

KISHWAUKEE COLLEGE

CURRICULUM COMMITTEE AGENDA

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INFORMATION/DISCUSSION:

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GUESTS: Rich Alde, Zachery Caccia, Alan Edgecombe, Matt Ewert, Janet Gallagher, Laurie Hoecherl, Ami Irmen, James Mais, William Michels

FROM: Niki Criswell

DATE: November 7, 2016

SUBJECT: Curriculum Committee Meeting – AGENDA November 17, 2016 **A1247**, 2:00 p.m.

- I. Approval of the October 20, 2016 minutes, [p 23]
- II. Division Changes

ACSS

- A. ENG 088 Basic Reading and Writing (4) new course [p 29]

Prerequisite: Placement of 2 or 3 in writing and 20-49 in reading
A review of reading, writing, and comprehension skills required to analyze texts, including book length works, and to compose complete paragraphs, reflections, and summaries using Standard English. This course emphasizes reading and writing as recursive processes, vocabulary development and word analysis, grammar and punctuation rules, and organization and development of ideas. A multicultural view of society is presented in course readings. Course provides preparation for ENG 089 Reading & Writing Improvement. Not transferable. Four hours lecture/discussion a week.

Rationale: Currently, our developmental model separates reading and writing into separate courses. Even so, it is impossible to teach one without the other (how does one learn to write without first having read? how does one summarize or respond to a text without first thinking through their ideas on paper?). Thus, there is already a lot of reading that exists within our writing courses, and a lot of writing that exists within our reading courses – because reading and writing work best when they can inform each other. In an effort to eliminate some of the duplication between the reading and writing classes, as well as in the writing sequence itself, we are redesigning our developmental English program into an integrated reading and writing platform. ENG 089, which is being run for the first time this semester, is the level two tier – which will feed directly

into ENG 103. This course, ENG 088, will be the first tier integrated course for students who need a broader base of skill and more time before entering into college level coursework.

ACTION REQUESTED: Approve ENG 088 Basic Reading and Writing effective May 22, 2017, FY18 catalog, pending ICCB.

- B. ENG 099 Topics in Developmental English (.5-4) title change, credit hour change, course description change, pg. 125 [p 34]

Current: Topics in Developmental English (.5-4)

Prerequisite: Appropriate placement test score

A topics course in Developmental English. Topics may include supplemental instruction for developmental reading or developmental writing. Non-transferable. Repeatable three times up to a maximum of 16 credit hours.

Proposed: Comp 1 Supplemental Instruct (2)

Prerequisite: Appropriate placement test score

A review of skills to aid in the successful completion of ENG 103. This course focuses on tools required for student success; writing as a recursive process; unity, organization, development, and coherence in written language; elements of the paragraph and the essay; and grammar, punctuation, and usage review. Not transferable. Two hours lecture/discussion a week.

Rationale: When we first proposed this concept of supplemental instruction for ENG 103 for those students who placed just below transfer level writing, we presented this as a topics course in an effort to leave things flexible in case we needed to change anything, such as the number of credit hours. However, we have been teaching this course as two credits hours with this specific course description for several years and wish to make the change permanent as we have seen success with this format.

ACTION REQUESTED: Approve ENG 099 Comp 1 Supplemental Instruct effective May 22, 2017, FY18 catalog, pending ICCB.

- C. HIS 144 Western Civilization to 1715 (3) new course [p 41]

Prerequisite: None

A study of the development of Western Civilization from the classical period through the Reformation era. This will include specific study of Greece and Rome, the development of the Christian church in Europe, the Middle Ages, and the Renaissance, culminating in an analysis of the political, economic, social, and cultural changes during the Early Modern period in Europe. Three hours lecture/discussion a week.

- D. HIS 145 Western Civilization since 1715 (3) new course [p 50]
Transcript: WesternCivilization since 1715

Prerequisite: None

A study of the development of Western Civilization from the Enlightenment era to the present. This will include specific study of absolutism in the 18th century, the Industrial Revolution, French Revolution, the development of European nationalism and liberalism, and the rise of Europe as a global power, culminating in an analysis of the two world wars and the Cold War era. Three hours lecture/discussion a week.

Rationale: Most schools in Illinois have a two-part Western Civilization sequence, as there are two equivalent IAI numbers corresponding to the subject. However, like NIU, we have three Western Civilization courses. This has led to confusion for students in fulfilling the humanities requirement for the Associates degrees, with two courses currently representing the same IAI number (HIS 131/132). Additionally, the three courses often have redundancies with regards to material covered, which can be problematic for our many repeat students. So in order to remain consistent with the majority of the schools in Illinois, and provide the best experience for our students, the History department intends to create two new Western Civilization courses covering the entirety of the European timeline, and then ultimately deleting the current three-part sequence.

ACTION REQUESTED: Approve HIS 144 Western Civilization to 1715 and HIS 145 Western Civilization since 1715 effective May 22, 2017, FY18 catalog pending ICCB.

CT

- E. Proposed CIS Course Deletions

CIS 110 Visual Basic Programming (3) pg. 112

CIS 210 Visual Basic Programming II (3) pg. 115

CIS 212 Applied Visual Basic (3) pg. 115

Rationale: Visual Basic has become much less important as a programming language ever since Visual Basic .Net replaced Visual Basic 6 in 2002. The CIS department teaches several other programming languages that have much more importance in the field currently. One problem is that the Visual Basic course drew some students away from other introductory programming courses, such as CIS 160 (Java Programming I), leaving both the Visual Basic and Java courses with low enrollment numbers. The first two Visual Basic courses are not articulated with the state as Computer Science I (CS 911) and Computer Science II (CS 912). The CIS C++ (CIS 150, CIS 250) and Java courses (CIS 160, CIS 260) are articulated as CS 911 and CS 912 and do transfer to four year schools that use those languages as the core of their computer science programs. CIS 210 has had trouble getting enough enrollments to avoid cancelation. CIS 212 has not been scheduled for a number of years.

CIS 117 Creating a Web Page (1) pg. 113

Rationale: CIS 117 has not been scheduled for many years. It was replaced by CIS 118 (Foundations of Web Site Design). CIS 118 includes the content that was in CIS 117 as a part of its material. It was decided at the time to keep CIS 117 active just in case CIS wanted to go back to the shorter version with less content. CIS has not had a need for this course and it would be nice to remove it from the catalog so students are not misled into thinking that this course may be offered.

CIS 121 Web Animation-Flash (2) pg. 113

Rationale: This course was useful when Flash was popular, but Flash has gone out of favor. Some popular platforms (such as Apple mobile devices) do not allow Flash, and even the company that owns Flash (Adobe) is moving Flash developers to other standards-based solutions, such as WebGL and HTML5 canvas. CIS no longer schedules this course. It would be good to remove it from the catalog.

CIS 124 Introduction to XML (3) pg. 113

Rationale: This course seemed useful at the time it was created, but it covers XML in too much depth for CIS purposes. XML is sometimes briefly touched on in other CIS courses when it is needed. In the future, it would be easier to add some XML-related content to other CIS courses as needed rather than try to justify the need for this course as a standalone. Since it has not been offered since 2007, it would be nice to remove it from the catalog to avoid the impression that we might schedule it. If there arises a sudden local demand for processing XML data, we could satisfy that request using a CIS seminar course such as CIS 206.

CIS 183 Novell Fundamentals and Networking (3) pg. 115

Rationale: This course has not been offered for many years. It covers an obsolete technology. The successors to this topic are covered in other CIS Windows and Unix/Linux server courses.

CIS 252 C++ in Windows (3) pg. 116

Rationale: CIS 252 has not been scheduled for many years. It is an advanced C++ course that has only had enough student interest to be taught once or twice in the last eighteen years. CIS does not schedule this class anymore and it should be removed from the catalog so students are not misled into thinking that this course may be offered.

ACTION REQUESTED: Approve the deletion of CIS 110 Visual Basic Programming, CIS 210 Visual Basic Programming II, CIS 212 Applied Visual Basic, CIS 117 Creating a Web Page, CIS 121 Web Animation-Flash, CIS 183 Novell Fundamentals and Networking, CIS 124 Introduction to XML, CIS 252 C++ in Windows, effective May 23, 2017, FY18 catalog

F. Prerequisite Changes

CIS 238 Systems Analysis and Design (3) pg. 115
Current: CIS 110 or CIS 111 or CIS 150 or CIS 160
Proposed: CIS 111 or CIS 150 or CIS 160

Rationale: Since we are proposing deletion of CIS 110, it should also be removed from this list of possible prerequisites.

CIS 145 Cisco Networking I (4) pg. 114
Current: None
Proposed: CIS 140

Rationale: Experience in the CIS 145 classroom has shown that students with some fundamental networking background are able to move at a much faster pace than those with no networking background. We currently have students who have no networking background in the CIS 145 course and it slows the whole class down. CIS would like to make it possible for students to earn their Cisco industry certification in one year if they already have some networking background. In order to do that, CIS is planning on making each of the four Cisco courses eight weeks long. Students would take the first two Cisco courses in Fall and the last two in Spring. To do this successfully, the students need to have networking knowledge first. Making CIS 140 a requirement for CIS 145 will help achieve this goal.

CIS 270 Fundamentals of Linux Administration (3) pg. 116
Transcript: Fundamentals of Linux Admin
Current: CIS 170
Proposed: CIS 140 and CIS 170

Rationale: This course requires configuration of a Linux network server. Configuration of a network server often requires knowledge of how a network works and the various services that are provided over the network. CIS 170 provides thorough coverage of the commands and tools available within the Unix and Linux operating systems, but does not cover networking topics. Most students who take CIS 270 are prepared because they have already taken CIS 140, but the course can be a struggle for those who have no networking background. Adding CIS 140 (Networking Fundamentals) as a prerequisite will help make sure students have the background they need to succeed in this course.

ACTION REQUESTED: Approve the prerequisite change to CIS 238 Systems Analysis and Design, Cis 145 Cisco Networking I and CIS 270 Fundamentals of Linux Administration effective May 23, 2017, FY18 catalog.

G. CIS #437 Computer Information Systems (62) - 2 options, pg. 70-71, credit hour change

Current: Web Development Option (62)

Proposed: Web Development Option (60)

See Program Planner [p 59]

Rationale:

The purposes of the changes for this degree are to make the first year the same for both options and to make this degree option more relevant to current market conditions.

1. The Math elective is being moved from Fall of the first year to Spring of the first year.
2. The Social Science elective is being moved from Spring of the first year to Fall of the second year.
3. CIS 124 (Introduction to XML) is being **removed**. This course is being deleted due to virtually no demand in the market. The department and advisory committee think that the CIS 122 (Web Site Creation Software) course would more closely reflect skills currently desired in the industry.
4. CIS 237 (Database Management and SQL) is being **moved** to Spring of the second year from Fall of the first year.
5. CIS electives (4) have been **added** to the second year Fall schedule.
6. CIS 122 (Web Site creation Software) is being **added** to the Spring semester of the second year. This course probably should have been added to this degree when the course was created. It fits perfectly with the purpose of the degree.
7. CIS electives (5) have been **removed** from the second year Spring schedule to get the degree down to the target of 60 credit hours.
8. There are some changes which have to be made to the list of electives due to course deletions and a previous oversight. The changes are to **remove** courses being deleted (CIS 110, CIS 121, CIS 210), to **remove** a course which is now part of the degree (CIS 122), and to **add** a course that might be beneficial for the student (CIS 142).

Current: Programming Option (62) pg. 71

Proposed: Programming Option (60) pg. 71

See Program Planner [p 60]

Rationale: The purpose of the changes for this degree are to make the first year the same for both options and to make this degree option more relevant to current market conditions.

1. CIS 110 (Visual Basic Programming) is being **removed**. This course is being deleted due to low demand in the market and better (more relevant) alternative courses within CIS.
2. CIS 119 (JavaScript) is being **added**. JavaScript has become one of the major programming languages and the department and advisory committee think it is important to add CIS 119 to this degree option. It is already in the other option of this degree.

3. The Social Science elective is being moved from Spring of the first year to Fall of the second year.
4. CIS 237 (Database Management and SQL) is being **moved** to Spring of the second year from Fall of the first year.
5. CIS 238 (Systems Analysis and Design) is being **removed** at this time because the department and advisory committee do not think it is achieving its goals. We want to keep the course available as a CIS elective at this time and will look at possibilities for reworking the course or possibly covering the topics in other courses.
6. CIS 265 (Server-Side Programming) is being **added** because the department and advisory committee both think that the programming degree would be much more beneficial to the student if it included server-side programming. This course would help tie together other courses in this degree and give the student a much better understanding of software development in today's networked environment.
7. CIS electives (2) have been **removed** from the second year Spring schedule to get the degree down to the target of 60 credit hours.
8. There are some changes which would have to be made to the list of electives due to course deletions and a previous oversight, but since this option has no electives available, the electives only apply to the Web Development option.

H. CIS #460 Networking and Systems Administration (61) - 2 options, page 71-72
 Transcript: Networking & Systems Administr

Current: CISCO Option (61)

Proposed: CISCO Option (60)

See Program Planner [p 61]

Rationale: Note: This degree looks like a lot is changing, but the majority of the changes are scheduling changes. One of the major changes is that the four Cisco Networking courses are now planned to run as eight week courses instead of sixteen week courses. One goal in redesigning this degree was to make both options of the degree have the same schedule for the first year.

1. The Cisco courses (CIS 145, CIS 146, CIS 147, and CIS 148) are almost all **moving**. They are now planned as eight week courses. CIS 145 will be the first eight weeks in Fall, followed by CIS 146. CIS 147 will be the first eight weeks in Spring, followed by CIS 148. The Cisco courses will now be scheduled for the second year of the degree. This allows the prerequisite CIS 140 (Networking Fundamentals) to be taken in the Fall of the first year.
2. CIS 182 (Windows Server Fundamentals I) is being **moved** from Fall of the second year to Fall of the first year. Instead of being part of an option, it will now be required on its own. The other course in that option (CIS 170) will also be required (in Fall of the second year).
3. The Math and Social Science requirements have been **moved** between the Fall and Spring of the first year.
4. CIS 282 (Windows Server II Networking) is being **moved** from Spring of the second year to Spring of the first year. Instead of being part of an option, it will now be

- required on its own. The other course in that option (CIS 270) will also be required (in Spring of the second year).
5. CIS 283 (Network Security+) is being **added** to Spring of the first year. Security has become a vital concern in networking and the department and advisory committee think it is time to make this course a requirement.
 6. CIS electives (3) are **removed** from the first year Spring schedule to make room for CIS 283 (Network Security+) to be added.
 7. CIS 110 (Visual Basic Programming) is being deleted and it is therefore being **removed** as one of the programming course options from this degree.
 8. CIS 123 (Management Information Systems) is being **moved** from Spring to Fall of the second year.
 9. CIS 170 (Introduction to UNIX) was part of an option with CIS 182. It will now be **added** as a requirement on its own. The other course in that option (CIS 182) will also be required (in Fall of the first year). Unix/Linux has become a standard in networking and it is considered important to make sure the students have both Windows and Unix/Linux experience.
 10. CIS electives (2) are **removed** from the second year Fall schedule to make room for making both parts of the CIS 170/ CIS 182 option now required.
 11. CIS 270 (Fundamentals of Linux Administration) was part of an option with CIS 282. It will now be **added** as a requirement on its own. The other course in that option (CIS 282) will also be required (in Spring of the first year). Unix/Linux has become a standard in networking and it is considered important to make sure the students have both Windows and Unix/Linux experience.
 12. CIS electives (2-3) are **removed** from the second year Spring schedule to make room for making both parts of the CIS 270/ CIS 282 option now required.
 13. Overall, the changes make both parts of two different options required (adding the equivalent of two classes), and adds the Network Security+ course (CIS 283). CIS electives (7 to 8) have been removed to keep the degree as close as possible to 60 credit hours. It does go over that limit by two credit hours, but the addition of the network security course and the additional emphasis on Linux/Unix in addition to Windows networking is considered important if our graduates are expected to have currently desirable skills.

