfer to a four-year college or to enter the workforce, such as writing, reading, math, basic computer skills, and cultural self-confidence. The faculty and staff here will do our best to provide you an excellent learning environment, and we ask that you bring your best to the college!

Miigwech,  
Leah Carpenter  
Interim President



\*\*\*\*\*

### Board of Trustees

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

Current members of the Leech Lake Tribal College Board of Trustees:

***Chair:*** Roger T. Aitken, B.A.  
***Vice Chair:*** Edward Fairbanks  
***Secretary:*** Esther J. Bogda, B.S., M.S., M.S.W.  
***Treasurer:*** Vernon H. Barsness, Jr.  
***Member:*** Yvonne Wilson, M.S. Elem. Ed.  
***Member:*** Clarice White, B.S.  
***Member:*** Vacant  
***Student Senate Rep:*** Wenona Littlewolf

## **Leech Lake Tribal College Mission Statement & Goals**

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

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

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

## *History of Leech Lake Tribal College*

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

The college had its first graduate of the Associate of Arts program in Anishinaabe Language and Culture in the spring of 1993. In 1994, the College was accorded status as a Land Grant Institution by the United States Congress. Also in 1994, seventeen graduates completed their Associate of Arts degrees and Associate of Applied Science degrees. By the spring of 1995, the number of graduates had increased to twenty-four.

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



The College was accredited as a Vocational School in 1993. The College was awarded candidacy status with the Higher Learning Commission of the North Central Association in 2001.

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

**Academic Calendar****2003-2004****2004-2005****Fall Semester**

Classes begin and last day to register for classes	September 3	September 1
Labor Day (no classes)	September 1	September 6
Last day to add/drop	September 9	September 7
Last day to make up incomplete from spring semester	September 30	September 28
Last day to officially withdraw	November 5	November 3
Veteran's Day (no classes)	November 11	November 11
Thanksgiving Holiday (no classes)	November 26-28	November 24-26
Classes Resume	December 1	November 29
Last day of regular classes	December 12	December 10
Finals Week	December 15-19	December 13-17
Fall semester ends	December 19	December 17
Grades Mailed	December 29	December 27
Winter Holiday (No classes)	December 22- January 9	December 20- January 7

**Spring Semester**

Classes begin and last day to register for classes	January 12	January 10
Martin Luther King, Jr. Day (no classes)	January 19	January 17
Last day to add/drop	January 20	January 18
Last day to make up incomplete from fall semester	February 9	February 7
President's Day (no class)	February 16	February 21
Last day to officially withdraw	March 15	March 7
Spring Break (no classes)	March 15-19	March 14-18
Classes Resume	March 22	March 21
Last day of regular classes	May 7	May 6
Finals Week	May 10-14	May 9-13
Spring semester ends	May 14	May 13
Graduation	May 19	May 18
Grades mailed	May 21	May 20

# **Admission and Registration**

## **Student Services (218) 335-4220**

### **Eligibility for Admission**

Leech Lake Tribal College has an open admissions 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 college 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. Elders who do not meet the College eligibility requirements and do not qualify for financial aid will be admitted under special status. Elders will then be able to enroll in the classes they are interested in. A small fee of \$10.00 will be charged for each class they enroll in and all other student fees do apply. Elders who do not meet the College admissions requirement will not receive college credits.

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 disability.

### **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 in the office of Student Services.

Students who have attended other colleges must request official transcripts and have the transcripts sent directly to Leech Lake Tribal College. All transfer credits must be "C" or better and Leech Lake Tribal College does not accept credits that are ten or more years old. 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. No student may register or add classes after the end of the registration period.

It is the student's responsibility to complete a registration form accurately and to submit it in a timely manner to the Enrollment Manager. Each student must have his/her academic advisor's signature on the registration form. The Enrollment Manager will review the student's registration form. If the Enrollment Manager determines there are no conflicts, the student is eligible to enroll in the courses listed on his/her registration form. If there are any concerns regarding the student's registration, the student will be contacted by the Enrollment Manager.

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").

## Closing of Classes

Courses with low enrollment may be closed. The Associate Vice President of Academics determines which classes will be closed before the beginning of each semester. The Enrollment Manager will inform the students and advisors when a course is closed. When the institution closes a course it is the student's responsibility to add another course, the add/drop card must be filled out within the designated time in which a student can add or drop a course.

## Changes in Registration (Add, Drop, or Change of Courses)

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

The courses for which a student is registered following the fifth day of classes in each semester constitute his/her official enrollment for that semester. Students cannot make changes to their schedules following the fifth day and withdrawal from one or more classes without adding a course could affect continued eligibility for financial aid. It is the student's responsibility to drop/add or change their course schedule.

A student may officially withdraw from a course after the fifth day but cannot add a course. The student must file the appropriate form with the Enrollment Manager prior to the date noted in the official calendar of the College (see academic calendar in front of catalog) as “Last day to officially withdraw.” The official withdrawal form must be filled out and signed by the student with the appropriate signatures of their advisor and the Enrollment Manager. The drop form must be filed before the withdrawal is considered official. A “W” will appear on the student’s official transcript. Applications for withdrawal can be obtained from the Enrollment Manager’s office. 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 and Procedures”.

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.

## **Withdrawal from College**

All withdrawals from the college must be officially made through the Enrollment Manager’s Office. Grades of “W” will be recorded for all students who officially withdraw from college before or on the specified date as posted in the calendar. Official withdrawal from the college after this time will be permitted only with approval of the Associate Vice President of Student Services (Documentation will be required). Withdrawal will not be permitted after the end of the semester. A grade of “F” will be given to any student who leaves without officially withdrawing and any refund will be denied. An application for withdrawal may be obtained from the Student Services office. A student who withdraws may be liable for all or a portion of tuition and fees incurred (See refund schedule).

## **Course Schedule**

A new semester course schedule will be made available to students, academic advisors and the community before the start of each semester. The course schedule provides a listing of courses and programs offered for the semester. The schedule also lists the number of credits for each course, days and time the courses meet and, in most cases, the name of the instructor for each course. Changes to the course schedule may occur without notice. Students and academic advisors will use the schedule to select the courses the student will enroll in for the semester.

# Tuition and Cost of Attendance

## Application Fee

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

## Tuition

Tuition for the 2003-2004 academic year is \$100.00 per semester credit. The tuition rate for the 2004-2005 academic year is subject to change.

## Fees

Each student pays \$6.00 per credit hour student activity fee. The dollars generated by the activity fee is administered by the Student Senate and is used for purposes determined by the student body.

Students who enroll in courses such as Studio Art courses that require extra material or Science courses that require a lab fee will need to pay these costs.

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

**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.**

## Textbooks

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

## Computer User Fee

All students are required to pay a computer user fee of \$30.00. Students must present their validated student I.D. card to use the computer laboratories.

## **I.D. Cards**

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

## **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).

---

# **Financial Aid**

**(218) 335-4270**

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

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

## **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 appropriate 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

The Student:

1. Must be admitted as a regular student.
2. Must meet the required standards of academic progress.

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

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

### Satisfactory Academic Progress for Financial Aid (cumulative)

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

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

If you have questions regarding financial aid or want to know how to apply, contact the Financial Aid office at 335-4270.

### Sample Student Budget:

Number of Credits	12 credits	13 credits	14 credits	15 credits
Tuition (\$100 per credit)	\$1,200.00	\$1,300.00	\$1,400.00	\$1,500.00
Student Services Fee (\$6 per credit)	\$72.00	\$78.00	\$84.00	\$90.00
Books & Supplies (depending on courses taken)	\$197.00	\$248.000	\$296.00	\$323.00
Computer Fee (\$30 if taking a Computer course)	\$	\$	\$	\$
Art Fee ( \$50 if taking a Art course)	\$	\$	\$	\$
Application Fee (First time students \$15)	\$	\$	\$	\$

## **Sources of Financial 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 Grant Program (FAFSA)**

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 outlined in the Free Application for Federal Student Aid (FAFSA), you also may choose to complete the free application on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and assistance is available in the Office of Student Services.

A student must be an U.S. citizen or 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.

### **Federal Supplementary Educational Opportunity Grant (FSEOG)**

The FDEOG 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; limited work study positions are available.

### **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.

### **American Indian College Fund**

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](http://www.fastweb.com), an automated scholarship search agent is provided on our web page.

## **Business Office**

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

**Note: Federal Pell Grant Funding is “Time Limited.” Students who transfer into a 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.**

---

# **Policies and Procedures**

## **ACADEMIC POLICIES:**

### **Academic Year**

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

## Academic Status

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

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

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

A student is considered full-time for financial aid purposes if he/she 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. To register for 18 or more credits, the student must make application through the Enrollment Manager. The student will also be required seek the approval of the Associate Vice President of Academics.

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

## Academic Advising

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

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

## Classification of Students

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



## **Definition of a Credit Hour**

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

## **OTHER POLICIES & PROCEDURES:**

### **Student Responsibilities:**

#### **Leech Lake Tribal College Code of Conduct**

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

1. Obstruction/disruption of the teaching, research, administration, disciplinary procedure, or any other college duty or function, including its public service functions. The participation in a demonstration on campus, which materially and substantially disrupts or obstructs the normal functioning of the college, including unauthorized occupation of the premises.
2. Falsification, forgery, alteration or use of college documents, records, instruments of identification with intent to defraud the college, or an act of academic dishonesty (See Academic Integrity).
3. Failure to comply with orders or directives of college officials, faculty, security officers, or any other law enforcement/fire department personnel acting in the performance of their duties.
4. Unauthorized entry or use of the college facilities or equipment.
5. Disorderly conduct or lewd, indecent behavior, conduct or expression, including abusive language.
6. Conduct, which is physically abusive to others or threatens to endanger the health, life or safety of others or oneself on college property.
7. Sexual abuse/harassment conduct which is sexually abusive to others or which includes, but is not limited to, sexual intimidation, unwanted touching, sexual contact/assault, or any other uninvited behavior of a sexually explicit nature.
8. Hazing, initiation activities in all forms which include, but are not limited to striking, laying hands upon, treating with violence, or offering to do bodily harm to another person with the intent to punish or injure.
9. Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings or any other facilities of the college.