Current: Network Administration Option (61)

Proposed: Network Administration Option (60)

See Program Planner [p 62]

Rationale: Note: This degree looks like a lot is changing, but the majority of the changes are scheduling changes. One goal in redesigning this degree was to make both options of the degree have the same schedule for the first year.

1. CIS 184 (Windows Professional Configuration) is being **moved** from Fall of the first year to Fall of the second year.
2. COM 100 (Oral Communication) is being **moved** from Fall of the first year to Fall of the second year.
3. The Math and Social Science requirements are being **moved** between the Fall and Spring of the first year.

4. CIS 123 (Management Information Systems) is being **moved** from Spring of the first year to Fall of the second year.
 5. CIS 283 (Network Security+) is being **moved** to Spring of the first year from Spring of the second year.
 6. CIS 110 (Visual Basic Programming) is being deleted and it is therefore being **removed** as one of the programming course options from this degree.
 7. CIS 143 (Wireless Communication) is being **removed** for now. It is not considered essential to this degree and the industry is currently undergoing change in this area. When the direction the industry is going in becomes more clear (probably within the next year), the CIS department and advisory committee will revisit this course and decide what should happen with it.
 8. CIS 237 (Database Management and SQL) is being **moved** to Spring of the second year from Fall of the second year.
 9. CIS electives (3) have been **added** to the second year Fall schedule to allow students to customize their degree to suit their needs.
 10. CIS electives (1) have been **subtracted** from the second year Spring schedule to keep this option of the degree at the same total credit hours.
- I. CIS #451 Computer Programming (27) pg. 72, change in program planner that does not change credit hours, see attached program planner [p 63]

Rationale:

1. The CIS 110 (Visual Basic Programming) option is being **removed** because that course is being deleted. Since this was part of a choice of two options, it changes little except to force the student into taking a much more relevant programming language (Java).
2. CIS 119 (JavaScript) is being **added** because the department and advisory committee both think that knowledge of JavaScript is essential to programmers today. It also provides a look at a different type of programming than is contained in the other programming courses. It is helpful to know or be learning some JavaScript while working with server-side programming, which we are also planning on adding to this certificate.
3. The CIS 210 (Visual Basic Programming II) option is being **removed** because that course is being deleted. Since this was part of a choice of two options, it changes little except to force the student into taking a much more relevant programming language (Java).
4. CIS 238 (Systems Analysis and Design) is being **removed** at this time because the department and advisory committee do not think it is achieving its goals. We want to keep the course available as a CIS elective at this time and will look at possibilities for reworking the course or possibly covering the topics in other courses.
5. CIS 265 (Server-side Programming) is being **added** because the department and advisory committee both think that the programming certificate would be much more beneficial to the student if it included server-side programming. This course would help tie together other courses in this certificate and give the student a much better understanding of software development in today's networked environment.

6. CIS electives (three) are being **removed** from the second semester to keep the credit hours for that semester from getting too high.

J. CIS #452 Microcomputer Applications (20.5) pg. 72, change in program planner that does not change credit hours, see attached program planner [p 64]

Rationale: This certificate is not really being changed – just **re-arranged**. The way it is currently scheduled is very confusing. All the same courses are required, but CIS 123 was moved to the first semester, and the equivalent CIS electives have been moved to the second semester. The wording in the catalog requiring CIS 101 or CIS 123 can now be removed also since that requirement will now be clear.

K. CIS #467 Network Administration (24) pg. 73, change in credit hours to 25, see attached program planner [p 65]

Rationale:

1. CIS 142 (PC Repair and Configuration) is being **added** to the second semester. The purpose is to make sure network administrators have some exposure to computer hardware and configuration since that is likely to be important as part of their duties. It also helps with understanding some of the network and server configuration they will be doing in other classes.
2. CIS 143 (Wireless Communication) is being **removed** for now. It is not considered essential to this certificate and the industry is currently undergoing change in this area. When the direction the industry is going in becomes more clear (probably within the next year), the CIS department and advisory committee will revisit this course and decide what should happen with it.
3. Because of the changes, the credit hours for this certificate are going up by one. The removed course is two credit hours. The added course is three credit hours.

L. CIS #468 Cisco Networking (22) pg. 73, change in credit hours to 26, see attached program planner [p 66]

Rationale: Note: The only thing NOT changing in this certificate is the Cisco Networking III course (CIS 148) in the fourth semester. It looks like a lot of change, but most of it is rearrangement of scheduling. The major changes are the addition of CIS 140 (Networking Fundamentals) and the change of the four Cisco Networking courses to run as eight week courses instead of sixteen week courses. The addition of CIS 140 is needed before the first Cisco course since we are adding it as a prerequisite to the first Cisco course.

1. CIS 140 (Networking Fundamentals) is being added. If the prerequisite change to CIS 145 (Cisco Networking I) is approved, then CIS 140 needs to be scheduled in this certificate prior to CIS 145.
2. The Cisco courses (CIS 145, CIS 146, CIS 147, and CIS 148) are now planned as eight week courses. This will allow a student to complete the training needed for their

CCNA certification within one year after either taking CIS 140 or demonstrating that they have the prerequisite networking knowledge. CIS 145 will be the first eight weeks in Fall, followed by CIS 146. CIS 147 will be the first eight weeks in Spring, followed by CIS 148. Since these courses add up to eight credit hours per semester, all of the other courses have been placed in the first year. Due to prerequisites, it is difficult to complete the schedule within a single year, but if the student has previous networking experience, that can be done.

ACTION REQUESTED: Approve program planner changes with credit hours remaining the same for CIS #460 Networking & Administration-Network Administration Option, CIS #451 Computer Programming, CIS #452 Microcomputer Applications, effective May 23, 2017, FY18 catalog

ACTION REQUESTED: Approve program planner changes with credit hour changes for CIS #437 Computer Information Systems-Web Development Option, CIS #437 Computer Information Systems-Programming Option, CIS #460 Networking & Administration-Cisco Option, CIS #467 Network Administration, CIS #468 Cisco Networking, effective May 23, 2017, FY18 catalog.

M. Proposed Horticulture Course Deletions

- HOR 123 Horticultural Spanish (2) pg. 131
- HOR 124 Survey of Nursery Operations I (2) pg. 132
- HOR 125 Survey of Nursery Operations II (2) pg. 132
- HOR 129 Nursery Pests (2) pg. 132
- HOR 143 Sympathy Design Techniques (1) pg. 132
- HOR 150 Fall Prairie Study (2) pg. 132
- HOR 194 Sustainable Land Management (2) pg. 133
- HOR 216 Horticulture Soils and Fertilizer (3) pg. 133
- HOR 224 Survey of Golf Course Operations I (2) pg. 133
- HOR 225 Survey of Golf Course Operations II (2) pg. 133
- HOR 242 Wedding and Corsage Design (3) pg. 133
- HOR 244 Survey of Floral Operations (1.5) pg. 133
- HOR 245 Survey of Greenhouse Operations (1) pg. 133
- HOR 248 Hardscapes (2) pg. 134
- HOR 258 Resource Mgmt for Horticulture (2) pg. 134
- HOR 271 Greenhouse Management II (3) pg. 134
- HOR 275 Fall Greenhouse Crops (3) pg. 134
- HOR 276 Spring Greenhouse Crops (3) pg. 134
- HOR 277 Bedding Plant Production (3) pg. 134
- HOR 281 Irrigation Function and Maintenance (3) pg. 135
- HOR 282 Equipment Maintenance (3) pg. 135
- HOR 287 Milwaukee Field Studies (1) pg. 135

Rationale: The above courses are low enrollment classes which some have not been offered for a number of years. Some of the course content is going to be added to other courses or is already being covered in them. A number of other courses are going to be incorporated into new courses with an increase in credit hours.

ACTION REQUESTED: Approve the above course deletions effective May 23, 2017, FY18 catalog.

- N. HOR 168 Sustainable Prairie Management (3) new course (*combination of HOR 150/194 -1 credit*) [p 67]

Prerequisite: None

This course covers the fundamentals of prairie origins, prairie plant diversity and identification, landscaping with prairie, and prairie maintenance. Challenges the students to reevaluate the function of landscape using natives. Students will investigate ground water and surface water runoff best management practices. Students will learn about habitat enhancements, conservation and designing layers for wildlife in the landscape. Two hours lecture/discussion and two hours lab a week.

Rationale: In an effort to address low enrollment courses, we have eliminated the HOR 194 Sustainable Land Management Course (2) and the HOR 150 Fall Prairie Study Class (2). Content from both of these classes will be covered in the HOR 168 Sustainable Prairie Management (3) course, while allowing us to add more content relevant to the Sustainable Horticulture degree.

- O. HOR 186 Sustainable Gardening I (1) new course (*previously seminar course*) [p 73]

Prerequisite: None

This class is designed for students interested in sustainable fruit and vegetable production for the homeowner or small farm owner. It is a hands-on course to apply those practices used to design, develop and grow fruit and vegetables for harvest and sale to the public. The course will involve the propagation, growing and care of horticultural crops for human consumption. The care and maintenance of honey and mason bees will be discussed and demonstrated along with the maintaining of nesting boxes for the colleges Audubon certification. Half hour lecture/discussion and one hour lab a week.

- P. HOR 187 Sustainable Gardening II (1) new course (*previously seminar course*) [p 80]

Prerequisite: None

This class is a continuation of Sustainable Fruit and Vegetable I and is designed for students interested in sustainable fruit and vegetable production for the homeowner or small farm owner. It is a hands on course to apply those practices used to care for and grow fruit and vegetables for harvest and sale to the public. The course focus will be the use of proper cultural practices like IPM, disease and insect control, fertilization and weed control to produce and harvest horticultural crops for human consumption. The care

and maintenance of nesting boxes and bee hives will be discussed and demonstrated. Half hour lecture/discussion and one hour lab a week.

- Q. HOR 188 Sustainable Gardening III (1) new course (*previously seminar course*) [p 86]
Prerequisite: none

This class is a continuation of Sustainable Fruit and Vegetable Production II and is designed for students interested in sustainable fruit and vegetable production for the homeowner or small farm owner. It is a hands on course to apply those practices used to care for and grow fruit and vegetables for harvest, sale or personal use. The course focus will be the use of proper cultural practices to harvest crops and preparing the garden for overwintering and the use of high tunnel gardening. Disease, insect, and weed control will be performed to produce and harvest high quality horticultural crops for human consumption. The management and care of nesting boxes and bee hives will be demonstrated. Half hour lecture/discussion and one hour lab a week.

Rationale for HOR 186, 187 and 188: Sustainable Gardening has been offered as a HOR 201 Seminar class that can only be repeated up to three times. Continued interest in these classes warrants assigning a permanent course number and adding them to the current course offerings. The department has also required 2 credit hours to the Sustainable Horticulture Certificate 290.

- R. HOR 249 Wedding & Sympathy Design (3) new course (*combination of HOR 143/242 -1 credit*) [p 93]

Prerequisite: HOR 141

Instruction to provide students with styles of arranging floral designs with emphasis on wedding and sympathy work. Students will create appropriate decorations for ceremony designs, personal flowers for all participants in the wedding, and reception designs. Students will also create appropriate designs for memorial services, visitations, and funerals. Two hours lecture/discussion and two hours lab a week.

Rationale: Wedding and Sympathy floral designs are both higher level design concepts. There is overlap with some design techniques and stem placements for the larger sympathy designs and the ceremony flowers for weddings. We will still cover the same material but making more designs in each lab period. This will be important as we keep the credit hours to 3.

- S. HOR 251 Landscape Construction (3) new course (*extension of HOR 248 with addition of HOR 281 concepts lighting and water features -2 credits*) [p 100]

Prerequisite: None

Provide students with the necessary knowledge to construct and design hardscape surfaces and walls, irrigation and lighting systems, and water features. Cost estimating and maintenance techniques will also be discussed. Two hours lecture and two hours lab per week.

Rationale: In an effort to address low enrollment courses, we have eliminated the HOR 281 Irrigation Function and Maintenance (3) class and the HOR 248 Hardscapes (2) class. Content from both of these classes and additional content will be covered in the HOR 251 Landscape Construction (3) course, while allowing us to add more content relevant to the new Landscape Design and Nursery degree.

- T. HOR 279 Bedding Plant Production & Sales (4) new course (*combination of HOR 276/277 with new content and +1 credit*) [p 107]
Transcript: Bedding Plant Production & Sal

Prerequisite: HOR 112

Study of commercial production of bedding plants. Covers propagation, watering, fertilization, containers, growing media, scheduling, temperature control, insect and disease control, height control, marketing, landscape selection and use. Study limited to those species grown commercially in this area. Two hours lecture/discussion and four hours lab a week.

Rationale: Identical material is being covered in HOR 277 Bedding Plants and HOR 276 Spring Crops. The new course name and number will be HOR 279 Bedding Plant production and marketing. The only change in the HOR 277 course description is changing word germination to propagation. We changed the course credit from 3 hours to 4 to provide more lab time to care for the crops being grown. This new course will give our students a real life experience in producing and marketing plants for sale to the public.

ACTION REQUESTED: Approve new courses HOR 168 Sustainable Prairie Management, HOR 186 Sustainable Gardening I, HOR 187 Sustainable Gardening II, HOR 188 Sustainable Gardening III, HOR 249 Wedding & Sympathy Design, HOR 251 Landscape Construction, HOR 279 Bedding Plant Production & Sales, effective May 23, 2017, FY18 catalog

- U. HOR 112 Greenhouse Management I (3) pg. 131, title change

Proposed: Greenhouse Management

Rationale: The name change is due to the proposed deletion of HOR 271 – Greenhouse Management II. Without a Greenhouse Management II we see no need for a Greenhouse Management I, so the course name will be Greenhouse Management.

ACTION REQUESTED: Change the title to HOR 112 Greenhouse Management effective May 23, 2017, FY18 catalog

V. HOR 166 Landscape Design (3) pg. 133, prerequisite change

Current: HOR 122 or concurrent enrollment

Proposed: None

Rationale: This course covers basic graphic presentation, site measurements, and placement of ornamental horticulture plants in the landscape. Concepts of balance, form, harmony and focal points as they relate to commercial and home landscape design. Students will learn procedures for installing paving and segmental retaining walls during class labs.

ACTION REQUESTED: Approve the prerequisite change to HOR 166 Landscape Design effective May 23, 2017, FY18 catalog.

W. HOR 247 Special Events II (1) pg. 134, credit hour and course description change

Current: (1 Credit Hour) Prerequisite: None

This course is designed to acquaint students, through hands-on practical experience, with the concepts of selling floral merchandise during the spring season, methods of advertising and promotion, basic floral accounting procedures and purchasing floral products. The participants will use project management strategies such as logistics personnel management, pricing and coordination of events. One-half hour lecture/discussion and one hour lab per week.

Proposed: (2 Credit Hours) Prerequisite: None

This course is designed to acquaint students, through hands-on practical experience, with the concepts of selling floral merchandise during the spring season, methods of advertising and promotion, basic floral accounting procedures and purchasing floral products. The participants will use project management strategies as demonstrated in the floral industry, such as logistics personnel management, pricing and coordination of events. One hour lecture/discussion and two hour lab per week

Rationale: With the deletion of the Hor 244 – Survey of Floral Operations, we can increase the time spent in class to explore different floral businesses and bring back to the classroom the specifics from the businesses we would have visited in the survey course, such as ordering from a wholesaler, advertising used by florists, etc. These experiences the students will use in the events they are planning.

ACTION REQUESTED: Approve the credit hour and course description change to HOR 247 Special Events II effective May 23, 2017, FY18 catalog.

X. Delete degree and certificate

HOR #407 Ornamental Horticulture/Nursery Management (66) pg. 84

HOR #471 Nursery Management (25) pg. 85

Rationale: Nursery and landscape degrees have similar course content that does not require two separate degrees. With the deletion of courses HOR 281 and HOR 282 that left a gap in the Nursery degree and certificate it made sense to combine with landscape degree and certificate.

ACTION REQUESTED: Approve the deletion of HOR #407 Ornamental Horticulture/Nursery Management and HOR #471 Nursery Management effective May 23, 2017, FY18 catalog

Y) HOR #403 Ornamental Horticulture/Floral Design (68.5) pg. 81, title change, credit hour change to 65 [p 118]

Proposed: Horticulture Floral Design

- a) FA-1 HOR 112 title change
- b) Corrected SP-1 social science elective to Humanities/Social Science
- c) FA-2 deleted HOR 275
- d) SP-2 deleted HOR 143, 242, 244, 277, changed credit hour HOR 247, added new course HOR 249, HOR 279

Rationale: To update program planners to stay current with industry trends.

Z) HOR #401 Ornamental Horticulture/General (68) pg. 82 title change, credit hour change to 67 [p 119]

Proposed: Hort Sustainable/General

- a. FA-1, HOR 112 title change
- b. SP-1, HOR 186 new course, reduced credits for Humanities/Social Science Elective
- c. FA-2, deleted HOR 271, added HOR 188, 168
- d. SP-2, deleted HOR 277, added HOR 279 and Humanities/Social Science Elective

Rationale: To stay current with industry trends and movements towards sustainable practices.

AA) HOR #405 Ornamental Horticulture/Sports Turf Management (70) pg. 82, title change

Proposed: Hort Sports Turf Management

BB) HOR #402 Ornamental Horticulture/Greenhouse (70) pg. 83, title, credit hour change to 63 [p 120]

Proposed: Horticulture Greenhouse

- a. FA-1, HOR 112 title change
- b. SP-1, delete HOR 245
- c. FA-2, delete HOR 271, 275, add HOR 188, HOR elective
- d. SP-2, delete HOR 276, 277, add HOR 279, 201

Rationale: To update program planners to stay current with industry trends.

CC) HOR #404 Ornamental Horticulture/Landscape Design & Construction (71) pg. 83 title change credit hour change to 60 [p 121]

Proposed: Landscape Design & Nursery

Rationale: Nursery and landscape degrees have similar course content that does not require two separate degrees. We have built in to this degree options for emphasis on Nursery OR Landscape with the majority of core classes the same.

- a. FA-1, ENG 109 added, HOR 112 deleted
- b. SP-1, HOR 141 moved to SP-2
- c. FA-2, ENG 109 moved to FA-1, deleted HOR 248, 256, added HOR 251
- d. SP-2, deleted HOR 277, 279, HOR 141 added from SP-1

DD) HOR #227 Floral Horticulture (26.5) pg. 84, credit hour change to 26 [p 122]

- a. SP-1, delete HOR 143, 242, 244, HOR elective; add HOR 249, HOR 279
- b. Electives, delete HOR 150, 245, 275, 276, 277; add HOR 127 112

Rationale: To update program planners to stay current with industry trends.

EE) HOR #241 Greenhouse/Garden Center (28) pg. 85, credit hour change to 25 [p 123]

- a. FA-1, delete HOR 271, 275, add HOR 141
- b. SP-1, delete HOR 245, 276, 277, add HOR 279 HOR Elective

Rationale: To update program planners to stay current with industry trends.

FF) HOR #238 Landscape Design and Plant Identification (26) pg. 85 title change, credit hour change to 27 [p 124]

Proposed: Landscape Design/Plant ID

Rationale: Nursery and landscape certificates have similar course content that does not require two separate certificates.

- a) FA-1, delete HOR 103, HOR 248, add HOR 168, 251
- b) SP-1, delete HOR elective, add HOR 126

GG) HOR #290 Sustainable Horticulture (24) pg. 85, credit hour change to 28 [p 125]
a. FA-1, delete HOR 150, add HOR 168, 188
b. SP-1, move BIO 101, 102 from electives, delete BIO elective, HOR 194 and HOR elective, add HOR 128, 146, 186
c. Electives-move BIO 101, 102 to SP-1, delete BIO 107, 230, HOR 146, add HOR 187

Rationale: To update program planners to stay current with industry trends.

ACTION REQUESTED: Approve the following for Horticulture effective May 23, 2017, FY18 catalog.

1. HOR #403 title change, credit hour change from 68.5 to 65
2. HOR #401 title change, credit hour change from 68 to 67
3. HOR #405 title change
4. HOR #402 title change, credit hour change from 70 to 63
5. HOR #404 title change, credit hour change from 71 to 60
6. HOR #227 credit hour change from 26.5 to 26
7. HOR #241 credit hour change from 28 to 25
8. HOR #238 title change, credit hour change from 26 to 27
9. HOR #290 credit hour change from 24 to 28

HH) WT 133 Introduction to Fabrication (2) new course [p 126]

Prerequisite: WT 116

Fundamentals of working in a metal fabrication shop. Introduction to shop and equipment safety. Practice in measuring, problem solving, cutting, metal bending, and simple fabrication. Exercises in layout, fit up, welding and finishing while working off of simple drawings. Prepares students with entry-level metal fabrication knowledge. One hour lecture and two hour lab each week.

Rationale: The basic welding certificate provides students with foundational skills necessary for entry level employment within the industry, however the curriculum lacks relevant applications of problem solving and fabrication skills to help push students beyond specific welding process mastery. We have run the Intro to Fabrication class on a number of different occasions as a seminar course and believe with the agreement of the advisory committee that the applications that are used in this course will help to prepare students for entry into the field.

This course will be an elective for students pursuing WT/AET/ELE/CAD curriculum while we continue to work on additional growth opportunities in WT.

ACTION REQUESTED: Approve WT 133 Introduction to Fabrication effective May 23, 2017, FY18 catalog

HE

II) NUR 100 Basic Nurse Assistant Training (7), pg. 141, prerequisite change

Current: Program Coordinator or Counselor Consent and appropriate placement test score

Proposed: Accuplacer score of 50 or ENG 098 with a grade of "C" or higher

Rationale: By making this change we will be able to eliminate the program coordinator counselor consent which will facilitate and improve the enrollment process.

ACTION REQUESTED: Approve the prerequisite change to NUR 100 Basic Nurse Assistant Training effective May 23, 2017, FY18 catalog

JJ) NUR 249 Mental Health Nursing (5), pg. 143, prerequisite change

Current Prerequisite: BIO 213, NUR 294, NUR 295, with grades of "C" or higher

Proposed Pre-requisite: BIO 213, NUR 226, NUR 227, with grades of "C" or higher

Rationale: NUR 294 and NUR 295 no longer exist. They were phased out with old nursing curriculum. Need to match current curriculum.

ACTION REQUESTED: Information only

MSB

KK) EGR 220 Programming for Engineering and Science (3) pg 124 delete course

Rationale: In fall of 2016 the Engineering Department elected to remove EGR 220 – Programming for Engineering and Science from the EGR course offerings. EGR 220 is proposed for deletion for several reasons, chief, of which, is the strict maximum credit hour requirements placed on Associate of Engineering Science degrees. These credit hour limitations, paired with the lack of IAI designation, prohibits EGR 220 from being offered again. Moreover the course syllabus and content, as it was last taught in 2011, does not match the course description and would take significant effort to redesign. Therefore, AES degree requirements and lack of articulation through IAI makes EGR 220 an ineffective course to incorporate into engineering degree requirements and makes the redesign of EGR 220 curriculum unnecessary.

ACTION REQUESTED: Delete EGR 220 Programming for Engineering and Science effective May 22, 2017, FY18 catalog

LL) Advanced Placement Program - Calculus (pg. 19) IAI M1900-O Math Equivalent, information only

AP Calculus changes

Background: As a result of recent legislation requiring all public colleges and universities to accept a 3 on AP exams for college credit, the IAI math panel met in February of 2016 to discuss how this may affect credit awarded for AP tests. It was determined that a passing grade of 3 on an AP test should meet a general education math requirement, but should not receive credit for Calculus I.

The IAI GECC math panel stated that: a score of 3 (or higher) on the AP Calculus AB or BC exam may be considered as equivalent to IAI GECC M1900-O; this is the Gen Ed Calculus – Other category, with description that follows:

M1900-O: Calculus (other) 3-5 semester credits

Courses in this category meet the basic description of a college-level calculus course and include the concepts of differentiation and integration as appropriate. Courses such as a Short Course in Calculus, Non-Technical Calculus, and others are assigned here. Such courses do not fulfill the description of any course in the standard calculus sequence or the description of a calculus course for business and social science. Prerequisite: college algebra or equivalent with a grade of “C” or better. *Policies on the acceptance of AP credit vary among academic programs and from institution to institution, so AP credit toward GECC or major requirements is not guaranteed. A score of 3 or higher on the AP Calculus AB or BC exam may be considered as equivalent to successful completion of postsecondary courses approved for IAI GECC M1900-O. (Italicized note added Feb 2016)*

The KC Math Dept has decided to offer the following credit for students who took the Calculus AP exams:

- Students who get a passing score of 3 on either the AB exam or the BC exam will receive 3 credit hours of Gen Ed math credit for the “behind-the-scenes dummy course” IAI

GECC M1900-O (completing the A.A. Gen Ed math requirement for graduation), and may place into MAT229 Calculus I should they wish to take that course.

- Students who get a score of 4 or 5 on either the AB or BC exams will receive 5 hours of credit for MAT229 Calculus I and would place into MAT230 Calculus II should they wish to take that course. (Note: this is not a change, the department is just reconfirming current policy for scores of 4 or 5.)

This was approved by the math department at our Sept 20, 2016 meeting. It will go to division and curriculum committee as an informational item and be part of the next catalog update. The planned start of implementation is Summer 2017 semester.

ACTION REQUESTED: Information only

MM) MAT 150 College Algebra (4) pg. 138, course description change

Current: MAT 075 and MAT 086 or MAT 098 with grades of “C” or higher. (One year of high school geometry with a passing grade will satisfy the MAT 075 prerequisite requirement.)

Study of linear and quadratic functions, inequalities, mathematical induction, binomial theorem, matrices and determinants, logarithmic and exponential functions, complex numbers and topics in the theory of equations. Four hours lecture/discussion a week.

Proposed: MAT 075 and MAT 086 or MAT 098 with grades of “C” or higher. (One year of high school geometry with a passing grade will satisfy the MAT 075 prerequisite requirement.)

Study of linear and quadratic functions, inequalities, binomial theorem, matrices and determinants, logarithmic and exponential functions, complex numbers, conic sections, sequences, series and topics in the theory of equations. Four hours lecture/discussion a week.

Rationale: These are changes as part of the articulation guide recommendations by IMACC. Mathematical induction is no longer included as a required topic in those recommendations, and often not presented at an appropriate depth. Also, there is a larger focus on conics, sequences and series, and non-linear systems of equations in the recommendations. This is reflected by including conics, and sequences and series specifically in the description, and by adding non-linear systems of equations to the CSLOs.

ACTION REQUESTED: Approve the course description change to MAT 150 College Algebra effective May 23, 2017, FY18 catalog.

III. Student Learning Outcomes

1. MAT 150 College Algebra [p 132]
2. PHS 118 Physical Science Lab [p 133]
3. PHS 119 Introduction to Physical Science [p 134]
4. PHY 150 Introductory Physics [p 135]
5. PHY 151 Introductory Physics Laboratory [p 136]
6. PHY 251 General Physics II [p 137]

Next meeting December 8, 2016, materials are due to the office of the Vice President of Instruction by November 30, 2016.

Attachments:

Minutes 10/20/16 [p 23]

CIS #437 Computer Information Systems PP Web Development [p 59]

CIS #437 Computer Information Systems PP Programming [p 60]

CIS #451 Computer Programming PP [p 63]

CIS #452 Microcomputer Applications PP [p 64]

CIS #460 Networking and Systems Administration PP Cisco [p 61]

CIS #460 Networking and Systems Administration PP Network Admin [p 62]

CIS #467 Network Administration PP [p 65]

CIS #468 Cisco Networking PP [p 66]

ENG 088 Basic Reading and Writing syllabus [p 29]

ENG 099 Topics in Developmental English syllabus [p 34]

HIS 144 Western Civilization to 1715 syllabus [p 41]

HIS 145 Western Civilization since 1715 syllabus [p 50]

HOR 168 Sustainable Prairie Management syllabus [p 67]

HOR 186 Sustainable Gardening I syllabus [p 73]

HOR 187 Sustainable Gardening II syllabus [p 80]

HOR 188 Sustainable Gardening III syllabus [p 86]

HOR 227 Floral Horticulture PP [p 122]

HOR 238 Landscape Design and Plant Identification PP [p 124]

HOR 241 Greenhouse/Garden Center PP [p 123]

HOR 249 Wedding & Sympathy Design syllabus [p 93]

HOR 251 Landscape Construction syllabus [p 100]

HOR 279 Bedding Plant Production & Sales syllabus [p 107]

HOR 290 Sustainable Horticulture PP [p 125]

HOR 401 Ornamental Horticulture/General PP [p 119]

HOR 402 Ornamental Horticulture/Greenhouse PP [p 120]

HOR 403 Ornamental Horticulture/Floral Design PP [p 118]

HOR 404 Ornamental Horticulture/Landscape Design & Construction PP [p 121]

MAT 150 College Algebra SLO [p 132]

PHS 118 Physical Science Lab SLO [p 133]

PHS 119 Introduction to Physical Science SLO [p 134]

PHY 150 Introductory Physics SLO [p 135]

PHY 151 Introductory Physics Laboratory SLO [p 136]

PHY 251 General Physics II SLO [p 137]

WT 133 Introduction to Fabrication syllabus [p 126]

KISHWAUKEE COLLEGE
CURRICULUM COMMITTEE MINUTES

VOTING MEMBERSHIP:

Present: Dominica Blalock, Pernevlon Ellis, David Klick, Dariana Mahaffey, Sarah Marsden, Branden McCullough, Kelly Soost, Carol Wubbena

Absent: David Dammon, Andrew Wang

INFORMATION/DISCUSSION:

Present: Bette Chilton, Mary Ann Kolls, Mark Lanting, Becky Lundgren, Jenny Morgan, Cyndi Stonesifer, Cathy Walker, Ann Wilson, Dawn Warning

Absent: Chase Budziak, Matt Feuerborn, Joanne Kantner, Shelley Lawson, Jaime Long, Michelle Rothmeyer, Mary Rudzinski

GUEST ABSENT: Miles Halpern, Will Michels, Matthew Weibel

FROM: Niki Criswell

DATE: November 3, 2016

SUBJECT: Curriculum Committee Meeting – MINUTES October 20, 2016 **A1247**, 2:00 p.m.

I. Motion was made by McCullough, seconded by Marsden to approve the September 15, 2016 minutes as written, motion carried.

II. Division Changes

ACSS

a) COM 100 Oral Communication (3) pg. 109, prerequisite change

Current: ENG 097 with a grade of "C" or higher or appropriate placement test scores

Proposed: ENG 097 or ENG 089 or ENG 109 with a grade of "C" or higher or appropriate placement test scores

Rationale: The current prerequisite for the course will require students to have reached a level of writing mastery described in ENG 097. However, students will also be able to reach the necessary level of writing by completing ENG 089 (Integrated Reading and Writing) with a C or better. Additionally, a student who took ENG 109 and wanted to enroll in COM 100 would have an equivalent (or higher) writing level of those students who are able to use ENG 097 or 089 coursework to serve as a prerequisite.

ACTION REQUESTED: Approve the prerequisite change to COM 100 Oral Communication effective immediately, but to appear in the FY18 catalog.

ACTION TAKEN: Motion made by Soost, seconded by Klick to approve the prerequisite change to COM 100 Oral Communication effective immediately, but to appear in the FY18 catalog, motion carried.

HE

- b) NUR 196 Nursing Internship (2-3**) pg. 142, prerequisite change, course description change

Current: Prerequisite: NUR 171 with a grade of "C" or higher (Current R.N. license will satisfy prerequisite.)

A work/study course that is designed to assist the student in developing expertise giving comprehensive nursing care to adult clients. Emphasizes the nursing process, I.V. therapy, and other technical skills. Students will be expected to practice leadership skills and demonstrate professionalism. The course consists of 32-40 hours clinical experience per week at an area hospital. Clinical hours: 132-160 including post conference.

Proposed: Prerequisite: NUR 169 with a grade of "C" or higher (Current R.N. license will satisfy prerequisite.)

A work/study course that is designed to assist the student in developing expertise giving comprehensive nursing care to adult clients. Emphasizes the nursing process, I.V. therapy, and other technical skills. Students will be expected to practice leadership skills and demonstrate professionalism. The course consists of 32-40 hours clinical experience per week at an area hospital. Clinical hours: 96-144 including post conference.