10. Theft, or the attempted theft, of property of the college or persons of the college.
11. Vandalism, including, but not limited to, defacing, graffiti, trashing or attempting to damage property of the college or of another individual.
12. Excessive noise or any act occurring on the college campus, which intentionally disturbs the peace and quiet of any person or group of persons.
13. Illegal gambling activities in violation of the law.
14. Misuse of college telephones, including, but not limited to, charging any long distance calls, or making other telephone calls of an offensive or obscene nature to or from any telephone on campus.

## **Disciplinary Actions**

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

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

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

## **Student Grievance Process**

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

1. All student grievance complaints must be submitted in writing to the Associate Vice President of Student Services and must contain the following information:
  - a. Name, address and phone number of person filing the grievance.
  - b. Nature of the grievance in full detail
  - c. Place, date and time of alleged incident.
  - d. Name of person(s) accused of the violation.
  - e. Requested action.
  - f. Any background information that student filing the complaint believes to be relevant.
2. The Associate Vice President of Student Services will attempt to resolve the complaint with the student. If the complaint cannot be resolved at this meeting, the Associate Vice President of Student Services will take the following actions and inform the College Vice President.
  - a. Meet with all persons involved in the complaint and try to resolve the complaint.
  - b. If the complaint has not been resolved, the Associate Vice president of Student Services will notify the Leech Lake Tribal College Governance Committee to review the complaint and make recommendations for resolution of the student's complaints.

- c. The LLTC Governance Committee will confer with the College Vice President and then make a decision on resolving the complaint. The College Vice President has final authority in determining the resolution of all student grievances that are filed.

## **Drug- & Alcohol-Free Campus Policy**

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

## **Drugs & Illegal Substances**

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

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

## **Alcohol Use**

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

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

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

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

Other possible legal sanctions:

1. Alcoholic beverages, possession by a minor: Charge.
2. Alcoholic beverage unlawfully delivered to a minor: Charge.
3. Minor furnishing money for the purchase of alcoholic beverages: Charge.
4. Possession of an illegal or controlled substance: Charge.

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

## **Smoke-Free Campus**

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

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

## **Computer Network & Software Policy**

Leech Lake Tribal College expects each student to follow the ethical and professional guidelines when using the college computers and equipment or equipment leased by the college. Activities described herein may result in suspension or revocation of this privilege, as well as possible legal and civil action by the copyright owner and/or the Leech Lake Tribal College.

1. Unauthorized copying of any software, including operating systems, program applications, databases, or code is licensed or protected by copyright.
2. "Computer-Hacking" (unwanted or unsolicited entry into a computer system).
3. Knowingly introducing a computer virus to a computer or network, (program either harmless or damaging which attaches itself to another program and/or has the capacity to reproduce in order to infect other computers).
4. Unauthorized access, or willful damage, or misuse of systems, applications, databases, code or data.
5. Introducing or using profanity, pornography, or obscenities on the network, using the network to conduct business or for solicitation of services, and/or developing, introducing or circulating inflammatory comments or objects.

## **Class Attendance**

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

## **Coping with Emergencies**

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

recommended that you request assistance from the Associate Vice President of Student Services or from your advisor.

## **Center for Career Development Attendance Policy:**

Due to the experiential nature of courses taught in the Career & Technical Department, each instructor will set his/her attendance policy by course or diploma program requirements. Missing more classes than is permitted for a course or program may lead to a student being dropped from a course or diploma program. Reinstatement after an instructor-initiated drop requires approval from the instructor and the Associate Vice President of Academics.

## **Grading Scale**

Quality of work and grade points assigned are:

A	Superior (4 grade points per credit hour)	
B	Good (3 grade points per credit hour)	
C	Average (2 grade points per credit hour)	
D	Passing (1 grade point per credit hour)	
F	Failing (0 grade points)	
I	Incomplete (no credit is earned, 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 (a student's grade point average is calculated using the second grade).	...

## **Grade Point Average (GPA)**

Scholastic averages are derived from grade points. Grade points for each course are arrived at by multiplying the number of credits by the grade points achieved in that course. For example, a three-credit course completed with a "B" receives 9 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 (except for "W" courses). Thus, two 3-credit courses completed with an "A," and two 3-credit courses completed with a "B," will result in a 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.

## **Independent Study**

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

1. The student must have completed the freshmen year requirements of 30 semester hours/credits with a "C" average.

2. Only one course per semester may be taken for independent study.
3. The student must complete an independent study contract.

## **Incomplete Grade Policy**

A grade of "I" (incomplete) is assigned to a student who has been in attendance and has done satisfactory work within three weeks of the close of the semester and whose work is incomplete for reasons acceptable to the instructor. It is the student's responsibility to initiate the incomplete. The student must get an incomplete contract from the Enrollment Manager and then negotiate the incomplete with the instructor. If the instructor allows the student to receive an incomplete, the instructor then returns the contract to the Enrollment Manager when final grades are submitted. When the instructor submits the "I" grade, he/she also submits a letter grade which reflects the student's progress to that point. The student must fulfill the course requirements by the date indicated on the academic calendar in order to receive a grade other than the one that was submitted with the "I". At the end of the consecutive semester, the "I" will automatically be changed to the letter grade submitted by the instructor. Students are not notified when incomplete grades are changed.

The Incomplete Policy does not apply to the Summer Session.

## **Repetition of a Course**

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

## **Change of Assigned Grade**

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

## **Course substitution or course waiver**

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

## Second Degree Requirements

A student seeking a second degree must be admitted to the second-degree program through the re-admission process. A student seeking a second associate degree must be referred to the Enrollment Manager's Office. The student must be informed that a minimum of 12 credit hours must be earned in one semester on campus as a requirement for the second degree. Approval for a second degree must be obtained from the Enrollment Manager.

## Changing Program of Study

A student wanting to change his/her program of study must complete the following:

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

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

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

## Earning Academic or Vocational Credit

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

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

Finals week is posted on the Academic Calendar, the Academic Calendar can be located in front of the catalog. Student clubs and organizations are urged to keep the finals week schedule in mind when planning activities.

## **Exemption from Requirements by Examination**

Students can test out of courses at LLTC and earn credit through advance placement examination with the following guidelines:

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

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

Students must obtain an "Examination for Credit" form from the Student Services office. This form must have both the department chair and the Associate Vice President of Academics' signature. The Enrollment Manager will verify that the student is enrolled and will sign the form at that time. A grade of Pass or Fail ("P" or "F") and the number of credits attempted will be placed on the form.

The student will take the completed form to the Business office and the appropriate fee paid depending on the amount of credit hour seeking. The form will be used as an admissions slip at time of the examination.

After the student completes the examination the instructor indicates with the "P" or "F" whether or not the student passes the test, the instructor will submit the form to the Enrollment Manager who will then enter the grade of Pass on the student's permanent record. No grade of Failure will be placed on the student's permanent record. The form will be placed in the student's permanent record.

Once a student elects to challenge a course and fails, he or she will not be able to challenge the same course exam while at LLTC.

## **Honorary Degree for Elders**

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

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



## **Auditing Policy**

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.

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.

## **Academic & Financial Probation (cumulative)**

If a student fails to maintain a 1.65 grade point average in their first semester, a 1.75 grade point average their second semester, a 1.95 grade point average their third semester and a 2.0 grade point average in their remaining semesters at the College will receive notice of placement on academic probation. All students placed on academic probation must meet with their academic advisor and complete the agreement to improve academic performance prior to or during registration. Students placed on academic probation will be allowed to register for a maximum of 12 semester credits (13 if schedule includes a lab). The student will no longer be on academic probation after completing one regular semester of full-time (12 semester credits) enrollment with a grade point of 2.0 or above. All students must have an overall grade point average of 2.0 to graduate.

## **Academic & 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 cumulative 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, he/she must successfully petition the Financial Aid Director for re-instatement of any financial aid, and must successfully petition the Associate Vice President of Academics 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 Suspension Appeal**

A student who has been placed on Academic and Financial Aid suspension may appeal such action to the Associate Vice President of Academics. An appeal shall be based solely upon errors or extenuating circumstances that the student believes have affected his or her academic performance at Leech Lake Tribal College.

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

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

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

## **Academic Appeals**

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

1. Consult with the instructor to obtain all necessary information regarding the decision and attempt to clarify matters concerning the decision.
2. If you have any questions that remain unanswered after step 1, you should submit in writing your concerns regarding the action in question. Send a copy of the written statement to the faculty member and to the Associate Vice President of Academics. You are responsible for making an appointment with the Division/Department Chair to review the allegations and discuss the findings with you.
3. If there is no satisfactory resolution of the problem at step 2, you may petition the Associate Vice President of Student Services who will provide appeal notification directly to the College Vice President, who has the final decision and authority on all Academic Appeals.