Rationale: Prerequisite change is needed because NUR 171 no longer exists. Curriculum #366 replaced NUR 171 with NUR 169. The course description change is needed because current funding provided by hospital only permits students to complete 128 hours. The nursing department formalized a 3 to 1 ratio for lab/clinical contact hours with implementation of curriculum #366. Based on this, the minimum number of hours can be lowered to 96 hours if needed.

ACTION REQUESTED: Approve the prerequisite and course description change to NUR 196 Nursing Internship, effective May 22, 2017, FY18 catalog.

ACTION TAKEN: Motion made by Klick, seconded by Wubbena to approve the prerequisite and course description change to NUR 196 Nursing Internship, effective May 22, 2017, FY18 catalog, motion carried.

- c) Prerequisite Changes

NUR 197 Transcultural/International Nursing (1-3**) pg. 142

NUR 198 Perioperative Nursing (5**) pg. 142

Current: NUR 171 with a grade of "C" or higher (Current R.N. license will satisfy prerequisite.)

Proposed: NUR 169 with a grade of "C" or higher (Current R.N. license will satisfy prerequisite.)

Rationale: NUR 171 no longer exists. Curriculum #366 replaced NUR 171 with NUR 169.

ACTION REQUESTED: Approve the prerequisite change to NUR 197 Transcultural/International Nursing and NUR 198 Perioperative Nursing, effective May 22, 2017, FY18 catalog.

ACTION TAKEN: Motion made by Klick, seconded by Soost to approve the prerequisite change to NUR 197 Transcultural/International Nursing and NUR 198 Perioperative Nursing, effective May 22, 2017, FY18 catalog, motion carried.

d) NUR #216 Practical Nursing (44) pg. 89, certificate deletion

Rationale: When the curriculum change was made to the Registered Nursing Degree, the submission and approval from the Illinois Department of Financial and Professional Regulation was for an RN degree without a ladder LPN program. This decision was made based on feedback from the Nursing Advisory Committee, market review of LPN usage in the area as well as hiring preference in the area. Nursing #258 curriculum will graduate its last full class in December 2016, which will effectively phase out the Certificate for Practical Nursing option as well.

ACTION REQUESTED: Delete NUR #216 Practical Nursing certificate effective May 22, 2017, FY18 catalog.

ACTION TAKEN: Motion made by Ellis, seconded by Wubbena to delete NUR #216 Practical Nursing certificate effective May 22, 2017, FY18 catalog, motion carried.

e) NUR #366 Registered Nursing (66) pg. 88, program admission criteria change, information only

Current:

Pg. 88 – Paragraph 6

A variable tuition rate per credit hour in addition to the standard tuition rate will be applied to all nursing courses in the ADN/LPN programs for students admitted as of Fall 2013. All ADN/LPN nursing courses will be subject to variable tuition effective January 2015.

Proposed: A variable tuition rate per credit hour in addition to the standard tuition rate is applied to all nursing courses in the ADN program effective January 2015.

Current:

4. Submit the *Nursing program application* to the Health and Education Division Office while in the final semester of prerequisites **OR AFTER ALL REQUIREMENTS HAVE BEEN COMPLETED**. Applications are available in the Health and Education Division office or online.

Proposed:

4. Submit the Nursing program application to the Health and Education Division Office while in the final semester of prerequisites or after all requirements have been completed. Applications are available at information meetings, online, or in the Health & Education Division kiosk.

Current:

7f. Completion of MAT 086 with a "C" or higher or appropriate placement scores. MAT 086 or appropriate placement scores expire after 5 years.

Proposed:

7f. Completion of MAT 086 or college level math with a "C" or higher or appropriate placement scores. Math course expires after 5 years. Placement scores expire after 3 years.

Current:

8. **Apply to the nursing program between February 1st and 15th for Fall admission and between September 1st and 15th for Spring admission. Any applications received prior to or after these dates will not be processed.** Students are admitted on a space available basis after requirements are completed

Proposed:

8. **Apply to the nursing program between February 1st and 15th for Fall admission and between September 1st and 15th for Spring admission. Any applications received prior to or after these dates will not be processed.** Students are admitted on a space available basis after requirements are completed. Application submissions should include all of the above elements in a sealed envelope with applicant's full name and Kishwaukee Student ID on the outside. Applications may be mailed or placed in the HE Division locked drop box outside of B1222.

Rationale: Changes to the placement test system have required changes to math placement requirement timeframe. Wording was also revised to make more understandable the math timeline requirement. Clarity was added on other elements.

ACTION REQUESTED: Information only

f) MAT 096 Elementary Algebra (4) pg. 138, course description change

Current: An introductory course in algebra. Topics include operations with signed numbers, linear equations and inequalities, linear systems, polynomials, factoring, rational expressions, and applications. Not transferable. Four hours lecture/discussion a week

Proposed: An introductory course in algebra. Topics include operations with signed numbers and fractions, graphing and solving linear equations and inequalities, slopes, introduction to functions, operations on polynomials, factoring, and applications. Not transferable. Four hours lecture/discussion a week.

Rationale: Change course description and CSLOs to match MAT 065 and MAT 066 scope and sequence. These changes should have happened at the same time as the 065/066 changes.

ACTION REQUESTED: Approve the course description change to MAT 096 Elementary Algebra effective May 22, 2017, FY18 catalog.

ACTION TAKEN: Motion made by Marsden, seconded by Klick to approve the course description change to MAT 096 Elementary Algebra effective May 22, 2017, FY18 catalog, motion carried.

g) MAT 098 Intermediate Algebra (4) pg. 138, course description change

Current: Study of polynomials and factoring, algebraic fractions, exponents, roots and radicals, first and second degree equations, inequalities, calculating slope, writing equations of lines, functions and relations, systems of equations and inequalities, exponential and logarithmic functions. Not transferable. Four hours lecture/discussion a week.

Proposed: An introductory course in algebra. Topics include: solving equations by factoring, systems of two and three variables, the algebra of functions, inverse functions, complex numbers, and expressions, equations and functions that are rational, radical, quadratic, absolute value, exponential and logarithmic in nature. Not transferable. Four hours lecture/discussion a week.

Rationale: Change course description and CSLOs to match MAT 085 and MAT 086 scope and sequence. These changes should have happened at the same time as the 085/086 changes.

ACTION REQUESTED: Approve the course description change to MAT 098 Intermediate Algebra effective May 22, 2017, FY18 catalog.

ACTION TAKEN: Motion made by Klick, seconded by Blalock to approve the course description change to MAT 098 Intermediate Algebra effective May 22, 2017, FY18 catalog, motion carried.

h) MAT 155 Trigonometry (3) pg. 138, course description change

Current: Study of the trigonometric functions and their graphs, radian measure, equations and identities, logarithms, inverse functions, and applications. Three hours lecture/discussion a week.

Proposed: Study of the trigonometric functions and their graphs, inverses, equations, properties, and identities. Further topics include radian measure, complex numbers, vectors, and applications. Three hours lecture/discussion a week.

Rationale: The old description included logarithms which are not covered in this course, and we also include other topics that we do cover in the description.

ACTION REQUESTED: Approve the course description change to MAT 155 Trigonometry effective May 22, 2017, FY18 catalog.

ACTION TAKEN: Motion made by Klick, seconded by McCullough to approve the course description change to MAT 155 Trigonometry effective May 22, 2017, FY18 catalog, motion carried.

III. Student Learning Outcomes

1. ART 103 Intro to Digital Art (3) pg. 99 [p 10]
2. ART 223 Beginning Photography (3) pg. 100 [p 11]
 1. Change "printmakers" to "photographers"
3. ART 224 Intermediate Photography (3) pg. 100 [p 12]
 1. Change "printmakers" to "photographers"
4. MAT 096 Elementary Algebra (4) pg. 138 [p 13]
5. MAT 098 Intermediate Algebra (4) pg. 138 [p 14]

Next meeting November 17, 2016, materials are due to the office of the Vice President of Instruction by November 3, 2016.

Motion made by Soost, seconded by Marsden to adjourn, motion carried.

KISHWAUKEE COLLEGE SYLLABUS
FALL 2017

Basic Reading and Writing
Four (4) Credit Hours
ENG 088-xxxx
TBD, TBD, TBD
Aug-Dec 2017

Instructor name: Ami Irmen
Office location: A2202
Office hours: TBD
Office phone: 2780
Instructor Contact Information: ami.irmen@kishwaukeecollege.edu

COURSE DESCRIPTION

Prerequisite: Placement of 2 or 3 in Writing and 20-49 in Reading.

A review of reading, writing, and comprehension skills required to analyze texts, including book length works, and to compose complete paragraphs, reflections, and summaries using Standard English. This course emphasizes reading and writing as recursive processes, vocabulary development and word analysis, grammar and punctuation rules, and organization and development of ideas. A multicultural view of society is presented in course readings. Course provides preparation for ENG 089 Reading & Writing Improvement. Not transferable. Four hours lecture/discussion a week.

STUDENT OUTCOMES

Students will be able to:

Concepts

- Complete academic tasks effectively by combining critical thinking strategies, learning strategy, reading techniques, and writing proficiencies. (Critical → Analytic → Methodology)
- Distinguish fact from opinion. (Critical → Analytic → Methodology)

Reading Proficiencies

- Demonstrate the use of pre-reading, reading, and post-reading skills with assigned texts. (Creative → Adaptation → Application)
- Expand vocabulary by using various methods: identify meanings of words utilizing context clues, analyzing word parts, and utilizing reference materials. (Critical → Analytic → Methodology)
- Analyze texts for stated or implied main idea and key and minor details. (Critical → Analytic → Methodology)

Writing Proficiencies

- Utilize writing process in creation of own text: pre-write, plan, draft, revise, edit, and proofread. (Creative → Adaptation → Application)
- Write well-developed, coherent, and unified paragraphs. (Communicative → Written → Organization)
- Compose grammatically and mechanically correct sentences that convey messages clearly, precisely, and fluently. (Communicative → Written → Composition)

Integrated Reading and Writing Proficiency

- Demonstrate comprehension by summarizing, reflecting, responding, and by identifying paragraph patterns and applying these to texts. (Creative → Adaptation → Utilization)

COURSE EXIT REQUIREMENTS

A grade of "C" or higher.

TEXT(S)

- Cisneros, Sandra. *The House on Mango Street*. New York: Vintage Books, 1991, c1989. Print.
- One additional book to be chosen by the student.
- One additional reading per week (chosen from a selected list of articles, newspaper/magazine articles, flash, poetry, etc. with a minimum of one and a maximum of two visuals substituted for a reading.)

REQUIRED STUDENT MATERIALS

NA

ADDITIONAL STUDENT REFERENCES AND THEIR LOCATION (if applicable)

NA

BREAKDOWN OF COURSE REQUIREMENTS

Grading Criteria

Participation	100
Paragraphs (7 @ 70)	490
Reflections (4 @ 25)	100
Summaries (3 @ 45)	135
Reading Experiences (5 @ 15)	75
<u>Portfolio</u>	<u>100</u>
Total	1000

FINAL GRADE DETERMINATION

90 - 100 = A	900 - 1000 = A
80 - 89 = B	800 - 899 = B
70 - 79 = C	700 - 799 = C
60 - 69 = D	600 - 699 = D
59 - below = F	599 - below = F

TENTATIVE COURSE OUTLINE

Aug 29	Intro to Course: Syllabus, D2L, myKC Additional Reading (AR) (TBD)	Paragraph #1: Diagnostic Writing (in class)
Aug 31	Reading as a Process The House on Mango Street (HMS), 3-5 Writing as a Process	
Sept 5	HMS, 6-11 and AR (TBD) Topic Sentences	Reflection #1 Due
Sept 7	HMS, 12-13 Supporting Details	
Sept 12	HMS, 14-16 and AR (TBD)	Reading Experience #1 Due

	Description	
Sept 14	HMS, 17-20 Library: Choose Your Own Book	Reflection #2 Due
Sept 19	HMS, 21-25 Parts of Speech	
Sept 21	HMS, 26-27 and AR (TBD) Narration	Paragraph #2 Due
Sept 26	HMS, 28-32 Dictionaries	
Sept 28	HMS, 33-38 How to Write a Summary with AR (TBD)	Book Choice Due
Oct 3	HMS, 39-45 Context Clues	Reading Experience #2 Due
Oct 5	HMS, 46-52 and AR (TBD) Word Parts	
Oct 10	HMS, 53-61 Illustration	Paragraph #3 Due
Oct 12	HMS, 62-69 Additional Reading: My Papa's Waltz Grammar Rules & Apostrophes	
Oct 17	Conferences	Summary #1 Due (at conference)
Oct 19	Conferences	
Oct 24	HMS, 70-78 and AR (TBD) Parts of Speech	Reading Experience #3
Oct 26	HMS, 79-83 The Simply Sentence	
Oct 31	HMS, 84-87 and AR (TBD) Irregular and Helping Verbs	Reflection #3 Due
Nov 2	HMS, 88-91 and AR (TBD) Coordination, Comma Splice, Run Ons	
Nov 7	HMS, 92-100 and AR (TBD)	Paragraph #4 Due
Nov 9	HMS, 101-105 Cause and Effect	
Nov 14	Conferences	
Nov 16	Conferences	
Nov 21	HMS, 106-107 and AR (TBD) Subordination and Fragments	Reflection #4 Due
Nov 23	THANKSGIVING – CAMPUS CLOSED	
Nov 28	Definition	Paragraph #5 Due
Nov 30	HMS, 108-110 and AR (TBD)	
Dec 5	Essay (TBD)	Summary #3 Due Reading Experience #5 Due (in class reading/writing)
Dec 7		
Dec 12	The House on Mango Street Discussion: Major Themes	Paragraph #6 Due
Dec 14	Campus Wide Course Assessment Reading TBD	IN CLASS

FINAL EXAM (date time unknown at this time)

Graduation Requirements for Transfer Degree Students

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Technical Support

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 - (815) 825 2086, ext. 4357 (HELP)
 - Visit the Helpdesk's office located in Media Services A1252
 - <http://helpdesk.kishwaukeecollege.edu>

Withdrawal Policy

- ✓ A "W" cannot be given as a final grade. The student is responsible for officially withdrawing from the class according to procedures described in the college catalog. Refer to page 166. Kishwaukee College reserves the right to administratively withdraw students from the Attendance Verification Roster or the Midterm Roster those students who are not actively pursuing course objectives or who are in violation of standards of behavior as outlined in the Student Code of Conduct and Discipline. For a copy of the student conduct policy, contact the Vice President of Student Services Office or refer to the Kishwaukee College catalog.

Incomplete Grade Policy

- ✓ All course requirements must be completed by the end date for the course. In the event that extremely difficult circumstances merit granting a student more time to finish course requirements, an "Incomplete" (I) grade may be given. More information can be found in the college catalog on page 170.

Emergency Procedure

- ✓ Yellow and red Emergency Information flipcharts are located in each classroom. These are quick reference sheets with telephone numbers to reach emergency assistance and a brief description of the correct actions to take in the event of a tornado, fire or other emergency on campus. More information can be found in the college catalog on page 196.

Class Cancellations

- ✓ Class cancellations due to inclement weather will be posted on the College Website: www.kishwaukeecollege.edu or announced by the local radio stations. You may sign up for text alerts at [myKC/Student Resources/Text Alert](http://myKC/StudentResources/TextAlert). Students may also call the College at (815) 825-2086. Class cancellations due to instructor absence will be posted on the classroom door. Room changes will be announced in advance whenever possible and posted on the classroom door.

Academic Honesty

- ✓ In order to evaluate student work, faculty must be able to trust that the work is original with a student and not the work of someone else. Cheating, falsifying information, forgery, plagiarism, and other dishonest actions will not be tolerated. Detailed information can be found by clicking on this link: www.kishwaukeecollege.edu/student-life-essential-student-information/student-code-conduct

Assistive Resources Center/Disability Services

- ✓ Any student with a documented disability or special learning need and wanting to request accommodations, should contact the Assistive Resources Center in A1317 or at (815) 825-2086 ext. 4290, (815) 825-9106 (TTY). More information can be found on the MyKC Portal: <https://mykc.kishwaukeecollege.edu/collegeareas/vpss/disabilityservices/Pages/default.aspx>

Recording of Classes/Presentations

- ✓ Kishwaukee College prohibits students from electronically recording class lectures and presentations (either by audio, video, picture, or otherwise) unless certain qualifying conditions are met:
 - 1) The student requires the recording of lectures/presentations as part of their accommodations related to a disability that has been adequately documented with the Coordinator of the Assistive Resources Center.

- 2) The instructor has given advanced written permission to the student that stipulates what may be recorded and by which device(s) the lectures/presentations may be recorded.

In either of the above cases, the following restrictions shall apply:

1. Recordings are solely for the use of the student designated either in the disability accommodations or the instructor's written permission to record.
 2. Recordings must not be shared or reproduced for any reason.
 3. Recordings must not be posted on any public or private website or social media service.
 4. Recordings must be destroyed by the student at the end of the semester in which the recording was made.
- ✓ A student found to have committed a violation of this procedure shall be subject to one or more sanctions described in the Code of Student Conduct and Discipline. Students seeking to obtain permission to record a class must inquire with the instructor in question and, if the instructor agrees to allow recording, the student and instructor must complete a Permission to Record a Class/Lecture Presentation form.

Learning Skills Center

- ✓ Tutoring, The Writing Center (A1306), make-up tests, online tests, and placement tests are available through the Learning Skills Center. For more information, go to <https://mykc.kishwaukeecollege.edu/collegeareas/vpi/lsc/Pages/default.aspx>

Copyright

- ✓ As a Kishwaukee College Student, you may have copyrighted materials or software made available to you by the college for course use. Please understand that copyright law may prohibit copying or further distribution of these materials. Full information can be found here: www.kishwaukeecollege.edu/student-life-essential-student-information-students-right-know/copyright-law-notification

Community Resources

- ✓ There are numerous community resources that are available to assist students in addressing a variety of personal needs. Resource contact information can be found on MyKC: <https://mykc.kishwaukeecollege.edu/collegeareas/vpss/counseling/Pages/Documents.aspx>

Kishwaukee College Fall 2016

Course Name:	Composition I Supplemental Instruction, ENG 099 Two (2) Credit Hours
Course Prerequisite:	COMPASS writing score of 60-69 or ASSET writing score of 39-40 with reading score of 39.
Exit Requirement:	A "C" grade or higher in ENG 103. If a student receives a letter grade of D or F, they have the option to either return to ENG 097 or retake the 103/099.
Course Co-Enrollment:	Student must be co-enrolled in ENG 103. If you withdraw from ENG 099, you must also withdraw from ENG 103. Students will receive a separate grade for each section (thus, it is possible to receive an A in ENG 099 and a B in ENG 103).
Course Reference #:	ENG 099-5L02, TR 11-11:50 a.m., C 1203
Instructor:	Ami Irmén
Office:	A2202
Office Hours:	M 2-3 (Online), T 8:30-9:20 a.m., W 8:30-10 a.m., R 8:30-9:20 a.m.
E-mail:	Ami.Irmén@kishwaukeecollege.edu
Learning Skills Center:	
LSC Phone:	(815) 825-2457
LSC Website:	http://www.kishwaukeecollege.edu/learning_skills_center/

Course Description:

- ✓ A review of skills to aid in the successful completion of ENG 103. This course focuses on tools required for student success; writing as a recursive process; unity, organization, development, and coherence in written language; elements of the paragraph and the essay; and grammar, punctuation, and usage review. Not transferable. Two hours lecture/discussion a week.

Guidelines for Online Communication:

- ✓ Each student is welcome to send questions/concerns via email. Mon through Thurs, please allow twenty-four (24) hours for a response. Fri through Sun, please allow forty-eight (48) hours. (Please, do not expect an answer between the hours of 10 PM and 8 AM.)
- ✓ Students are expected to regularly check their email for course communications. Each student is responsible for all information emailed to this account.

Student E-mail

- ✓ Your Kishwaukee College e-mail account will be the official way to receive notices from the College. If you choose to forward your e-mail to another account, please be advised that all communication from and within the college will use your Kishwaukee student e-mail. When communicating with instructors or employees of the college, you are required to use your Kishwaukee e-mail address.

Preferred Name and Pronoun

- ✓ Class rosters and college data systems are provided to the instructor with the student's legal name and gender identification. I will gladly honor your request to address you by an alternate name and/or gender pronoun. Please advise me of this early in the semester so that I may make appropriate changes to my records.

Required Texts and Materials:

- ✓ Thurman, Susan. *The Only Grammar Book You'll Ever Need*. Avon, MA: Adams Media, 2003.

Course Competencies:

Students will be able to:

Concepts

- Identify and understand the difference between standard and nonstandard written language.
- Identify and understand these concepts: subject, verb, prepositional phrase, simple sentence, coordination, subordination, run on, comma splice, fragment, adjective, and adverb.
- Identify and understand the parts of a paragraph: topic, topic sentence, key details, and minor details.
- Identify and understand the parts of an essay: introduction, body, and conclusion.
- Identify modes of writing and patterns of organization: narration, description, persuasion, illustration, definition, comparison/contrast, classification, cause and effect, and process.
- Identify and understand the concept of plagiarism.
- Understand and correctly utilize technology, including but not limited to email, attachments, word processing, D2L, H: drive, and printing.

Writing Proficiency

- Choose and focus on an idea that can be expressed in a paragraph or essay.
- Employ a recursive writing process that includes invention, drafting, revision, and proofreading strategies.
- Create appropriate topic sentences and create clear thesis statements.

Mechanics and Format

- Use standard written English diction and grammar.
- Use correct spelling, punctuation, and capitalization.
- Follow the conventions of document presentation including layout, format, and printing.

Revision

- Review for unity, organization, development, and coherence.
- Review for clear thesis statements (essays) and topic sentences (essays and paragraphs).
- Review essays for appropriate introductions and conclusions.
- Review for sentence sense and variety.
- Review for grammar, spelling, punctuation, and capitalization.
- Read and review work using a variety of strategies, including but not limited to peer review and workshop.

Interpersonal Skills

- Interact with instructors and classmates in a civil, constructive manner.
- Participate actively in classroom activities and discussions.

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Plagiarism:

- ✓ Consider plagiarism for what it is: an academic crime. There will be times in this semester and beyond when coursework might seem overbearing and even impossible. Despite any misgivings that a student may have, one should never take another's work for his or her own, borrow ideas without offering credit through proper citation, or otherwise participate in any academic dishonesty.
- ✓ **Plagiarism is the unacknowledged reproduction of another's words, ideas, or work.** Simply put, if what is written is not the student's, it is plagiarizing. If a student has questions about appropriately and effectively documenting the words, ideas, or work of others, please ask.
- ✓ Remember, if a student can find it on the web, then so can anyone else (including the instructor), so don't cut and paste from the web—this is plagiarism. **The ideas and the information on the web are not free ideas; they are the intellectual property of others and MUST be documented.**

- ✓ Two of the most common instances of unintentional plagiarism are 1) when students fail to acknowledge the IDEAS from a source and 2) when students receive too much outside assistance. While acknowledge the ideas of others will be discussed at length during this course, **please be aware that if someone else writes passages of your text for you, then this act is plagiaristic, academically dishonest, and cause for penalty.**
- ✓ If it is discovered that a student has plagiarized, it is up to the discretion of the instructor what the consequences will be. These consequences can range from receiving a zero on the assignment and notification of the Dean, which can result in expulsion from Kishwaukee College (if other plagiarism is on file). A second offense will automatically result in a zero for the course.

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Commitment to Excellence:

- ✓ Class will begin and end according to the time displayed on the classroom clock – each student will be expected to arrive on time. Arriving late will cause loss of participation points.
- ✓ Attendance will be taken at the beginning of class.
- ✓ If a student chooses to not attend class, it is his or her responsibility to contact the instructor or a fellow student for any information was missed during class – including any changes to the tentative syllabus schedule, information about assignments or readings given, and any lecture notes (for class notes, speak to a classmate). This will need to be done before our class meets again so that there is enough time to prepare any assignments or readings.
- ✓ NO CELL PHONES, TABLETS, OR LAPTOPS ALLOWED.
- ✓ ACADEMIC PURSUIT/ATTENDANCE VERIFICATION ROSTER: Students who do not attend their class during the refund period will be dropped from the class roster and will be charged for the class. More information can be found on the MyKC Portal:
<https://mykc.kishwaukeecollege.edu/collegeareas/vpfa/bo/Pages/default.aspx>
 - A student that has not turned in work in the two weeks prior to attendance verification rosters is considered to not be academically pursuing the course and will be withdrawn at the time of the attendance verification roster. (Please note that simply signing in and viewing documents, including the syllabus, lectures, and/or videos, does not equal academic pursuit. Work must be turned in for you to be considered academically pursuing the course.)
- ✓ RELIGIOUS OBSERVANCES: Students faced with schedule conflicts related to a religious observance should make prior arrangements with the instructor a minimum of seven (7) school days in advance of the examination or other activity involved.

Participation:

- ✓ Each student is expected to complete the assigned readings and to actively participate in discussions, providing well thought out responses.

Classroom Environment:

- ✓ Each person (instructor, student, visitor, etc.) deserves complete respect during the course of our time together.

Assignments

- ✓ Assignments must be printed per stipulations on assignment sheets and handed to the instructor (and/or emailed to instructor's email with a timestamp) prior to the due date/time.
- ✓ No work will be accepted in the following circumstances: via mailbox, via office basket or under office door, to the division office, handwritten or sloppily presented work, or work turned in after deadline.

Late Work:

- ✓ Late work will not be accepted in this class.
- ✓ If you know ahead of time that you will not be able to complete your assignment, you will need to speak with me ahead of the due date – at least twenty-four (24) hours in advance. This does not guarantee an extension.
- ✓ Assignments are due regardless if you are in class or not. If you cannot make it to class, you still need to get the assignment to me before the deadline.

Grading System:

- ✓ Reading Improvement is graded on the traditional A, B, C, D, F marking system. To better calibrate the grading system for assignments in this course, a standardized grade sheet is used.

<i>Grading Scale:</i>	Points	Percentage	<i>Grading Criteria</i>	
A	900-1000	90-100%	Participation/In Class Activities	200
B	800-899	80-89%	Homework	150
C	700-799	70-79%	Presentation	50
D	600-699	60-69%	<u>Grammar Quizzes</u>	<u>100</u>
F	599 & Below	59% & Below	Total	500

Tentative Course Schedule

Week One	
Aug 30	Intro to Course/Syllabus
Sept 1	Patty Strong: How Do I Write a Text for College?
Week Two	
Sept 6	Standard v Nonstandard Language Plagiarism
Sept 8	Thesis Statements – bring your thesis for your profile paper
Week Three	
Sept 13	Parts of the Paragraph
Sept 15	Parts of the Essay
Week Four	
Sept 20	Demonstration of presentations <ul style="list-style-type: none"> • Could Care Less v Couldn't Care Less • Should Of/Could Of/Would Of • To v Too v Two
Sept 22	The Writing Process
Week Five	
Sept 27	Pronouns and Subjects (The Simple Sentence) PRESENTATION: There v Their v They're
Sept 29	Tenses PRESENTATION: You v Your v You're
Week Six	
Oct 4	Essay Conferences – Bring Draft
Oct 6	Essay Conferences – Bring Draft
Week Seven	
Oct 11	Action Verbs PRESENTATION: Affect v Effect
Oct 13	Irregular Verbs PRESENTATION: Accept v Except
Week Eight	
Oct 18	Framing Your Essay (Intros and Conclusions)
Oct 20	In Class Assignment – Word Check
Week Nine	
Oct 25	Adjectives and Adverbs

	PRESENTATION: Because v Due To v Since
Oct 27	Coordination PRESENTATION: Cite v Site v Sight
Week Ten	
Nov 1	Run On Sentences and Comma Splices PRESENTATION: e.g. v i.e.
Nov 3	(no class – this class only, not campus wide)
Week Eleven	
Nov 8	Essay Conferences – Bring Draft
Nov 10	Essay Conferences – Bring Draft
Week Twelve	
Nov 15	Subordination PRESENTATION: Fewer v Less
Nov 17	Fragments PRESENTATION: Into v In to v In
Week Thirteen	
Nov 22	Writing about Writing
Nov 24	NO CLASS - THANKSGIVING
Week Fourteen	
Nov 29	Citation Manager PRESENTATION: Lay v Lie (Simple Present Tense Only!)
Dec 1	Revision Techniques PRESENTATION: Between v Among
Week Fifteen	
Dec 6	Essay Conferences – Bring Draft
Dec 8	Essay Conferences – Bring Draft
Week Sixteen	
Dec 13	PRESENTATION: Principle v Principal PRESENTATION: Who v Whom PRESENTATION: A lot v Alot v Allot
Dec 15	In Class Exercise – Word Check

Final Period

Tuesday 12/20/2016 10-11:50 a.m.

KISHWAUKEE COLLEGE SYLLABUS
FALL 2016

Western Civilization to 1715 (3)
HIS 144-3001 (32511)
Mon/Wed, 9:30-10:45 a.m., Room A1218
8/29/16 – 12/21/16

Branden C. McCullough
Office: A2215

Office hours: Monday 11:00 a.m. – 12:30 p.m.
Tuesday 8:30 a.m. – 9:15 a.m.
Wednesday 12:00 p.m. – 2:00 p.m.
Thursday 8:30 a.m. – 9:15 a.m.
*or by appointment

Office phone: 815-825-9474

Email: Branden.McCullough@kishwaukeecollege.edu

COURSE DESCRIPTION

Prerequisite: None

A study of the development of Western Civilization from the classical period through the Reformation era. This will include specific study of Greece and Rome, the development of the Christian church in Europe, the Middle Ages, and the Renaissance, culminating in an analysis of the political, economic, social, and cultural changes during the Early Modern period in Europe. Three hours lecture/discussion a week.

EXPECTED LEARNER OUTCOMES

- Learners will identify and compare major historical patterns and themes.
- Learners will discern the significance of specific individuals, events, and ideas to particular historical themes.
- Learners will recognize the various cultural attributes of Western society and how these attributes developed.
- Learners will utilize primary source material to understand the historical context of specific periods and places.
- Learners will demonstrate an understanding of linear chronology and cause/effect relationships.
- Learners will apply their knowledge of historical patterns and themes to help interpret current events and human interaction.

TEXTS

John McKay, et al. *A History of Western Society, vol. 1: From Antiquity to the Enlightenment, 11th ed.* Boston: Bedford/St. Martins, 2013.

Anon., Jesse Byock, trans. *The Saga of King Hrolf Kraki.* London: Penguin Books, 1998.

*Additional reading will be provided by the instructor. See Source Analysis Paper Prompt List on pg. 8

BREAKDOWN OF COURSE REQUIREMENTS

2 Exams = 200 points each

Quizzes/In-Class Work = 50 points total

Source Analysis Paper = 200 points

Book Response Essay = 200 points

Attendance/Class Participation = 150 points total

Total Points = 1000

Exams: There will be two exams given throughout the semester, which will cover material from the textbook, handouts, and lectures. Exams are a combination of map listing (20 pts), term identification (80 pts), and essay (100 pts). For the map listing, a map will be presented on the overhead with ten numbered locations that students must identify on their exam sheet. For the term identification, ten specific terms will be provided on the exam, and students will choose four to answer in a brief paragraph for each. In the answers, students must define and date the term, and explain the term's significance to larger historical themes and patterns. For the essay portion, there will be two possible essay questions, and students will choose one to answer. The essay questions will consider broad overarching ideas connecting different material from the course, with students providing specific examples and explanations of events with appropriate organization and thoroughness. On average, an acceptable essay will be at least two pages in length. A study guide will be provided in advance for each exam and a review will be scheduled in class the day before each exam.

In-Class Work: From time to time, brief assignments and quizzes will be given, usually to be completed during the class period. The type of assignment may vary, but it will generally be in reference to that week's lecture material and/or will help prepare students for the exams. Included in these will be map quizzes on review days prior to each exam. The map quizzes will focus on the geographical locations of importance to the lecture/reading material. These locations will be found on the maps shown in class, and in the textbook. The quizzes will closely correlate to the map portion of the subsequent exam.