## **Academic Integrity**

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

- Obtaining, disseminating, or using unauthorized materials for the completion, by you or another student, an examination paper or an assignment.
- Unauthorized collaboration with another student in completing an assignment.
- Submitting as your own work that of another student or allowing your work to be submitted for credit by someone else.
- Copying from another student's paper or an assignment.
- Computer theft, such as unauthorized duplication of software and or unauthorized access to accounts other than your own. This includes the use of the college resources (computer facilities, network, software, etc.) for financial gain.
- **PLAGIARISM:** The representation of another's ideas, statements, or data, as your own. This includes copying, paraphrasing, or summarizing another person's work without the proper acknowledgement (footnoting, in text credit, quotation marks, etc.).

Student dishonesty will not be ignored. In situations where dishonesty is suspected, the faculty member will meet with the student, state the charge and action to be taken, and will refer him or her to the academic appeals section of the College catalog. Copies of this notice will be sent to the appropriate Department Chair and to the Associate Vice President of Academics. Students found guilty of cheating on examinations, plagiarism, and other forms of dishonesty will be dealt with directly by the faculty member concerned.

## **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 Enrollment Manager. 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.

**Reminder:** Official transcripts are mailed directly to the recipient college. No transcript will be released if the student has any financial obligation to Leech Lake Tribal College.

## Transfer to Other Colleges and Universities

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

Students who wish to attend a 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 in Business, Law Enforcement, and the Diploma, or Certification programs in a vocational area should note that their programs may not primarily be designed as transfer programs but as terminal vocational education program. Many of the credits vocational students are completing can transfer, but the number that can transfer may be more limited. Please consult your advisor or the Associate Vice President of Academics with any questions.

## Graduation

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

### Requirements for Graduation

1. Student must earn a minimum grade point average of 2.0.
2. Satisfy at least 64-65 credits required in the catalog curriculum.
3. Complete the Graduation Application and Summary at the Student Services office during registration for the final semester of a student's attendance at LLTC.
4. Fulfill all financial and academic obligations prior to the date of graduation.
5. Fulfill the residency requirements for LLTC.

# Student Involvement Clubs & Organizations

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

## Student Governance

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

## Student Senate

The Student Senate is composed of four to seven student representatives from the student body. LLTC student members, through student elections, will select students to serve on the Student Senate.

The Student Senate's responsibilities are:

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

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

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

There are two-three advisors to Student Senate, appointed by the LLTC administration.

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

# Campus Services

## Career Placement Services (218) 335-4220

The office of Career Placement Services provides comprehensive services and programs to all Leech Lake Tribal College enrolled students. The services provided are career development, job search, and career planning. Deciding on what career to pursue can be frustrating. The student can obtain help in clarifying career decisions, career-related experience or pursuing a professional job search via the Internet. The Career Placement services offer the following:

1. Computerized career assessments and career interest inventories via the internet.
2. Career counseling.
3. Career guidebooks and directories, company information, employer directories and job search, and a computer lab with web access (one in the library and one in the Career Placement Officer's office).
4. Internship and referral program.
5. Career Day events with prospective employers.
6. Résumé and cover letter assistance.
7. Workshops and seminars on career-related issues.
8. Assistance for transferring to another institution for a higher degree.

## TRIO/Student Support Services

Student Services Building (218) 335-4223

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

## Students with Disabilities

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

## Library

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

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

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

All students also have library privileges at the Bemidji State University Library. Leech Lake Tribal College student ID cards, with a current validation sticker, are required for use of the Bemidji State University Library. Photocopying services are available in the college library for a small fee.

## **Center for Outreach and Continuing Education**

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

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

Community members may take course offerings from the Community Education and the Continuing Education program and may receive Continuing Education Units and certificates of attendance. One continuing education unit is awarded for 10 hours of class. **These units are not college credits**, but the record of these classes is maintained by the College. Continuing education units document professional advancement as well as the enjoyment of learning together in the community.

## **Student Dining**

Leech Lake Tribal College does not offer campus dining; however there are various restaurants within the City of Cass Lake.

## **City Parking**

The City of Cass Lake regulates all streets that border LLTC. Please contact the Cass Lake Police Department, (218) 335-2351, regarding parking on these streets.

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# **Security and Safety**

## **General Procedure**

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

## **Emergency Numbers**

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

## Reporting Crime

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

## Class Cancellations & Notification

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

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

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# RIGHTS AND RESPONSIBILITIES

## Code of Conduct

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

Students are expected to be familiar with the academic policies and procedures as described in this catalog.

## Academic Integrity

See "Academic Policies".

## Family Education Rights and Privacy Act (FERPA)

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

Leech Lake Tribal College is in full compliance with federal law pertaining to student records. A complete statement of Family Educational Rights and Privacy Act of 1994 is available from the Enrollment Manager's office.

## **Academic Records**

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

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

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

1. Name
2. Program of enrollment
3. Period of enrollment
4. Diplomas/Certificates awarded
5. Honors
6. Date of Program completion

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

## **Sexual Violence and Harassment**

Leech Lake Tribal College endorses the Minnesota State Legislature's ethic zero tolerance toward sexual violence and sexual harassment. All members of the Leech Lake community are expected to comply with the letter of protective laws, and to take the spirit of such laws to heart.



# *Liberal Education Requirements*

## **The Mission Statement**

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

## **Minnesota Transfer Curriculum**

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

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



## **LLTC Liberal Education Guidelines**

1. A total of 51 credits must be completed to satisfy the Liberal Education requirements for an Associate of Arts degree at Leech Lake Tribal College.
2. A single course may be placed in one or two categories. Each credit in any of these courses, however, may be counted only once in meeting the 51-credit requirement.
3. The Critical Thinking category may be satisfied by taking a course in another Liberal Education category.
4. In each category where two or more courses are required (i.e., #3, 5, and 6), students are encouraged to take courses with different departmental prefixes.

## **Associate of Arts (A.A.) in Liberal Education**

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

## Liberal Education Planning Form

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

		Credits	Semester	Grade
<b>Category 1: Communications-9 credits minimum</b>				
ENG 101	English Composition I	3		
ENG 102	English Composition II	3		
SPCH 201	Speech & Communications	3		
<b>Category 2: Critical Thinking (Satisfied by completing MNTC)</b>				
<b>Category 3: Natural Science</b>				
Note: Liberal Education = 7 credits minimum				
Note: *Early Childhood Ed Major = 4 credits minimum				
BIO 101	General Biology I	3		
BIO 101 L	General Biology I Lab	1		
BIO 102	General Biology II	3		
BIO 102L	General Biology II Lab	1		
CHEM 101	General Chemistry	3		
CHEM 101L	General Chemistry Lab	1		
PHY 100	Introduction to Physical Science	3		
PHY 100L	Introduction to Physical Science Lab	1		
<b>Category 4: Mathematical/Logical Reasoning-3 credits minimum</b>				
MAT 140	Concepts in Mathematics (suggested for non-math majors)	4		
or	College Algebra			
MAT 150		3		
or	Advanced College Algebra-required for transfer			
MAT 155		3		
<b>Category 5: History and Social/Behavioral Sciences</b>				
Note: Liberal Education = 9 credits minimum				
Note: *Early Childhood Ed = 12 credits from different disciplines				
ANI 100	Introduction to Anishinaabe Studies	3		
HIS 101	US History	3		
Elective	[Choose one course from list on page 38]	3		
*ECE 180	Child Growth & Development (Cross-listed as PSY180)	3		
*PSY 101	General Psychology	3		
<b>Category 6: Humanities and Arts-6 credits minimum</b>				
ENG 250	Contemporary American Indian Literature	3		
MUS 250	History of Anishinaabe Music and Dance	3		
or				
ART 100	Introduction to Traditional and Contemporary Art	3		

		Credits	Semester	Grade
<b>Category 7: Human Diversity</b>				
Note: Liberal Ed = 3 credits minimum, LLTC requires 8 credits of Ojibwe Language for A.A. Degree				
Note: *Early Childhood Ed = 6-8 credits minimum				
OJI 101	Speaking Ojibwe I	4		
OJI 102	Speaking Ojibwe II	4		
or				
*OJI 111	Speaking Ojibwe with Children	2		
<b>Category 8: Global Perspective-3 credits minimum</b>				
ENG 251	Early American Indian Literature	3		
or				
GEO 200	Sense of Place	3		
or				
POL SC 225	Treaty Law and Tribal Sovereignty	3		
<b>Category 9: Ethical and Civic Responsibility</b>				
Note: Liberal Ed = 3 credits minimum				
Note: *Early Childhood Ed = 6 credits minimum				
ITECH 100	Introduction to Computing	3		
or				
ITECH 150	Introduction to Microcomputers	3		
*PHI 200	Anishinaabe Philosophy	3		
<b>Category 10: People and the Environment</b>				
Note: Liberal Ed = 3 credits minimum				
Note: *Early Childhood Ed = 3 credits minimum				
BIO 200	Ethnobiology	3		
or				
BIO 204	Environmental Science	3		
or				
ENGL 200	Literature and the Environment	3		
*HEA 100	CPR/First Aid and Healthy Lifestyles	3		
<b>Electives – 13 credits</b>				

## **CATEGORY 1: COMMUNICATION**

(Requires 3 courses, 9 credits)

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

### **Student Competencies:**

Students will be able to

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

### **Courses that satisfy this category include**

ENGL 101—English Composition I (3 credits)

ENGL 102—English Composition II (3 credits)

SPEECH 201—Speech & Communications (3 credits)

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## **CATEGORY 2: CRITICAL THINKING**

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

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

### **Student Competencies:**

Students will be able to

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

### **CATEGORY 3: NATURAL SCIENCE**

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

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

#### **Student Competencies:**

Students will be able to

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

#### **Courses that satisfy this category include**

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

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### **CATEGORY 4: MATHEMATICAL/LOGICAL REASONING**

(requires one course, 3 or more credits)

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

#### **Student Competencies:**

Students will be able to

- Identify and demonstrate knowledge of mathematical terms and language.
- Analyze and systematically solve elementary, intermediate, and advanced mathematical problems.