Source Analysis Paper: The reading of primary source documents will be assigned for most weeks (**see the Source Analysis Paper Prompt List on pg. 8**). These primary source documents are excerpts chosen and provided by the instructor at the course website. The prompts listed on pg. 8 are provided to guide discussion for each week. While students are expected to be prepared to discuss all of the source materials assigned, for one of the discussion classes, students will provide a written source analysis paper (minimum 3 pages in length, typed, double-spaced, standard margins/font) answering the prompt questions to be discussed that week. The paper must include formal citation and proper organization, and will focus on the source documents assigned for that week. Students may pick which week they wish to write; the due dates for each week are also provided on pg. 8.

Book Response Essay: This assignment will be based on the book *The Saga of King Hrolf Kraki*. Students will read the assigned excerpts from the book, and the instructor will provide a choice of three essay questions specifically related to material from the book, two of which the students will answer in the time allotted during class (100 pts each). The expectation is that students will be able to discern and explain specific political, social, and cultural attributes of Viking society in their essay, utilizing *The Saga of King Hrolf Kraki* as reference. Much like on the exams, essay questions should be well-organized and thorough. On average, an acceptable

essay will be at least two pages in length. Students will receive a study guide in advance of the essay exam.

Attendance/Class Participation: Each day you attend class you can receive 6 points towards your final grade. Your level of participation in class discussions will determine how many points per day. To participate, you must read the assigned literature outside of class and attend prepared to discuss the material in class. Absences count as zero points for a given day. Only two absences will be forgiven with respect to your grade. Any other absences can only be excused with proper documentation.

FINAL GRADE DETERMINATION

900-1000 points	= A
800-899 points	= B
700-799 points	= C
600-699 points	= D
599 and below	= F

Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports.

OTHER COURSE REQUIREMENTS

1. It is strongly recommended that you attend class every meeting. However, you are allowed two absences that, while recorded, will not be counted against your grade. Additional absences will only be excused under extraordinary circumstances and with proper documentation. You are responsible for inquiring about any material covered or assignments given on days you are absent, regardless of whether or not it is an excused absence.
2. Please do the readings prior to class and bring the primary source documents with you to class.
3. You are expected to participate in class discussion. This is crucial not only for your grade, but for the class as a whole.
4. Be punctual. Tardiness will affect your grade. If there is going to be a consistent problem with this, let me know immediately.
5. Please do not leave during class. If there are special needs or you must leave early, speak to me before class.
6. Do not read outside materials, do homework, sleep, or play with any electronic equipment during class. Turn off cell phones, music devices, etc., and keep them off of your desk.
7. Written assignments are to be turned in directly during class. Assignments sent via email will only be accepted if discussed with the instructor.
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KISHWAUKEE COLLEGE POLICIES AND RESOURCES

04/08/16

- | | |
|---|---------------------------------------|
| A. Academic Dishonesty | I. Graduation Requirements for |
| B. Assistive Resources Center/Disability Services | Transfer Degree Students |
| C. Attendance Verification Roster | J. Incomplete Grade |
| D. Class Cancellations | K. Learning Skills Center |
| E. Class Withdrawal | L. Recording of Classes/Presentations |
| F. Community Resources | M. Religious Observances |
| G. Copyright | N. Student E-mail |
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TENTATIVE COURSE OUTLINE

(Course outline is subject to change. Chapter readings listed from the History of Western Society textbook)

- Week 1 (Aug. 29, 31)** Review Syllabus, The Ancient Near East: Read Chapters 1 & 2
- Week 2 (Sept. 7)** Greek Civilization: Read Chapter 3 **No Class Sept. 5th, Labor Day**
- *Week 3 (Sept. 12, 14)** The Hellenistic World: Read Chapter 4
- Week 4 (Sept. 19, 21)** Early Rome and the Empire: Read Chapter 5 & Chapter 6 (pgs. 154-177)
- *Week 5 (Sept. 26, 28)** The Birth of Christianity: Continue w/Chapter 6
- Week 6 (Oct. 3, 5)** The End of Rome: Read Chapter 7
- *Week 7 (Oct. 10, 12)** The Early Middle Ages: Read Chapter 8
- Week 8 (Oct. 17, 19)** **Mid-Term Exam – Oct. 19th**
- Week 9 (Oct. 24, 26)** The Viking Era in Europe (**Book Response Essay – Oct. 26th**)
- Week 10 (Oct. 31, Nov. 2)** The High Middle Ages: Read Chapter 9 (pgs. 252-270, 276-285)
- *Week 11 (Nov. 7, 9)** Economic & Intellectual Revival in Europe: Continue w/Chapter 9 & Read Chapter 10
- *Week 12 (Nov. 14, 16)** Crises of the 14th Century: Read Chapter 11
- *Week 13 (Nov. 21, 23)** The Renaissance: Read Chapter 12
- *Week 14 (Nov. 28, 30)** The Reformation: Read Chapter 13 (pgs. 390-417)
- Week 15 (Dec. 5, 7)** Wars of Religion: Continue w/Chapter 13 & Read Chapter 15 (pgs. 462-469)
- *Week 16 (Dec. 12, 14)** Absolutism & Constitutionalism: Read Chapter 14 & Continue w/Chapter 15
- Week 17 Final Exam – 8:00-9:50 a.m., Monday, Dec. 19th**

***Primary source papers can be written on themes for the 8 weeks denoted by an asterisk on the Course Outline. The list of primary sources documents available at the course website, as well as discussion questions for each week, are available on the following page:**

SOURCE ANALYSIS PAPER PROMPT LIST

Week 3 – Greek Politics (Due Sept. 14th)

Docs – Herodotus, “*The Histories: The Persians Reject Democracy*” (c. 440 BCE)
Plato, “*The Republic*” (380 BCE)
Aristotle, “*Politics: Democracy*” (c. 340 BCE)

Prompt – How did each author describe the merits and pitfalls of different forms of government in classical Greece? How do the positions expressed in these documents relate to present day government and politics?

Week 5 – Constantine and the Early Church (Due Sept. 28th)

Docs – “*Constantine’s Edicts*” (313 – 321 CE)
Eusebius, “*Constantine’s Address to the Council of Nicaea*” (325 CE)
Valentian III, “*Decree on Papal Power*” (445 CE)
Pope Gelasius I, *On Spiritual and Temporal Power* (494 CE)

Prompt – What was Constantine’s role in the making of the early Christian church? How does he use his authority as emperor to further the church’s position in the Roman Empire? How did the relationship between church and state evolve to the end of the Roman period?

Week 7 – The Viking Scourge (Due Oct. 12th)

Docs – “*The Annals of St. Bertin*” (800’s CE)
“*Abbo’s Wars of Count Odo with the Northmen*” (c. 885 CE)
“*The Chronicle of St. Denis based on Dudo and William of Jumieges*” (900’s CE)
Adam of Bremen, “*History of the Archbishoprics of Hamburg-Bremen*” (11th century CE)

Prompt – How did the peoples of Western Europe describe and respond to the Vikings? How did the position of the Vikings in Europe change over the course of the early Middle Ages?

Week 11 – Christians and Muslims in the Holy Land (Due Nov. 7th)

Docs – Pope Urban II, “*Speech at the Council of Clermont*” (1095 CE)
Usmah ibn Munqidh, “*Autobiography, excerpts on the Franks*” (1175 CE)
Imad ad-Din, “*History of the Fall of Jerusalem*” (c. 1200 CE)

Prompt – What were the motivations behind the crusades? How did Christians and Muslims characterize the crusades, and how did each view the other?

Week 12 – The Black Death (Due Nov. 16th)

Docs - Giovanni Boccaccio, “*The Decameron – Introduction*” (1352 CE)
The Confession of Agimet of Geneva, Châtel (October 20, 1348 CE)
The Cremation of Strasbourg Jewry, (February 14, 1349)

Prompt – How did people respond to the outbreak of the plague? In what ways did the plague alter the societies it affected?

Week 13 – Humanism in Art and Literature (Due Nov. 23rd)

Docs – Niccolo Machiavelli, “*The Prince*” (1513 CE)
Raphael, “*School of Athens*” (c. 1510 CE)
Botticelli, “*Primavera*” (c. 1482 CE)

Prompt – How did each of the works demonstrate the role of humanism in Renaissance Italy? Explain your analysis and provide detailed examples.

Week 14 – Martin Luther and the Reformation (Due Nov. 30th)

Docs – Martin Luther, “*On Christian Liberty*” and “*Address to the Christian Nobility of the German Nation*” (1520)

Prompt – How did Luther frame his argument against the Roman Catholic hierarchy, and how did it relate to his concept of “Christian Liberty?” What was he hoping to accomplish in writing to the German nobility?

Week 16 – Constitutional England (Due Dec. 12th)

Docs – John Locke, “*Two Treatises on Government*” (1690)
“*The English Bill of Rights*” (1689)

Prompt – How did Locke describe the relationship between the people and the state?
How did the English Bill of Rights demonstrate the concepts put forth by Locke?

KISHWAUKEE COLLEGE SYLLABUS
FALL 2016

Western Civilization since 1715 (3)
HIS 145-3001 (32875)
Tue/Thurs, 9:30-10:45 a.m., Room A1245
8/30/16 – 12/22/16

Branden C. McCullough
Office: A2215

Office hours: Monday 11:00 a.m. – 12:30 p.m.
Tuesday 8:30 a.m. – 9:15 a.m.
Wednesday 12:00 p.m. – 2:00 p.m.
Thursday 8:30 a.m. – 9:15 a.m.
*or by appointment

Office phone extension: 815-825-9474

Email: **Branden.McCullough@kishwaukeecollege.edu**

COURSE DESCRIPTION

Prerequisite: None

A study of the development of Western Civilization from the Enlightenment era to the present. This will include specific study of absolutism in the 18th century, the Industrial Revolution, French Revolution, the development of European nationalism and liberalism, and the rise of Europe as a global power, culminating in an analysis of the two world wars and the Cold War era. Three hours lecture/discussion a week.

EXPECTED LEARNER OUTCOMES

- Learners will identify and compare major historical patterns and themes.
- Learners will discern the significance of specific individuals, events, and ideas to particular historical themes.
- Learners will recognize the various cultural attributes of Western society and how these attributes developed.
- Learners will utilize primary source material to understand the historical context of specific periods and places.
- Learners will demonstrate an understanding of linear chronology and cause/effect relationships.
- Learners will apply their knowledge of historical patterns and themes to help interpret current events and human interaction.

TEXT

John McKay, et al. *A History of Western Society, vol. 2: From the Age of Exploration to the Present, 11th ed.* Boston: Bedford/St. Martins, 2013.

Christopher Browning. *Ordinary Men: Reserve Police Battalion 101 and the Final Solution in Poland.* New York: Harper/Perennial, 1998.

*Additional reading will be provided by the instructor online.

BREAKDOWN OF COURSE REQUIREMENTS

2 Exams = 200 points each

Quizzes/In-Class Work = 50 points total

Source Analysis Paper = 200 points

Book Response Essay = 200 points

Attendance/Class Participation = 150 points total

Total Points = 1000

Exams: There will be two exams given throughout the semester, which will cover material from the textbook, handouts, and lectures. Exams are a combination of map listing (20 pts), term identification (80 pts), and essay (100 pts). For the map listing, a map will be presented on the overhead with ten numbered locations that students must identify on their exam sheet. For the term identification, ten specific terms will be provided on the exam, and students will choose four to answer in a brief paragraph for each. In the answers, students must define and date the term, and explain the term's significance to larger historical themes and patterns. For the essay portion, there will be two possible essay questions, and students will choose one to answer. The essay questions will consider broad overarching ideas connecting different material from the course, with students providing specific examples and explanations of events with appropriate organization and thoroughness. On average, an acceptable essay will be at least two pages in length. A study guide will be provided in advance for each exam and a review will be scheduled in class the day before each exam.

In-Class Work: From time to time, brief assignments and quizzes will be given, usually to be completed during the class period. The type of assignment may vary, but it will generally be in reference to that week's lecture material and/or will help prepare students for the exams. Included in these will be map quizzes on review days prior to each exam. The map quizzes will focus on the geographical locations of importance to the lecture/reading material. These locations will be found on the maps shown in class, and in the textbook. The quizzes will closely correlate to the map portion of the subsequent exam.

Source Analysis Paper: The reading of primary source documents will be assigned for most weeks (**see the Source Analysis Paper Prompt List on pg. 8**). These primary source documents are excerpts chosen and provided by the instructor at the course website. The prompts listed on pg. 8 are provided to guide discussion for each week. While students are expected to be prepared to discuss all of the source materials assigned, for one of the discussion classes, students will provide a written source analysis paper (minimum 3 pages in length, typed, double-spaced, standard margins/font) answering the prompt questions to be discussed that week. The paper must include formal citation and proper organization, and will focus on the source documents assigned for that week. Students may pick which week they wish to write; the due dates for each week are also provided on pg. 8.

Book Response Essay: This assignment will be based on the book *Ordinary Men* by Christopher Browning. Students will read the assigned chapters from the book, and the instructor will provide a choice of three essay questions specifically related to material from the book, two of which the student will answer in the time allotted during class (100 pts each). The expectation is that students will be able to discern and explain the thesis of the author and connect his case study of German perpetrators to general discussion of the Holocaust in their essay, utilizing *Ordinary Men* as reference. Much like on the exams, essay questions should be

well-organized and thorough. On average, an acceptable essay will be at least two pages in length. Students will receive a study guide in advance of the essay exam.

Attendance/Class Participation: Each day you attend class you can receive 6 points towards your final grade. Your level of participation in class discussions will determine how many points per day. To participate, you must read the assigned literature outside of class and attend prepared to discuss the material in class. Absences count as zero points for a given day. Only two absences will be forgiven with respect to your grade. Any other absences can only be excused with proper documentation.

FINAL GRADE DETERMINATION

900-1000 points	= A
800-899 points	= B
700-799 points	= C
600-699 points	= D
599 and below	= F

Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports.

OTHER COURSE REQUIREMENTS

1. It is strongly recommended that you attend class every meeting. However, you are allowed two absences that, while recorded, will not be counted against your grade. Additional absences will only be excused under extraordinary circumstances and with proper documentation. You are responsible for inquiring about any material covered or assignments given on days you are absent, regardless of whether or not it is an excused absence.
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TENTATIVE COURSE OUTLINE

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Week 1 (Aug. 30, Sept. 1) Review Syllabus, Modern Governance: Read Chapter 15

***Week 2 (Sept. 6, 8)** The Enlightenment Society: Read Chapters 16 & 18

Week 3 (Sept. 13, 15) The Industrial Revolution: Read Chapters 17 & 20

***Week 4 (Sept. 20, 22)** The French Revolution: Read Chapter 19

***Week 5 (Sept. 27, 29)** Spreading the Revolution: Read Chapters 21 & 22

Week 6 (Oct. 4, 6) New Nations and New Empires: Read Chapters 23 & 24

***Week 7 (Oct. 11, 13)** The War to End all Peace: Read Chapter 25 (pgs. 822-842)

Week 8 (Oct. 18, 20) **Midterm Exam – Oct. 20th**

***Week 9 (Oct. 25, 27)** Searching for Stability: Read Chapter 25 (pgs. 849-861) & Chapter 26

Week 10 (Nov. 1, 3) The Crisis of Democracy: Read Chapter 25 (pgs. 842-849) & Chapter 27 (pgs. 896-910)

***Week 11 (Nov. 8, 10)** The Creation of Nazi Germany: Read Chapter 27 (pgs. 911-919)

Week 12 (Nov. 15, 17) The Road to War: Continue w/Chapter 27

Week 13 (Nov. 22) Nazi Domestic Policy and the Jews **No Class Nov. 24th, Thanksgiving Day**

***Week 14 (Nov. 29, Dec. 1)** The Holocaust **(Book Response Essay – Dec. 1st)**

***Week 15 (Dec. 6, 8)** Cold War and Decline: Read Chapters 28 & 29

Week 16 (Dec. 13, 15) Europe Today: Read Chapter 30

Week 17 Final Exam – 8:00-9:50 a.m., Tuesday, Dec. 20th

***Primary source papers can be written on themes for the 8 weeks denoted by an asterisk on the Course Outline. The list of primary sources documents available at the course website, as well as discussion questions for each week, are available on the following page:**

SOURCE ANALYSIS PAPER PROMPT LIST

Week 2 – The Enlightenment (Due Sept. 8th)

Docs – Baron de Montesquieu, *“The Spirit of the Laws”* (1748)

Jean Rousseau, *“The Social Contract”* (1763)

Prompt – How did Rousseau conceptualize the citizen/state relationship, and how did Montesquieu envision the internal organization of the state? In what ways did their ideas mirror present perceptions of “modern” government?

Week 4 – Reacting to the Revolution (Due Sept. 22nd)

Docs – Edmund Burke, *“Reflections on the French Revolution”* (1790)

Olympe de Gouge, *“Declaration of the Rights of Women”* (1791)

Maximilien Robespierre, *“Justification of the Use of Terror”* (1794)

Prompt – What were Burke’s and Olympe de Gouge’s criticisms of the French Revolution? How did Robespierre explain his implementation of revolutionary ideas? Was the French Revolution a success or a failure? Why or why not?

Week 5 – Political Ideologies (Due Sept. 29th)

Docs – Karl Marx and Friedrich Engels, *“The Communist Manifesto”* (1848)

Frederic Bastiat, *“The Law”* (1850)

Prompt – How did the authors describe the political and social issues facing Europe in the mid-19th century and what solutions did they propose? How do their philosophies compare to modern political thought? Which author made the stronger argument and why?

Week 7 – The New Imperialism (Due Oct. 11th)

Docs – Jules Ferry, *“Speech Before the French Chamber of Deputies”* (1884)

Rudyard Kipling, *“The White Man’s Burden”* (1899)

J.A. Hobson, *“Imperialism”* (1902)

Edward Morel, *“The Black Man’s Burden”* (1903)

Prompt – Explain the argument posed by each author regarding imperialism. Which author do you believe made the strongest argument and why?

Week 9 – The Aftermath of War (Due Oct. 27th)

Docs – Woodrow Wilson, *“The Fourteen Points”* (1918)

Paul Valery, *“On European Civilization”* (1919) and *“On the European Mind”* (1922)

Oswald Spengler, *“The Decline of the West”* (1922)

Prompt – What did Wilson propose as a just end to the war? How did Wilson’s vision correspond with actual events and how did the other authors express the prevailing sentiment in Europe following WWI? What did the authors believe the future held for Europe?

Week 11 – The Rise of Nazi Germany (Due Nov. 10th)

Docs – Kurt Ludecke, *“The Demagogic Orator”* (1922)

Adolf Hitler, *“Mein Kampf”* (1926)

“Votes per Party in Germany” (1920-1933)

Thomas Mann, *“An Appeal to Reason”* (1931)

Prompt – What was the appeal of the Nazi Party and why did so many Germans support the Nazi Party? How did Hitler rally support for his cause in Germany and what

were his intentions and goals? Explain your answers in detail and provide evidence from the documents.

Week 14 – The Holocaust (Due Nov. 29th)

Docs – “*The Nuremberg Laws*” (1935)

“*Protocol of the Wannsee Conference*” (1942)

Hermann Graebe, *Slaughter of Jews in Ukraine* (1945-46)

Rudolf Hoess, “*Commandant of Auschwitz*” (1947)

Prompt – How did Nazi policy towards the Jews evolve to become genocidal? How did the perpetrators of the Holocaust justify their role in the genocide of the Jews?

Week 15 – Cold War and Empire (Due Dec. 8th)

Docs – Harry S. Truman, “*The Truman Doctrine*” (1947)

Jawaharlal Nehru, “*Economic Development and Nonalignment*” (1956)

All-African Peoples Conference, “*Resolution on Imperialism and Colonialism*” (1958)

Prompt – What was the relationship between the Cold War and the end of European empires? How did the peoples of Asia and Africa respond to the international environment created by the Cold War?

KISHWAUKEE COLLEGE
 Computer Information Systems Degree #437 Web Development Option
 Current Credit Hours 62-63/Proposed Credit Hours 60-61
 Catalog Year: 2017

Course	Title	Current Hours	Proposed Hours
Fall Semester - First Year			
CIS 101	Introduction to Computers	3	3
CIS 111	Logic and Program Design	3	3
CIS 115	Internet Fundamentals	2	2
CIS 118	Foundations of Web Site Development	3	3
ENG 103	Composition I OR		
ENG 109	Intro to Technical Report Writing	3	3
MAT 150	College Algebra OR		
MAT 210	Finite Mathematics	3-4	0
Total		17-18	14

Spring Semester - First Year			
CIS 119	JavaScript	3	3
CIS 123	Management Information Systems	3	3
CIS 140	Networking Fundamentals	4	4
COM 100	Oral Communication	3	3
MAT 150	College Algebra OR		
MAT 210	Finite Mathematics	0	3-4
Social Science Elective		3	0
Total		16	16-17

Fall Semester - Second Year			
CIS 124	Introduction to XML	3	0
CIS 160	Java Programming I	3	3
CIS 170	Introduction to UNIX	3	3
CIS 237	Database Management and SQL	3	0
Humanities Elective		3	3
Social Science Elective		0	3
CIS Electives		0	4
Total		15	16

Spring Semester - Second Year			
CIS 122	Web Site Creation Software	0	2
CIS 236	CIS Project OR		
CIS 296	CIS Internship	3	3
CIS 237	Database Management and SQL	0	3
CIS 260	Java Programming II	3	3
CIS 265	Server-Side Programming	3	3
CIS Electives		5	0
Total		14	14

Program Total 62-63 60-61

CIS Electives:

CIS 110	Visual Basic Programming	3	remove
CIS 121	Web Animation-Flash	2	remove
CIS 122	Web Site Creation Software	2	remove
CIS 142	PC Repair and Configuration	3	add
CIS 150	C++ Programming I	3	
CIS 182	Windows Server Fundamentals I	3	
CIS 210	Visual Basic Programming II	3	remove
CIS 238	Systems Analysis and Design	3	
CIS 250	C++ Programming II	3	
CIS 270	Fundamentals of Linux Administration	3	
CIS 282	Windows Server II Networking	3	
CIS 283	Network Security+	3	

Other relevant courses with consent of CIS department

KISHWAUKEE COLLEGE

Computer Information Systems Degree #437 Programming Option

Current Credit Hours 62-63/Proposed Credit Hours 60-61

Catalog Year: 2017

Course	Title	Current Hours	Proposed Hours
Fall Semester - First Year			
CIS 101	Introduction to Computers	3	3
CIS 110	Visual Basic Programming	3	0
CIS 111	Logic and Program Design	3	3
CIS 115	Internet Fundamentals	2	2
CIS 118	Foundations of Web Site Development	3	3
ENG 103	Composition I OR		
ENG 109	Intro to Technical Report Writing	3	3
	Total	17	14
Spring Semester - First Year			
CIS 119	JavaScript	0	3
CIS 123	Management Information Systems	3	3
CIS 140	Networking Fundamentals	4	4
COM 100	Oral Communication	3	3
MAT 150	College Algebra OR		
MAT 210	Finite Mathematics	3-4	3-4
	Social Science Elective	3	0
	Total	16-17	16-17
Fall Semester - Second Year			
CIS 150	C++ Programming I	3	3
CIS 160	Java Programming I	3	3
CIS 170	Introduction to UNIX	3	3
CIS 237	Database Management and SQL	3	0
	Humanities Elective	3	3
	Social Science Elective	0	3
	Total	15	15
Spring Semester - Second Year			
CIS 236	CIS Project OR		
CIS 296	CIS Internship	3	3
CIS 237	Database Management and SQL	0	3
CIS 238	Systems Analysis and Design	3	0
CIS 250	C++ Programming II	3	3
CIS 260	Java Programming II	3	3
CIS 265	Server-Side Programming	0	3
	CIS Electives	2	0
	Total	14*	15
	Program Total	62-63	60-61

* Current catalog has error: 13-14

CIS Electives: There are no CIS electives available in this option in the new proposal

CIS 110	Visual Basic Programming	3	remove
CIS 121	Web Animation-Flash	2	remove
CIS 122	Web Site Creation Software	2	
CIS 142	PC Repair and Configuration	3	add
CIS 150	C++ Programming I	3	
CIS 182	Windows Server Fundamentals I	3	
CIS 210	Visual Basic Programming II	3	remove
CIS 238	Systems Analysis and Design	3	
CIS 250	C++ Programming II	3	
CIS 270	Fundamentals of Linux Administration	3	
CIS 282	Windows Server II Networking	3	
CIS 283	Network Security+	3	

Other relevant courses with consent of CIS department

KISHWAUKEE COLLEGE
 Networking & Systems Administration Degree #460 Cisco Option
 Current Credit Hours 60-62/Proposed Credit Hours 62-63
 Catalog Year: 2017

Course	Title	Current Hours	Proposed Hours
Fall Semester - First Year			
CIS 140	Networking Fundamentals	4	4
CIS 145	Cisco Networking I	4	0
CIS 182	Windows Server Fundamentals I	0	3
COM 100	Oral Communication	3	3
ENG 103	Composition I OR		
ENG 109	Intro to Technical Report Writing	3	3
MAT 150	College Algebra OR		
MAT 210	Finite Mathematics	3-4	0
Social Science Elective		0	3
Total		17-18	16

Spring Semester - First Year			
CIS 142	PC Repair and Configuration	3	3
CIS 146	Cisco Networking II	4	0
CIS 282	Windows Server II Networking	0	3
CIS 283	Network Security+	0	3
MAT 150	College Algebra OR		
MAT 210	Finite Mathematics	0	3-4
Humanities Elective		3	3
Social Science Elective		3	0
CIS Elective		3	0
Total		16	15-16

Fall Semester - Second Year			
CIS 110	Visual Basic Programming OR		delete option
CIS 150	C++ Programming I OR		
CIS 160	Java Programming I	3	3
CIS 123	Management Information Systems	0	3
CIS 145	Cisco Networking I	0	4
CIS 146	Cisco Networking II	0	4
CIS 147	Cisco Networking III	4	0
CIS 170	Introduction to UNIX OR		
CIS 182	Windows Server Fundamentals I	3	0
CIS 170	Introduction to UNIX	0	3
CIS Electives		2	0
Total		12	17

Spring Semester - Second Year			
CIS 123	Management Information Systems	3	0
CIS 147	Cisco Networking III	0	4
CIS 148	Cisco Networking IV	4	4
CIS 236	CIS Project OR		
CIS 296	CIS Internship	3	3
CIS 270	Fundamentals of Linux Administration OR		
CIS 282	Windows Server II Networking	3	0
CIS 270	Fundamentals of Linux Administration	0	3
CIS Elective		2-3	0
Total		15-16	14

Program Total	60-62	62-63
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KISHWAUKEE COLLEGE

Networking & Systems Administration Degree #460 Network Administration Option

Current Credit Hours 60-62/Proposed Credit Hours 60-62

Catalog Year: 2017

Course	Title	Current Hours	Proposed Hours
Fall Semester - First Year			
CIS 140	Networking Fundamentals	4	4
CIS 182	Windows Server Fundamentals I	3	3
CIS 184	Windows Professional Configuration	3	0
COM 100	Oral Communication	0	3
ENG 103	Composition I OR		
ENG 109	Intro to Technical Report Writing	3	3
MAT 150	College Algebra OR		
MAT 210	Finite Mathematics	3-4	0
Social Science Elective		0	3
Total		16-17	16

Spring Semester - First Year			
CIS 123	Management Information Systems	3	0
CIS 142	PC Repair and Configuration	3	3
CIS 282	Windows Server II Networking	3	3
CIS 283	Network Security+	0	3
MAT 150	College Algebra OR		
MAT 210	Finite Mathematics	0	3-4
Humanities Elective		3	3
Social Science Elective		3	0
Total		15	15-16

Fall Semester - Second Year			
CIS 110	Visual Basic Programming OR		delete option
CIS 150	C++ Programming I OR		
CIS 160	Java Programming I	3	3
CIS 123	Management Information Systems	0	3
CIS 143	Wireless Communication	2	0
CIS 170	Introduction to UNIX	3	3
CIS 237	Database Management and SQL	3	0
CIS 184	Windows Professional Configuration	0	3
COM 100	Oral Communication	3	0
CIS Electives		0	3
Total		14	15

Spring Semester - Second Year			
CIS 236	CIS Project OR		
CIS 296	CIS Internship	3	3
CIS 237	Database Management and SQL	0	3
CIS 270	Fundamentals of Linux Administration	3	3
CIS 283	Network Security+	3	0
CIS Electives		6-7	5-6
Total		15-16	14-15

Program Total	60-62	60-62
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KISHWAUKEE COLLEGE
 Computer Programming Certificate #451
 Current Credit Hours 27/Proposed Credit Hours 27
 Catalog Year: 2017

Course	Title	Current Hours	Proposed Hours
Fall Semester - First Year			
CIS 101	Introduction to Computers OR		
CIS 123	Management Information Systems	3	3
CIS 110	Visual Basic Programming OR		delete option
CIS 160	Java Programming I	3	3
CIS 111	Logic and Program Design	3	3
CIS 150	C++ Programming I	3	3
	Total	12	12
Spring Semester - First Year			
CIS 119	JavaScript	0	3
CIS 237	Database Management and SQL	3	3
CIS 210	Visual Basic Programming II OR		delete option
CIS 260	Java Programming II	3	3
CIS 238	Systems Analysis and Design	3	0
CIS 250	C++ Programming II	3	3
CIS 265	Server-Side Programming	0	3
CIS Elective		3	0
	Total	15	15
	Program Total	27	27

KISHWAUKEE COLLEGE
Microcomputer Applications Certificate #452
Current Credit Hours 20.5/Proposed Credit Hours 20.5
 Catalog Year: 2017

Course	Title	Current Hours	Proposed Hours
Fall Semester - First Year			
CIS 101	Introduction to Computers OR		
CIS or OS Electives		<u>3</u>	<u>0</u>
CIS 101	Introduction to Computers OR		
CIS 123	Management Information Systems	<u>0</u>	<u>3</u>
CIS 105	Introduction to Microsoft Windows	<u>1</u>	<u>1</u>
CIS 115	Internet Fundamentals	<u>2</u>	<u>2</u>
CIS 133	Spreadsheets/Excel OR		
OS 133	Spreadsheets/Excel	<u>3</u>	<u>3</u>
OS 125	Word Processing/Word	<u>3</u>	<u>3</u>
Total		12	12
Spring Semester - First Year			
CIS 123	Management Information Systems OR		
CIS or OS Electives		<u>3</u>	<u>0</u>
CIS 135	Database/Access OR		
OS 135	Database/Access	<u>3</u>	<u>3</u>
OS 136	Presentation Graphics/PowerPoint	<u>1.5</u>	<u>1.5</u>
CIS Electives		<u>1</u>	<u>4</u>
Total		8.5	8.5
Program Total		20.5	20.5

Note: Students must take either CIS 101 or CIS 123

KISHWAUKEE COLLEGE
Network Administration Certificate #467
Current Credit Hours 24/Proposed Credit Hours 25
 Catalog Year: 2017

Course	Title	Current Hours	Proposed Hours
Fall Semester - First Year			
CIS 140	Networking Fundamentals	<u>4</u>	<u>4</u>
CIS 182	Windows Server Fundamentals I	<u>3</u>	<u>3</u>
	Total	7	7
Spring Semester - First Year			
CIS 282	Windows Server II Networking	<u>3</u>	<u>3</u>
CIS 142	PC Repair and Configuration	0	3
	Total	3	6
Fall Semester - Second Year			
CIS 143	Wireless Communication	2	0
CIS 170	Introduction to UNIX	<u>3</u>	<u>3</u>
CIS 184	Windows Professional Configuration	<u>3</u>	<u>3</u>
	Total	8	6
Spring Semester - Second Year			
CIS 270	Fundamentals of Linux Administration	<u>3</u>	<u>3</u>
CIS 283	Network Security+	<u>3</u>	<u>3</u>
	Total	6	6
	Program Total	24	25