- Compare and contrast relationships within algebraic and graphic concepts.
- Use critical thinking skills and mathematical reasoning to manage problems encountered in daily life.

**Courses that satisfy this category include**

MATH 140—Concepts in Mathematics (4 credits)  
 MATH 150—College Algebra (3 credits)  
 MATH 155—Advanced College Algebra (3 credits)

**CATEGORY 5: HISTORY AND THE SOCIAL/BEHAVIORAL SCIENCES**

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

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

**Student Competencies:**

Students will be able to

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

**Courses that satisfy this category include**

Required

ANI 100—Introduction to Anishinaabe Studies (3 credits)  
 HIS 101—US History (3 credits)

and one of the following courses:

GEOG 200—Sense of Place (3 credits)  
 HIS 150\*—History of Leech Lake (3 credits)  
 PSY 101—General Psychology (3 credits)  
 PSY 200\*—American Indian Psychology (3 credits)  
 PSY 220—Abnormal Psychology (3 credits)

SOC 101—Introduction to Sociology (3 credits)  
SOC 200\*—Anishinaabe Woman (3 credits)

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

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## **CATEGORY 6: HUMANITIES AND ARTS**

(requires two courses, 6 or more credits)

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

### **Student Competencies:**

Students will be able to

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

### **Courses that satisfy this category include**

#### Required

ENGL 250—Contemporary American Indian Literature (3 credits)

and one of the following:

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

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

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## **CATEGORY 7: HUMAN DIVERSITY**

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

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

## **Student Competencies**

Students will be able to

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

### **Courses that satisfy this category include:**

#### Required for A.A. degree

- OJI 101—Speaking Ojibwe I (4 credits)
- OJI 102—Speaking Ojibwe II (4 credits)

#### Electives

- GEOG 200—Sense of Place (3 credits)
- HIS 101—US History (3 credits)
- OJI 201—Speaking Ojibwe III (4 credits)
- OJI 202—Speaking Ojibwe IV (4 credits)
- PHIL 200\*—American Indian Philosophy (3 credits)
- SOC 200\*—Anishinaabe Woman (3 credits)

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

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## **CATEGORY 8: GLOBAL PERSPECTIVE**

(requires one course, 3 or more credits)

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

### **Student Competencies:**

Students will be able to

- Practice critical thinking skills that reflect a global perspective, including the ability to gather and interpret factual information, identify alternative worldviews, and recognize value assumptions.



- Demonstrate a knowledge of cultural, social, political, linguistic, and religious differences.
- Understand the role and responsibility of a responsible world citizen.
- Analyze the causes of specific international problems and articulate possible solutions.

**Courses that satisfy this category include**

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

**CATEGORY 9: ETHICAL AND CIVIC RESPONSIBILITY**

(requires one course, 3 or more credits)

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

**Student Competencies:**

Students will be able to

- Utilize critical thinking skills characteristic of those who practice ethical and civic responsibility.
- Evaluate and articulate their own ethical views.
- Assess and discuss the ethical dimensions of various legal, social, and scientific issues.
- Recognize the diversity of political and spiritual motivations and interest of others.
- Articulate ways of exercising the rights and responsibilities of a good citizen.

**Courses that satisfy this category include**

Required

ITECH 100—Introduction to Computing (3 credits)

or

ITECH 150—Introduction to Microcomputer Applications (3 credits)

Electives

PHIL 200—American Indian Philosophy (3 credits)

SOC 200—Anishinaabe Woman (3 credits)

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## **CATEGORY 10: PEOPLE AND THE ENVIRONMENT**

(requires one course, 3 credits)

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

### **Student Competencies:**

Students will be able to

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

### **Courses that satisfy this category include**

BIO 200—Ethobiology (3 credits)

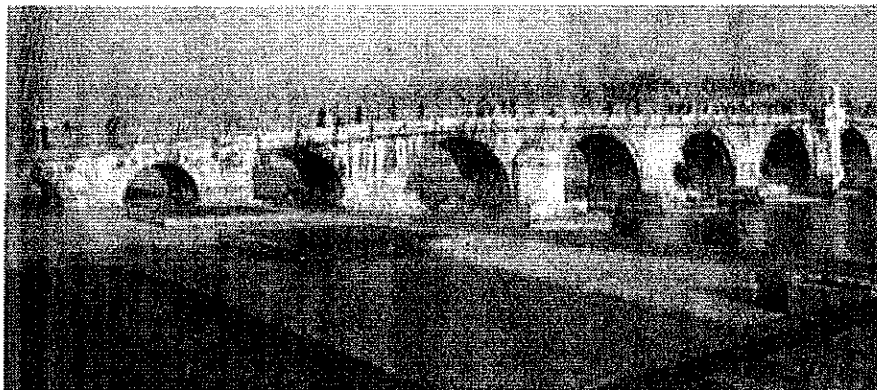
BIO 204—Environmental Science (3 credits)

ENGL 200—Literature and the Environment (3 credits)

# Programs of Study

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

## Arts & Humanities



**FACULTY:** Ginny Carney, Chair  
Wilfred Cyr  
Duane Goodwin  
Elaine Fleming  
Robert Jourdain  
Helen Wassegijig

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

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

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

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

### **1. Required Courses**

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

**or**

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

ENGL 101 – English Composition I (3 credits)  
ENGL 102 – English Composition II (3 credits)  
ENGL 250 – Contemporary American Indian Literature (3 credits)  
OJI 101 – Speaking Ojibwe I (4 credits)  
OJI 102 – Speaking Ojibwe II (4 credits)  
SPCH 201 – Speech and Communications (3 credits)

## **2. Electives**

ART 100 -- Introduction to Traditional/Contemporary Art (3 credits)  
ART 101 -- Flute Making (3 credits)  
ART 102 -- Introduction to Pottery (3 credits)  
ART 103 -- Jingle Dress/Star Quilts (3 credits)  
ART 104 -- Moccasin Making (3 credits)  
ART 105 -- Introduction to 2-Dimensional Designs (3 credits)  
ART 106 -- Introduction to 3-Dimensional Designs (3 credits)  
ART 107 -- Drawing I (3 credits)  
ART 108 – Sculpture (3 credits)  
ART 109 -- Water Color Painting (3 credits)  
ART 110 -- Oil Acrylic Painting (3 credits)  
ART 180 -- Video Production (3 credits)  
ART 210 – Photography (3 credits)  
ENGL 150 -- Technical and Professional Writing (3 credits)  
ENGL 200 -- Literature and the Environment (3 credits)  
ENGL 220 -- Creative Writing (3 credits)  
ENGL 251 -- Early American Indian Literature (3 credits)  
MUS 105 -- Music Appreciation (3 credits)  
MUS 140 -- Performance Study: Instrumental or Voice (2 credits)  
MUS 151 -- Native American Flute I (2 credits)  
MUS 152 -- Native American Flute II (2 credits)  
MUS 153 -- Native Flute-Making (3 credits)  
MUS 160 – Chorus (2 credits)  
OJI 111 -- Speaking Ojibwe with Children (2 credits)  
OJI 201 -- Speaking Ojibwe III (4 credits)  
OJI 202 -- Speaking Ojibwe IV (4 credits)  
OJI 220 -- Teaching & Learning Ojibwe (2 credits)  
OJI 271 -- Ojibwemowin Retreat (2 credits)  
PHIL 200 -- Indigenous Philosophy (3 credits)

## Career and Technical Department



**Faculty:** Karen Thompson, Chair  
Rochell Carpenter  
Clem Nason  
Marilyn Norby  
Russ Schoeck

**Programs:** Business Management, Child Development Associate, Carpentry, Electrical, Law Enforcement

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

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

### **All Programs:**

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

**Construction Trades**

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

**Law Enforcement**

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

**Business Management**

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

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## **Residential Carpentry**

Students may complete the 1-year Residential Carpentry Diploma. Students completing this diploma may enter into the two-year Carpentry Program at Leech Lake Tribal College.

### **Diploma Requirements-One Year**

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)**  
**BLTD—110 Blueprint Reading (2)**  
**BLTD—112 Construction Estimating (2)**

To receive the 1-year Residential Carpentry Diploma the student must also meet all general college requirements for a diploma, including:

**ENG -096—Writing and Reading Skills**  
**or**  
**ENG 101—English Composition, and all of the following:**  
**MAT-093—Basic Math Skills or Higher**  
**ITECH-100—Introduction to Computers**  
**HL100—First Aid & CPR**

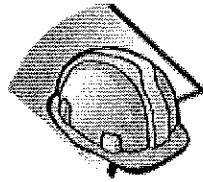
### **Diploma Requirements-Two year**

Students electing to earn the 2-year Residential Carpentry Diploma must take the following courses:

**BLTD 210—Blueprint Reading II**  
**CARP-206—Advanced Framing Applications**  
**CARP-206L—Residential Carpentry Lab III**  
**CARP-112—Construction Estimating & Planning**  
**CARP-226—Interior Finish & Exterior Finishes**  
**CARP-226L—Residential Carpentry Lab IV**



# Construction Electricity



## **Residential \* Commercial \* Industrial** **62 Credits**

Students must have successfully completed the Leech Lake Tribal College First Year Residential Program or approved course work from an accredited electrical program to enter the second-year program. Students may receive advanced standing for up to 1/3 of the program with verification of skills and instructor approval. Students electing to earn this diploma must complete the following courses:

### Diploma Requirements-Year One

**Construction Electricity 110—Introduction to Electrical Circuit Theory**  
**Construction Electricity 114—Materials & Codes**  
**Construction Electricity 116—Intro to Residential Wiring**  
**Construction Electricity 118L—Electrical Circuit Theory lab & lecture**  
**Construction Electricity 120L—Residential Wiring-National Electrical Code**  
**Construction Electricity 122—Electrical Services**  
**Construction Electricity 124—Electrical Blueprints I**

### Diploma Requirements-Year 2

**Electricity 208—Commercial Wiring**  
**Electricity 208L—Commercial Wiring Lab**  
**Electricity 210—Industrial Wiring I**  
**Electricity 210L—Industrial Wiring Lab**  
**Electricity 220—Load Management Controls**  
**Electricity 212—Electrical Blueprints II**  
**Electricity 214—Electrical Blueprints III**

To receive the 2-year Construction Electricity Diploma the student must also meet all general college requirements for a diploma, including:

**ENG -096—Writing and Reading Skills**

**or**

**ENG 101—English Composition**

**MAT 093—Basis Math Skills**

**or**

**MAT 140—Concepts in Mathematics, and both of the following:**

**ITECH-100—Introduction to Computers**

**HL100—First Aid & CPR**

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

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

Students who choose this option are not primarily interested in transferring into a 4-year degree program but instead, wish to enter the job market immediately upon completion of the A.A.S. degree.

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

### **Requirements**

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

### **Business Management Core Courses**

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

**Business Management Electives of Core Courses**

*An additional 9 credit hours are to be selected from the list with advisor's assistance.*

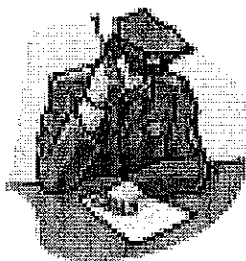
<b>Course Number</b>	<b>Title</b>	<b>Credits</b>
ACC 102	Principles of Accounting II	3
ACC 250	Financial Accounting	3
BUS 295	Special Topics in Business & Economics	3
CAS 220	Hotel Management	3
BUS 299	Business Internship	3
BUS 180	Casino Management	3
TA 210	Tribal Administration/Policy	3
BUS 230	Business/Supervision & Leadership	3
ITECH 108	Professional Office Procedures	3
ITECH 224	Spreadsheet Concepts-Excel	3
ITECH 230	Database Concepts-Access	3

**Business Management General Ed Courses**

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

## Associate of Applied Science Degree in Law Enforcement

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



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 completion of an A.A.S. degree and POST certification.

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

The Law Enforcement courses offered by Leech Lake Tribal College apply to P.O.S.T. Board Certification. However, all Law Enforcement students must also 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 (Hibbing Community College)

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

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

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

The College will submit to the Peace Officer Standards and Training (POST) Board the names of applicants and all current Law Enforcement Program participants for the purpose of verifying conviction data. The POST Board shall report to the College the names of applicants who do not qualify for admission under this section. If a student is denied admission or continued participation in the Law Enforcement program because of any of the conditions listed above, the College shall inform the student of the denial and its reasons for the denial. The College shall also afford the student a formal appeal process.

### **A.A.S. Program in Law Enforcement**

#### **V. Law Enforcement Required Classes**

<b>Law Enforcement</b>		
<b>Course Number</b>	<b>Title</b>	<b>Credits</b>
LE 100	Physical Conditioning	3
LE 105	Intro To Criminal Justice	3
LE 110	Minnesota Traffic Law	3
LE 111	Minnesota Selected Statutes	3
LE 122	Constitutional Law & Civil Liability	3
LE 150	Report Writing	3
LE 210	Juvenile Delinquency & Justice	3
LE 211	Community Policing	3
LE 212	Victims and Victims Rights	3
LE 221	Evidence & Procedure	3
LE 223	Controlled Substance I.D. and Investigation	3
LE 280	Police Ethics	3
POL 225	Treaty Law & Tribal Sovereignty	3
LE 225	Policing Tribal Lands	3
<b>Total Required Credits</b>		<b>42</b>

#### **General Ed. Classes Required**

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

## **Child Development Associate (CDA)**

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

ECE 111 (3 credits) – CDA I

ECE 112 (3 credits) – CDA II

ECE 113 (1 credit) - CDA Renewal

ECE 114 (1 credit) – CDA Second Setting

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

## Department of Education



**Faculty: Elaine J. Fleming, Chair  
Marilyn Norby  
Jacquelyn Crisman**

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

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

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

### **Associate of Arts Degree in Early Childhood Education**

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

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

### A.A. in Early Childhood Education

**Developmental Credits (if needed)**

Course Number	Course Title	Credits

**I. Communications (6 semester credits)**

Course Number	Course Title	Credits
ENG101	English Composition	3
ENG122	English Composition	3

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

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

**III. Mathematics (3 or more semester credits)**

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

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

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



**V. Humanities (6 credits from different disciplines)**

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

**VI. Human Diversity (6 - 8 semester credits)**

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

**VII. Global Perspectives (3 semester credits)**

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

**VIII. Ethical & Civic Responsibility (6 semester credits)**

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

**IX. People & the Environment (3 semester credits)**

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

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

Course Number	Course Title	Credits
*ECE 130	Appropriate Environments	2
*ECE 210	Creative Activities	3
*ECE 240	Children, Families & Community	3
*ECE 200	Preschool Curriculum or	

*ECE 299	Preschool Practicum	3
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**XI. Early Childhood Education Electives (3 semester credits)**

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

**XII. General Elective (1 – 3 semester credits)**

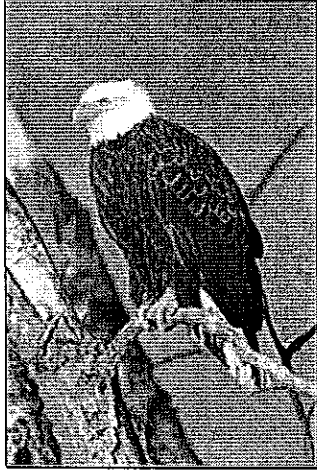
	Any course	1-3
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Total Credits Required: **65**

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

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

## Math & Science Department



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

### **DISCIPLINES: Science, Math, Informational Technology, and Nutrition**

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

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

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

## **Required Courses**

### **One of the following courses**

ITECH 100 Introduction to Computing (3 credits)

**OR**

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

### **Two of the following courses**

BIO101 General Biology I (3 credits)

**OR**

BIO102 General Biology II (3 credits)

**OR**

Phy100 Physical Science (3 credits)

**OR**

CHEM100 General Chemistry I (3 credits)

### **One of the following labs**

BIO101-L General Biology Lab (1 credit)

**OR**

BIO102-L General Biology II Lab (1 credit)

**OR**

Phy100-L Physical Science Lab (1 credit)

**OR**

CHEM100L General Chemistry I Lab (1 credit)

### **One of the following courses**

Mat140 Math Concepts (4 credits)

**OR**

Mat150 College Algebra (3 credits)

**OR**

Mat155 Advanced College Algebra (3 credits)

### **Electives**

BIO101 General Biology I (3 credits)

BIO101-L General Biology Lab (1 credit)

BIO102 General Biology II (3 credits)

BIO102-L General Biology II Lab (1 credit)

BIO125 Wildlife Management (3 credits)

BIO130 Wildlife Biology (3 credits)

BIO130-L Wildlife Biology Lab (1 credit)

BIO140 Ecology (3 credits)

BIO140-L Ecology Lab (1 credit)

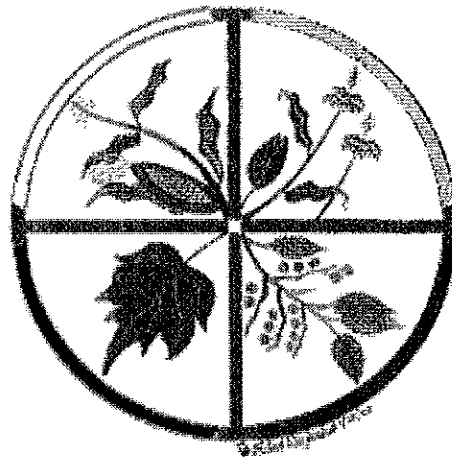
BIO200 Ethno-biology (3 credits)

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

# Woodlands Wisdom Nutrition Program

Kay Knaeble, Program Director

The Woodlands Wisdom Nutrition Program was started to create a traditional, holistic educational program in the Tribal College to prepare students to help deal with nutrition and health-related chronic problems, such as diabetes and heart disease, which the reservations are facing. We educate students to work in their community with the one- or two-year program, or prepare them to continue their education at four-year institutions to become Nutritionists or Dieticians.



## Diploma Requirements

32 Credits

### Semester One

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

### Semester Two

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

To receive the 2-year Associate of Science Degree, students can complete the requirements of the A.S. degree as a continuation of the one-year program.

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## Associate of Science Degree (A.S.) Nutrition

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

Students should elect this degree if they wish to transfer to and complete a four-year Bachelor of Science (B.S.) degree program. The program may be structured to transfer to other institutions and 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.

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

### **Requirements**

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

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

## Required Courses

### Food & Nutrition (11 semester credits)

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

### Electives

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

### Anishinaabe Language and Culture (14 semester credits)

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

### English & Humanities (12 semester credits)

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

### Mathematics and Science (21 semester credits)

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

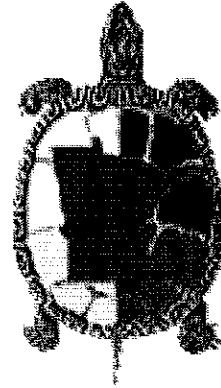


**Physical Education (1 semester credit)**

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

## Social and Behavioral Sciences

**Faculty:** Elaine Fleming, Chair  
Wilfred Cyr  
Mike Garbow  
Lila George  
Alex Nadeson  
Mariah Tenamoc  
Helen Wassegijig



**DISCIPLINES:** Anishinaabe Studies, Geography, History, Political Science, Psychology, Sociology

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

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

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

**1. Required Courses**

- ANI 100 Introduction to Anishinaabe Studies (3 credits)
  - HIS 101 U.S. History (3 credits)
  - OJI 101 Speaking Ojibwe I (4 credits)
  - OJI 102 Speaking Ojibwe II (4 credits)
- Subtotal** **14 credits**

**2. Required Elective - Choose One**

- PSY 101 General Psychology (3 credits)
  - PSY 220 Abnormal Psychology (3 credits)
  - SOC 101 Introduction to Sociology (3 credits)
- Subtotal** **3 credits**

**Total Required Credits** **17 credits**

**3. Electives**

- GEO 200 Sense of Place (3 credits)
- HIS 150 History of Leech Lake (3 credits)
- OJI 111 Speaking Ojibwe with Children (2 credits)
- OJI 201 Speaking Ojibwe III (4 credits)
- OJI 202 Speaking Ojibwe IV (4 credits)
- OJI 220 Teaching & Learning Ojibwe (3 credits)
- OJI 271 Ojibwemowin Retreat (2 credits)
- PHIL 200 American Indian Philosophy (3 credits)
- POL 150 American Government (3 credits)
- PSY 180 Child Growth & Development. Cross referenced as ECE 180. (3 credits)
- PSY 200 American Indian Psychology (3 credits)
- OJI 291 Special Topics in Ojibwe/Anishinaabe Studies (3 credits)
- SOC 200 Anishinaabe Woman (3 credits)

## ASSOCIATE OF ARTS IN ANISHINAABE STUDIES

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

### Requirements for Associate of Arts Degree in Anishinaabe Studies

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

### A.A. in Anishinaabe Studies Required Courses

#### XII. Communications (9 semester credits)

Course Number	Course Title	Credits
ENG 121	English Composition I	3
ENG 122	English Composition II	3
SPCH 201	Speech & Communications	3

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

Course Number	Course Title	Credits
BIO 101	General Biology	3
BIO 101L	General Biology Lab	1
BIO 102	General Biology II	3
BIO 102L	General Biology II Lab	1
CHEM100 & Lab	General Chemistry I	3
CHEM 100L	General Chemistry I Lab	1
PHY 100	Intro to Physical Science	3
PHY 100L	Intro to Physical Science Lab	1

#### XIV. Mathematics (3 semester credits)

Course Number	Course Title	Credits
MAT 140	Concepts in Math (non-math majors)	4
MAT 150	College Algebra	3
MAT 155	Advanced College Algebra	3

**XV. History/Social Science (9 semester credits)**

Course Number	Course Title	Credits
ANI 100	Intro to Anishinaabe Studies	3
HIS 101	U.S. History	3
	Select One Course From the Following	
PSY 101 OR PSY 220 OR SOC 101	General Psychology  Abnormal Psychology  Introduction to Sociology	3

**XVI. Humanities (6 semester credits)**

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

**XVII. Human Diversity (8 semester credits)**

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

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

**XVIII. Global Perspectives (3 semester credits)**

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

**XIX. Ethical & Civic Responsibility (6 semester credits)**

Course Number	Course Title	Credits
ITECH * 100 OR ITECH* 150	Introduction to Computers Introduction to Micro Computers	3
PHI 200	Anishinaabe Philosophy	3

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

**XX. Peoples & the Environment (3 semester credits)**

Course Number	Course Title	Credits
BIO 200	Ethnobiology	3

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

Course Number	Course Title	Credits

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

# Course Descriptions

## **Anishinaabe Studies**

### **Anishinaabe Studies 100 (3 credits)**

#### **Introduction to Anishinaabe Studies**

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

### **History 150 (3 credits)**

#### **History of Leech Lake**

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

### **OJI 101 (4 credits)**

#### **Speaking Ojibwe I**

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

### **OJI 102 (4 credits)**

#### **Speaking Ojibwe II**

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

### **OJI 111 (2 credits)**

#### **Speaking Ojibwe with Children**

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

### **OJI 201 (4 credits)**

#### **Speaking Ojibwe III**

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

**OJI 202 (4 credits)**

**Speaking Ojibwe IV**

A course designed to continue teaching advanced grammar and Ojibwe literacy. The major emphasis of this course will be on public speaking and on writing an Ojibwe composition.

Prerequisites: OJI 101/102/103.

**OJI 220 (3 credits)**

**Teaching & Learning Ojibwe**

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

**OJI 271 (2 credits)**

**Ojibwemowin Retreat**

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

**OJI 291 (3 credits)**

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

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

**PHIL 200 (3 credits)**

**American Indian Philosophy**

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

**Psychology 200 (3 credits)**

**American Indian Psychology**

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



## **Art**

### **Art 100 (3 credits)**

#### **Introduction to Traditional/Contemporary Art**

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

### **Art 101 (3 credits)**

#### **Flute Making**

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

### **Art 102 (3 credits)**

#### **Introduction to Pottery**

This studio art class introduces students to traditional and contemporary pottery techniques. Hand-building will be the main focus. Videos and demonstrations will help students understand the methods of various hand-building techniques. All students will be required to produce a project in each of these methods: pinch pot, coil, slab, press mold, and function sculpture.

### **Art 103 (3 credits)**

#### **Jingle Dress/Star Quilts**

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

### **Art 104 (3 credits)**

#### **Moccasin Making**

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

**Art 105 (3 credits)****Introduction to 2-Dimensional Designs**

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

**Art 106 (3 credits)****Introduction to 3-Dimensional Designs**

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

**Art 107 (3 credits)****Drawing I**

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

**Art 108 (3 credits)****Sculpture**

A studio art class focusing on Native American imagery with a 3-dimensional objective. Students will be expected to research Native imagery from a legendary point of view. Learning basic carving techniques and the use of electric and hand tools, taking appropriate safety precautions, will be a primary objective. Carving-rock suitable for the beginning stone carver will be used.

**Art 109 (3 credits)****Water Color Painting**

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

**Art 110 (3 credits)****Oil Acrylic Painting**

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

**Art 180 (3 credits)**

**Video Production**

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

**Art 201 (3 credits)**

**Independent Studies in Traditional Arts of the Anishinaabe**

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

**Art 210 (3 credits)**

**Photography**

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

**Art 280 (3 credits)**

**Special Studies**

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

**Business**

**Accounting 101 (3 credits)**

**Principles of Accounting I**

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

**Accounting 102 (3 credits)**

**Principles of Accounting II**

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

**Accounting 250 (3 credits)**

**Financial Accounting**

Focus on the process of how to record, classify, measure, and report business and small business data, with particular emphasis on the use of the balance sheet and the income statement, and

other accounting documents. Prerequisites: Fundamental Accounting 101 and Math 150 **OR** equivalent.

**Business 100 (3 credits)**

**Introduction to Business**

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

**Business 140 (3 credits)**

**Business Communications**

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

**Business 151 (3 credits)**

**Management**

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

**Business 160 (3 credits)**

**Human Resource Management**

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

**Business 180 (3 credits)**

**Casino Management**

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

**Business 220 (3 credits)**

**Hotel Management**

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

**Business 230 (3 credits)**

**Management/Supervision & Leadership**

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

**Business 240 (3 credits)**

**Principles of Marketing**

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

**Business 250 (3 credits)**

**Business Law**

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

**Business 295 (1-6 credits)**

**Special Topics in Business**

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

**Business 299 (1-6 credits)**

**Business Internship 299**

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

**Tribal Administration 210 (3 credits)**

**Tribal Policy**

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

**Carpentry**

**Blueprint Reading 210 (2 Credits)**

**Blueprint Reading**

Course deals with the reading and interpretation of working drawings. The meaning of various lines, symbols, conventions & abbreviations found on the drawing are noted and discussed so

that the student can learn blueprint reading's immediate association. A study of specifications is also included.

**Building Trades 110 (2 Credits)**

**Blueprint Reading**

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

**Building Trades 112 (2 Credits)**

**Construction Estimating**

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

**Carpentry 110 (2 Credits)**

**Introduction to Framing**

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

**Carpentry 114 (6 Credits)**

**Framing I, Construction Lab**

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

**Carpentry 116 (2 Credits)**

**Footings & Foundations**

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

**Carpentry 118 (6 Credits)**

**Interior Finish I – Drywall, Trim, Cabinet Installation**

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

**Carpentry 120 (2 Credits)**

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

**Carpentry 122 (2 Credits)**

**Exterior Finish I**

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

**Carpentry 124 (2 Credits)****Deck Construction**

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

**Carpentry 206 (3 Credits)****Advanced Framing Applications**

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

**Carpentry 226 (3 Credits)****Interior Finish & Exterior Finishes**

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

**Construction Electricity****Construction Electricity 110 (4 Credits)****Introduction to Electrical Circuit Theory (lab & lecture)**

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

**Construction Electricity 114 (2 Credits)****Materials and Codes**

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

**Construction Electricity 116 (2 Credits)****Introduction to Residential Wiring**

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

**Construction Electricity 118 (4 Credits)****Electrical Circuit Theory, lab & lecture**

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

**Construction Electricity 120 (4 Credits)****Residential Wiring – National Electric Code**

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

**Construction Electricity 122 (3 Credits)****Electrical Services**

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

**Construction Electricity 124 (3 Credits)****Electrical Blueprints**

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

**Electricity 208 (4 credits)****Commercial Wiring I**

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

**Electricity 208 L (8 credits)****Commercial Wiring I Lab**

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

**Electricity 210 (4 credits)****Industrial Wiring I**

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



**Electricity 210L (8 credits)****Industrial Wiring I, Lab**

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

**Electricity 212 (2 credits)****Electrical Blueprints II**

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

**Electricity 214 (2 credits)****Electrical Blueprints III**

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

**Electricity 220 (2 credits)****Load Management Controls**

In this course, students will learn about off-peak electrical systems and how they are controlled. Students will assemble load management systems using the materials and tools associated with the systems. Field trips will be used to show the students actual systems in use.

**Early Childhood Education****ECE 111 (3 credits) – CDA I**

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

**ECE 112 (3 credits) – CDA II**

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

**ECE 113 (1 credit) - CDA Renewal**

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

**ECE 114 (1 credit) – CDA Second Setting**

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

**ECE 130 (2 credits)****Appropriate Environments**

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

**ECE 170 (3 credits)****The Exceptional Child**

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

**ECE 175****Independent Study**

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

**ECE 180 (3 credits)****Child Growth and Development**

This course provides an overview of physical, social, emotional and intellectual development of young children. Multi-cultural and traditional Anishinaabe viewpoints will be explored. Students will begin to develop an individual portfolio. Cross listed as PSYCHOLOGY 180.

**ECE 195 (3 credits)****Caring for School -Age Children**

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

**ECE 200 (3 credits)****Preschool Curriculum**

This course focuses on the development of enrichment curriculum. Students will create lesson plans and thematic units concerning culturally appropriate and/or regionally appropriate and/or

developmentally appropriate topics. Students will be required to establish rationale and assessment for all activities.

**ECE 205 (3 credits)**

**Children and Literature**

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

**ECE 210 (3 credits)**

**Creative Activities for Young Children**

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

**ECE 240 (3 credits)**

**Children, Families and Communities**

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

**ECE 285 (1 -3 credits)**

**Topics in Education**

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

**ECE 299 (3 credits)**

**Preschool Practicum**

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

## **ENGLISH**

### **English 090 (1 credit)**

#### **Introduction to College–Study Skills**

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

### **English 096 (3 credits)**

#### **Writing and Reading Skills**

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

### **English 101 (3 credits)**

#### **English Composition I**

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

### **English 102 (3 credits)**

#### **English Composition II**

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

### **English 150 (3 credits)**

#### **Technical and Professional Writing**

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

### **English 200 (3 credits)**

#### **Literature and the Environment**

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

**English 220 (3 credits)**

**Creative Writing**

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

**English 250 (3 credits)**

**Contemporary American Indian Literature**

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

**English 251 (3 credits)**

**Early American Indian Literature**

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

**English 299 (3 credits)**

**Special Topics in Literature**

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

**Speech 201 (3 credits)**

**Speech and Communications**

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

**HEALTH**

**Health 100 (3 credits)**

**CPR/First Aid and Healthy Lifestyles**

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

**Health 240 (3 credits)**

**Contemporary Health Issues**

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

**PHY ED 101 (1 credit)**

**Introduction to Golf**

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

**PHY ED 103 (1 credit)**

**Walking for Fitness**

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

**INFORMATION TECHNOLOGY**

**ITECH 100 (3 credits)**

**Introduction to Computing**

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

**ITECH 101 (3 credits)**

**Intermediate Keyboarding**

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

**ITECH 108 (3 credits)**

**Professional Office Procedures**

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

**ITECH 150 (3 credits)**

**Introduction to Microcomputer Applications**

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

**ITECH 205 (3 credits)**

**Computerized Video Production**

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

**ITECH 224 (3 credits)**

**Spreadsheet Concepts Using Excel**

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

**ITECH 230 (3 credits)**

**Database Concepts Using Access**

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

**ITECH 270 (3 credits)**

**Web Page Design**

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

**ITECH 280 (3 credits)**

**Desktop Publishing**

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

**ITECH 282 (3 credits)**

**A+ Certification Hardware Core**

Preparation for the CompTia A+ Certification Hardware Core Exam.

Prerequisite: ITECH 150.

**ITECH 283 (3 credits)**

**A+ Certification Operating Systems Core**

Preparation for the CompTia A+ Certification Operating Systems Core Exam. Prerequisite: ITECH 150.

**ITECH 292 (1-3 credits)**

**Information Technology Internship**

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

**ITECH 299 (1-3 credits)**

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

**LAW ENFORCEMENT**

**Law Enforcement 100 (3 credits)**

**Physical Conditioning**

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

**Law Enforcement 105 (3 credits)**

**Introduction to Criminal Justice**

Study of the agencies and processes involved in the criminal justice system: the police, courts and corrections. Overview and analysis of operational practices and innovative programs in

policing, court administration, diversion, sentencing, and community corrections.

**Law Enforcement 110 (3 credits)**

**Minnesota Traffic Law**

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

**Law Enforcement 111 (3 credits)**

**Minnesota Selected Statutes**

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

**Law Enforcement 122 (3 credits)**

**Constitutional Law & Civil Liability**

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

**Law Enforcement 150 (3 Credits)**

**Report Writing**

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

**Law Enforcement 210 (3 credits)**

**Juvenile Delinquency and Justice**

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

**Law Enforcement 211 (3 credits)**

**Community Policing**

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

**Law Enforcement 212 (3 credits)**

**Victims and Victims' Rights**

Examines victim-offender relationships, interactions between victims and the criminal justice



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

**Law Enforcement 221 (3 credits)**

**Evidence and Procedure**

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

**Law Enforcement 223 (3 credits)**

**Controlled Substances: Identification and Investigation**

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

**Law Enforcement 225 (3 credits)**

**Policing Tribal Lands**

Overview of the development of tribal law enforcement from pre-contact to present with a focus on the changing loci of criminal jurisdiction on Indian land in relation to tribal sovereignty. Includes introductory analysis of sovereignty issues and PL280. Prerequisites: LE105, LE111.

**Law Enforcement 280 (3 Credits)**

**Police Ethics**

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

**Mathematics**

**Mathematics 093 (3 credits)**

**Basic Math Skills**

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

**Mathematics 094 (3 credits)**

**Algebra Skills**

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

**Mathematics 140 (4 credits)****Concepts in Mathematics**

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

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

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

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

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

**Mathematics 170 (3 credits)****Statistics**

Topics include introduction to basic terms, data collection, graphs, pareto diagrams, stem and leaf displays, frequency distributions, histograms, measures of central tendency, mean, standard deviation, linear regression, box and whiskers plot, probability, probability distributions, normal probability distributions, sampling distributions, application of the Central Limit Theorem, nature of estimation, hypothesis testing, and confidence intervals. Prerequisite: Math 150 or equivalent.

**Mathematics 210 (3 credits)****Pre-Calculus I**

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

**Mathematics 250 (3 credits)****Calculus I**

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

Prerequisite: Math 210 or equivalent.

## **MUSIC**

### **Music 105 (3 credits)**

#### **Music Appreciation**

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

### **Music 140 (2 credits)**

#### **Performance Study: Instrumental or Voice**

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

### **Music 151 (2 credits)**

#### **Native American Flute I**

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

### **Music 152 (2 credits)**

#### **Native American Flute II**

Continuation of Native Flute I. Prerequisite: Music 151.

### **Music 153 (3 credits)**

#### **Native Flute-Making**

This team-taught course provides a culturally relevant, hands-on learning experience. Students will learn about the indigenous North American flute tradition that continues into the 21<sup>st</sup> Century, how to design and personalize a flute that is uniquely their own, and how to compose both Native and non-Native music in the style of the oral tradition, as well as how to play from standard notation. Cross listed as ART 101.

### **Music 160 (2 credits)**

#### **Chorus**

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

### **Music 250 (3 credits)**

#### **History of Anishinaabe Music and Dance**

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

**Music 299 (1-3 credits)**

**Individual Topics in Music**

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

**SCIENCE**

**Biology 101 (3 credits)**

**General Biology I**

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

**Biology 101L (1 credit)**

**General Biology Lab**

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

**Biology 102 (3 credits)**

**General Biology II**

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

**Biology 102L (1 credit)**

**General Biology II Laboratory**

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

**Biology 125 (3 credits)**

**Wildlife Management**

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

**Biology 130 (3 credits)**

**Wildlife Biology**

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

**Biology 130L (1 credit)**

**Wildlife Biology Lab**

Concurrent enrollment in Biology 130 required.

**Biology 140 (3 credits)****Ecology**

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

**Biology 140L (1 credit)****Ecology Lab**

Concurrent enrollment in Biology 140 required.

**Biology 200 (3 credits)****Ethnobiology**

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

**Biology 202 (3 credits)****Human Anatomy & Physiology**

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

**Biology 202L (1 credit)****Human Anatomy & Physiology Laboratory**

Concurrent enrollment in Biology 202 required.

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

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

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

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

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

Concurrent enrollment in Biology 210 required.

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

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

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

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

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

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

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

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

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

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

**Chemistry 101L (1 credit)****General Chemistry Laboratory.**

Concurrent enrollment in Chemistry 101 required.

**Chemistry 102 (3 credits)****General Chemistry**

A continuation of the studies started in Chemistry 101 covering basic concepts of inorganic, organic, and biochemistry.

**Chemistry 102L (1 credit)****General Chemistry Laboratory.**

Concurrent enrollment in Chemistry 102 required.

**Forestry 101 (3 credits)****Introduction to Forestry**

A broad overview of forests located around the world, with special emphasis placed on the forests of the Leech Lake bio-region. The history of forest management, with an emphasis on the Leech Lake bio-region, will be covered.

**Physical Science 100 (3 credits)****Introduction to Physical Science**

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

**Physical Science 100L (1 credit)****Introduction to Physical Science Laboratory**

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

**Social Sciences****Geography 200 (3 credits)****Sense of Place**

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

**History 101 (3 credits)****US History**

A survey of American/United States history from an indigenous perspective. Includes history of indigenous cultures in pre-contact America; the interaction of Euro-American, African, and Indigenous peoples during exploration and colonization; development of new blended cultures; founding of a new nation; and growth of cultural tensions. Includes discussions of the increasingly diverse make-up of the indigenous population and emphasizes the development of analytical skills focusing on reading, oral presentation, and writing.

**Political Science 150 (3 credits)****American Government**

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

**Political Science 225 (3 credits)**

**Treaty Law and Tribal Sovereignty**

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

**Political Science 250**

**Special Topics**

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

**Psychology 101 (3 credits)**

**General Psychology**

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

**Psychology 180 (3 credits)**

**Child Growth and Development**

An overview of physical, social, emotional and intellectual development of young children. Multi-cultural and Anishinaabe viewpoints will be explored. Students will develop an individual portfolio. Cross listed as ECE 180.

**Psychology 220 (3 credits)**

**Abnormal Psychology**

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

**Sociology 101 (3 credits)**

**Introduction to Sociology**

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

**Sociology 200 (3 credits)**

**Anishinaabe Woman**

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



## **WOODLANDS WISDOM – NUTRITION PROGRAM**

### **Food & Nutrition 100 (1 credit)**

#### **Wellness Professions**

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

### **Food & Nutrition 140 (3 credits)**

#### **Food & Nutrition**

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

### **Food & Nutrition 200 (3 credits)**

#### **Food Safety**

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

### **Food & Nutrition 200L (1 credit)**

#### **Food Safety Lab**

Must be taken concurrently with Food & Nutrition 200.

### **Food & Nutrition 240 (3 credits)**

#### **Contemporary Health Issues**

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

### **Food & Nutrition 250 (1-3 credits)**

#### **Special Topic Series**

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

## **Leech Lake Tribal College Staff**

### **President, Vice-President and Associate Vice Presidents**

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Leah Carpenter, Interim President

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

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

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

Member, White Earth Band of Ojibwe

Ida M. Downwind, Interim Vice President

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

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

Member, Leech Lake Band of Ojibwe

Ginny Carney, Interim Associate Vice President of Academics

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

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

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

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

Eastern Cherokee

Sherri Moe, Associate Vice President of Career Development Center

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

Jennifer Moore, Associate Vice President of Student Services

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

Member, Bois Forte Band of Chippewa

### **Administrative Staff**

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Tom Beck, Title III Technology Coordinator

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

Post-Baccalaureate Teaching License, 1991

Susan Butler, Multi-Media Program Director

B.S., Elementary Education, Eastern Illinois University

Barbara Carlson, Financial Aid Director

Diploma, Information Technology, LLTC, 1997

Member, White Earth Band of Ojibwe

Suzanne Cunningham, Director of Human Resources  
Certified Public Accountant, 1980  
Certified Executive Development Financial Planner, 2000

Terri Dahl, TRIO Advisor/Academic Skills Coordinator  
B.A., American Indian Studies, Bemidji State University, 2002  
Member, Turtle Mountain Band of Ojibwe

Michael Fairbanks, Director of Management Information Systems  
B.S., Computer Information Systems, Bemidji State University, 2001  
Member, Leech Lake Tribal College

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

Valerie Frazier, Student Counselor  
B.S., Social Work, Bemidji State University, 1996  
MN Social Work License, 2001  
Member, Turtle Mountain Band of Ojibwe

Chris Freeman, Technology Desk/Site Coordinator

Lila George, Director of Research & Assessment  
B.A., Social Work, University of Northern Iowa, 1975  
MSW, University of Minnesota, Duluth, 1985  
Ph.D. candidate, Social Work, University of Minnesota  
Member, Leech Lake Band of Ojibwe

Lisa Hemachandra, Financial Aid Counselor/Officer  
A.A., Education, Leech Lake Tribal College, 2002  
Member, Leech Lake Band of Ojibwe

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

Cherlene Jenkins, Administrative Assistant  
Member, Leech Lake Band of Ojibwe

Fran King, Administrative Receptionist  
A.A., Business Management, Leech Lake Tribal College, 2003  
Member, Bois Forte Band of Chippewa/Couchiching First Nation

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

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

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

Billy Ray Pigeon, Building Maintenance/Security  
Member, Seminole Nation of Oklahoma

Nichole Powers, Student Services/TRIO Academic Counselor  
A.A., Education, Leech Lake Tribal College, 2000  
B.S., Elementary Education, Sinte Gleska University, 2002  
Member, Turtle Mountain Band of Ojibwe

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

Wally Rea, Library Assistant  
A.A.S., Leech Lake Tribal College, 1998  
Member, White Earth Band of Ojibwe

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

Robert Rosenberger, Technology Coordinator  
A.A.S., Professional Computer Networking, Lake Superior College, 2003  
Certificate, Microsoft Office Professional and Small Business Computers,  
Lake Superior College, 2003

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

Sara Seeyle, Bookstore Manager/Finance Administrative Assistant  
Member, Red Lake Band of Ojibwe

Deborah Staples, Accountant  
A.A., Business, Leech Lake Tribal College, 2001  
Member, Leech Lake Band of Ojibwe

Diane Staples, Administrative Assistant, Career Development Center  
Secretarial Diploma, Staples Area Vocational Technical Institute, 1990  
A.A.S., Microcomputers, Leech Lake Tribal College, 1997  
Member, Leech Lake Band of Ojibwe

Mariah Tenamoc, Research & Assessment Associate  
B.S., Sociology, North Dakota State University, 1991  
M.S., Sociology, North Dakota State University, 1993  
Ph.D., Sociology, South Dakota State University, 2000

Benny Tonce, Elder Mentor  
B.S., Elementary Education, Bemidji State University, 1980  
M.S., Counseling, Bemidji State University, 1981  
Member, Leech Lake Band of Ojibwe

## **Faculty**

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Ginny Carney, Arts & Humanities Chair  
B.A., English, Tennessee Temple University, 1969  
A.D.N., Nursing, Cleveland (TN) State College, 1978  
M.A., English, University of Alaska Anchorage, 1990  
Ph.D., English, University of Kentucky, 2000  
Eastern Cherokee

Rochelle Carpenter, Carpentry Instructor  
Minnesota Licensed Contractor

Wilfred Cyr, Ojibwe Language Instructor  
A.A., Rainy River Community College, 1977  
B.A., American Indian Studies, Bemidji State University, 1981  
B.S., Public Service, Bemidji State University, 1986  
Member, Nagaajiwanaang First Nation

Elaine Fleming, Education/Social & Behavioral Science Chair  
B.A., History, Methodist College, Fayetteville, NC, 1985  
M.S., Educational Curriculum and Instruction, Bemidji State University, 1999  
MFA, Antioch University, Los Angeles, 2003  
Member, Leech Lake Band of Ojibwe

Duane (Dewey) Goodwin, Art Instructor  
Studies at Institute of American Indian Arts, Santa Fe  
Member, White Earth Band of Ojibwe

Robert Jourdain, Ojibwe Language/English Instructor  
B.A., English and American Indian Studies, Bemidji State University, 1992  
M.A. Candidate, English, Bemidji State University  
Member, Couchiching First Nation

Kay Knaeble, Nutrition Instructor  
B.A., Home Economics Education, Concordia College, 1980

Harold (Harv) Lueck, Biology Instructor  
A.A.S., Natural Resources, University of Minnesota , Crookston, 1972  
B.S., Biology and Psychology, Bemidji State University, 1978  
M.S. Candidate, Biology, Bemidji State University

Clem Nason, Carpentry Instructor  
Certificate in Welding, Itasca Junior College  
Diploma, Civil Engineering Technology, Wadena Area Technical College  
MN Licensed Contractor  
Member, Leech Lake Band of Ojibwe

Kelly Nipp, Math, Science, & Technology Chair  
B.S., Physical Science, Bemidji State University, 1995  
B.S., Mathematics, Bemidji State University, 1997  
M.S. Candidate, Mathematics, Bemidji State University

Marilyn Norby, Early Childhood Education Instructor  
B.S., Community Services, Bemidji State University, 1984

Karen Palmer-Thompson, Career & Technical Chair  
National Business Consultant and Trainer  
Certified Instructor, Core-Four Business Planning Course

Russell Schoeck, Construction Electricity Instructor  
Diploma, Anoka Technical College  
Class A Journeyman Electrician

Jlayne Torma, Math/Science/Technology Instructor  
B.S., Electrical Engineering, North Dakota State University, 1992  
B.S., Math Education, Bemidji State University, 1997  
B.S., Physical Science Education, Bemidji State University, 1997  
M.S. Candidate, Science Education, Bemidji State University

Helen Wassegijig, Ojibwe Language Instructor  
B.F.A., University of Ottawa, 1986  
B.V.A., University of Ottawa, 1986  
Member, Wikwemikong First Nation