KISHWAUKEE COLLEGE
Cisco Networking Certificate #468
Current Credit Hours 22/Proposed Credit Hours 26
 Catalog Year: 2017

Course	Title	Current Hours	Proposed Hours
Fall Semester - First Year			
<i>CIS 140</i>	<i>Networking Fundamentals</i>	<i>0</i>	<i>4</i>
<i>CIS 145</i>	<i>Cisco Networking I</i>	<i>4</i>	<i>0</i>
<i>CIS 170</i>	<i>Introduction to UNIX OR</i>		
<i>CIS 182</i>	<i>Windows Server Fundamentals I</i>	<i>0</i>	<i>3</i>
	Total	4	7
Spring Semester - First Year			
<i>CIS 146</i>	<i>Cisco Networking II</i>	<i>4</i>	<i>0</i>
<i>CIS 270</i>	<i>Fundamentals of Linux Administration OR</i>		
<i>CIS 282</i>	<i>Windows Server II Networking</i>	<i>0</i>	<i>3</i>
	Total	4	3
Fall Semester - Second Year			
<i>CIS 145</i>	<i>Cisco Networking I</i>	<i>0</i>	<i>4</i>
<i>CIS 146</i>	<i>Cisco Networking II</i>	<i>0</i>	<i>4</i>
<i>CIS 147</i>	<i>Cisco Networking III</i>	<i>4</i>	<i>0</i>
<i>CIS 170</i>	<i>Introduction to UNIX OR</i>		
<i>CIS 182</i>	<i>Windows Server Fundamentals I</i>	<i>3</i>	<i>0</i>
	Total	7	8
Spring Semester - Second Year			
<i>CIS 147</i>	<i>Cisco Networking III</i>	<i>0</i>	<i>4</i>
<i>CIS 148</i>	<i>Cisco Networking IV</i>	<i>4</i>	<i>4</i>
<i>CIS 270</i>	<i>Fundamentals of Linux Administration OR</i>		
<i>CIS 282</i>	<i>Windows Server II Networking</i>	<i>3</i>	<i>0</i>
	Total	7	8
	Program Total	22	26

Fall 2017

HOR 168 Sustainable Prairie Management (3)

Hor 168-3001

Class Schedule: (Two hours lecture and two hours lab per week)

Class Meets:

Matt Ewert

Office location: B-2310

Office hours:

Office phone: 815-825-2086 ext. 2980

Email: matthew.ewert@kishwaukeecollege.edu

COURSE DESCRIPTION:

This course covers the fundamentals of prairie origins, prairie plant diversity and identification, landscaping with prairie, and prairie maintenance. Challenges the students to reevaluate the function of landscape using natives. Students will investigate ground water and surface water runoff best management practices. Students will learn about habitat enhancements, conservation and designing layers for wildlife in the landscape. Two hours lecture and two hours lab a week.

Prerequisite: none

STUDENT LEARNING OUTCOMES

The student will be able to:

- A. Describe the geological, topographical, and moisture variables that led to the establishment of various Midwestern prairies.
- B. Identify the major species of Illinois prairie grasses and forbs.
- C. Describe the proper methods of planning, planting, and maintaining prairies for landscape use.
- D. Recognize, plan and understand the needs for wildlife habitats
- E. Identify some of the native plants in woodlands, prairies and wetlands and how they can be used to design for beauty and biodiversity
- F. Recognize best management practices for stormwater and soil erosion control
- G. Recognize the importance of shoreline vegetation buffer zones
- H. Recognize the benefits of landscaping with native plants

TEXT : Prairie Establishment and Landscaping available courtesy of, [IDNR.com.]
Tallgrass Prairie Wildflowers - Ladd and Oberle

The Living Landscape – Darke and Tallamy

REQUIRED STUDENT MATERIALS

Students are required to bring their textbooks, appropriate shoes/clothing for prairie walks, and any other materials as described in class to each scheduled class

ADDITIONAL STUDENT REFERENCES

Handouts provided by instructor, classroom resources

BREAKDOWN OF COURSE REQUIREMENTS:

	Points
Class Participation	150
Identification Quizzes 2 @ 100 pts.	300
Work Week	50
Nachusa Field Day Visit/Paper	100
BMP Project	100
Class Labs 6 @ 50 pts.	300
Final Exam	<u>150</u>
Total	1150

OTHER COURSE REQUIREMENTS

FINAL GRADE DETERMINATION: *Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports.*

Percentage:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 - below = F

COURSE EXIT REQUIREMENTS

A grade of 60% or above is required for course completion

TENTATIVE COURSE OUTLINE: *Course outline is subject to change.*

Date	
Week 1	Syllabus, Introduction of Plant Lists and Unit 1 Plants Prairie Walk, IDNR Handout and Reading Assignment
Week 2	IDNR Handout Discussion, Geology and Hydrology in the Prairie and Prairie Types Prairie Walk – Unit 1 Plants
Week 3	Prairie Establishment – Seeding, Maintenance and Time Prairie Walk – Unit 1 Prairie Establishment Lab Nachusa Grasslands Visit – (Saturday Field Trip)
Week 4	Prairie Biodiversity Prairie Plant Quiz – Unit 1 Plants
Week 5	Unit 2 Prairie Plant List Introduction Field Studies
Week 6	Prairie Weeds and Prairie Maintenance Prairie Walk – Unit 2 Prairie Maintenance Lab
Week 7	Fire in the Prairie – Guest Speaker Prairie Walk – Unit 2 Fire in the Prairie Lab
Week 8	Work Week/Prairie Maintenance
Week 9	Prairie Plant Units 1 & 2 Review Prairie Midterm
Week 10	Layers in Wild Landscapes I Layers in Wild Landscapes I Lab
Week 11	Layers in Wild Landscapes II Layers in Wild Landscapes II Lab
Week 12	Ecological Functions of Gardens and Landscapes Applying Layers to the Home Garden
Week 13	Best Management Practices for Water and Conservation BMP Report Introduction

Week 14	Stormwater Management and Erosion Control Stormwater Control Lab
Week 15	Landscape Community Matrix I BMP Report Presentations
Week 16	Finals Review
	Finals Week
Week 17	

MAKE-UP POLICY /ATTENDANCE POLICY

If a student is late for class and attendance has already been taken, that student will be considered absent unless he/she notifies the instructor after class. Students are expected to be present and on time with the necessary equipment for **all class sessions**.

1. Make-up assignments will be accepted up until the end of week 16 with a 10% deduction in grade.
2. Make-up projects will be accepted only if the instructor is notified in advance.
3. For absences due to illness or emergencies, student must contact instructor no later than the due date of the assignment or project by leaving a message on voice mail, e-mail, or in instructor mailbox.
4. Instructor will not contact students for a missing grade or missed class information.

CLASS WITHDRAWAL

A "W" cannot be given as a final grade. The student is responsible for officially withdrawing from the class according to procedures described in the college catalog. Any student that does not officially withdraw from the class will receive a letter grade. The last date for withdrawal for this course can be found at "MY CLASS SCHEDULE" on KishSOS. Kishwaukee College reserves the right to administratively withdraw at midterm those students who are not actively pursuing course objectives or who are in violation of standards of behavior as outlined in the Student Code of Conduct and Discipline. For a copy of the student conduct policy, contact the Vice President of Student Services Office or refer to the Kishwaukee College catalog.

INCOMPLETE GRADE

All course requirements must be completed by the end date for the course. In the event that extremely difficult circumstances merit granting a student more time to finish course requirements, an "Incomplete" (I) grade may be given. Taking an Incomplete is possible only at the instructor's discretion. To receive an Incomplete, a contract between the student and the instructor must be completed and approved regarding the completion of all remaining work within a strictly defined period of time. If the conditions of the contract are not met, an "I" grade may revert to an "F".

CLASS CANCELLATIONS

Class cancellations due to inclement weather will be posted on the College Website: www.kishwaukeecollege.edu. or announced by the local radio stations. Students may also call the College at (815) 825-2086. Class cancellations due to instructor absence will be posted on the classroom door and posted at www.kishwaukeecollege.edu/class_cancellations. Room changes will be announced in advance whenever possible and posted on the classroom door.

ACADEMIC DISHONESTY

In order to evaluate student work, faculty must be able to trust that the work is original with a student and not the work of someone else. Cheating, falsifying information, forgery, plagiarism, and other dishonest actions will not be tolerated. Sanctions for academic dishonesty are at the discretion of the instructor and subject to appeal as provided in Student Code of Conduct and Discipline. A complete explanation of the policy and procedures surrounding academic dishonesty are outlined in the Kishwaukee College Catalog.

COPYRIGHT

As a Kishwaukee College Student, you may have copyrighted materials or software made available to you by the college for course use. Please understand that copyright law may prohibit copying these materials. Violation of copyright laws can lead to prosecution for a criminal offense. You are required to abide by the specific copyright and licensing agreements that apply to each particular piece of software.

GRADUATION REQUIREMENTS FOR TRANSFER DEGREE STUDENTS

All students intending to graduate with an A.A., A.S., A.E.S., or A.F.A. are required to submit a complete Degree Portfolio. The Degree Portfolio is a means for the institution to measure its effectiveness in preparing students for successful completion of a degree at a transferring institution. Save your college-level work throughout your academic career in order to facilitate the portfolio compilation. Also, submit a completed application for graduation from the college the semester that you plan on graduating prior to submitting the complete Degree Portfolio. Guidelines and the specific requirements (along with the rubrics used for assessment) for the Degree Portfolio can be found at www.kishwaukeecollege.edu/portfolio.

ASSISTIVE RESOURCES CENTER/DISABILITY SERVICES

Any student with a documented disability or special learning need and wanting to request accommodations, should contact the Coordinator in A1317 or at (815) 825-2086 ext 3960, (815) 825-9106 (TTY), or send an email to awilson@kishwaukeecollege.edu. The student's disability must impact their ability to participate in the educational environment and be documented by an appropriate professional prior to accommodations being approved.

LEARNING SKILLS CENTER (A1300)

Students must present their Kishwaukee College student ID when using any Learning Skills Center services. For more information on the Learning Skills Center go to <http://www.kishwaukeecollege.edu/go/lsc>. Tutoring is available to all Kishwaukee students free of charge. The Writing Center (Learning Skills Center, A1306) answers your writing-related questions regardless of the class or assignment. Students are expected to bring all material related to the assignment, including textbooks, paper prompts, etc.

Make-up tests, online tests, and placement tests are available through Testing Services, also located in the Learning Skills Center

EMERGENCY PROCEDURES/SAFETY

Yellow and red Emergency Information flipcharts are located in each classroom. These are quick reference sheets with telephone numbers to reach emergency assistance and a brief description of the correct actions to take in the event of a tornado, fire or other emergency on campus.

RELIGIOUS OBSERVANCES

Students faced with schedule conflicts related to a religious observance should make prior arrangements with the instructor a minimum of seven (7) school days in advance of the examination or other activity involved.

STUDENT E-MAIL

Your Kishwaukee College e-mail account will be the only way to receive official notices from the College. If you choose to forward your e-mail to another account, please be advised that all communication from and within the college will use your Kishwaukee student e-mail. When communicating with instructors or employees of the college, you are required to use your Kishwaukee e-mail address.

COMMUNITY RESOURCES

There are numerous community resources that are available to assist students in addressing a variety of personal needs. A listing and description of community resources can be found at <http://www.kishwaukeecollege.edu/go/communityresources>

KISHWAUKEE COLLEGE SYLLABUS
SP 2017

Sustainable Gardening I (1 hour credit)

Hor 186, 3001

Start and end date 4/11/17 to 5/23/17

Lab 3001, M, 9:00 – 12:00, MC – Greenhouse Head house

Richard Alde

B - 2311

Office hours

M – 12:00 – 1:00

Instructor contact information

EMAIL: richard.alde@kishwaukeecollege.edu

PHONE: 815-825-2086 ext. 5900

COURSE DESCRIPTION

This class is designed for students interested in sustainable fruit and vegetable production for the homeowner or small farm owner. It is a hands on course to apply those practices used to design, develop and grow fruit and vegetables for harvest and sale to the public. The course will involve the propagation, growing and care of horticultural crops for human consumption. The care and maintenance of honey and mason bees will be discussed and demonstrated along with the maintaining of nesting boxes for the colleges Audubon certification. . (.5 hour lecture and one hour lab a week)

EXPECTED LEARNER OUTCOMES

The student will:

1. Design and develop a garden for the production and harvest of fruit and vegetable crops.
2. Identify fruits and vegetables commonly grown in Northern Illinois.
3. Use and understand the different methods of propagation to produce liners and grafted plants to be transplanted into the field.
4. Understand the importance of soils and their properties in the production of high quality horticultural crops.
5. Demonstrate the proper use of IPM to produce fruit and vegetables for sale to the public.
6. Describe the spring care and maintenance of honey and mason bees.
7. Describe the spring care and maintenance of nesting boxes and identify the nests, eggs and birds nesting in them.

TEXT(S)

NO TEXT REQUIRED:

BREAKDOWN OF COURSE REQUIREMENTS

100 pts. – Lab assignments

200 pts. – Student participation & work ethic

300 pts. – TOTAL

FINAL GRADE DETERMINATION

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 - below = F

Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports

TENTATIVE COURSE OUTLINE

Wk 1	Review syllabus, introduction to sustainability P.P. and tour facilities
Wk 2	Selecting fruit and vegetables P.P., seed sowing techniques P.P., and planning the garden
Wk 3	Seed germination and care P.P. and sow garden seed
Wk 4	Introduction to beekeeping video and prepare soil and sow seed in low tunnel garden
Wk 5	Spring hive management video and prepare gardens for planting
Wk 6	Techniques and types of grafting and budding P.P. and prepare grafts
Wk 7	Garden duties

MAKE-UP POLICY

You, the student, must notify the instructor if you are going to be absent during a quiz or test. Failure to notify before the beginning of the class period during which the quiz or test is given will result in a grade of zero for that test or quiz. In most cases labs can not be made up. Pre-planned absence is included in this provision. If you are ill, you should call before class begins.

ATTENDANCE POLICY

Participation points will be given for each lab. Students must be in attendance, participate, and turn in all lab reports to receive 10 points

LEARNING SKILLS CENTER (A-1300)

Students must present their Kishwaukee College student ID when using any Learning Skills Center services. For more information on the Learning Skills Center go to <http://www.kishwaukeecollege.edu/go/lsc>. Tutoring is available to all Kishwaukee students free of charge. The Writing Center (Learning Skills Center, A1306) answers your writing-related questions regardless of the class or assignment. Students are expected to bring all material related to the assignment, including textbooks, paper prompts, etc. Make-up tests, online tests, and placement tests are available through Testing Services, also located in the Learning Skills Center

CLASS WITHDRAWAL

A "W" cannot be given as a final grade. The student is responsible for officially withdrawing from the class according to procedures described in the college catalog. Any student that does not officially withdraw from the class will receive a letter grade. The last date for withdrawal for this course can be found at "My Class Schedule" on KishSOS. Kishwaukee College reserves the right to administratively withdraw at midterm those students who are not actively pursuing course objectives or who are in violation of standards of behavior as outlined in the Student Code of Conduct and Discipline. For a copy of the student conduct policy, contact the Vice President of Student Services Office or refer to the Kishwaukee College catalog.

INCOMPLETE GRADE

All course requirements must be completed by the end date for the course. In the event that extremely difficult circumstances merit granting a student more time to finish course requirements, an "Incomplete" (I) grade may be given. Taking an Incomplete is possible only at the instructor's discretion. To receive an Incomplete, a contract between the student and the instructor must be completed and approved regarding the completion of all remaining work within a strictly defined period of time. If the conditions of the contract are not met, an "I" grade may revert to an "F".

CLASS CANCELLATIONS

Class cancellations due to inclement weather will be posted on the College Website: www.kishwaukeecollege.edu, or announced by the local radio stations. Students may also call the College at (815) 825-2086. Class cancellations due to instructor absence will be posted on the classroom door and posted at www.kishwaukeecollege.edu/class_cancellations. Room changes will be announced in advance whenever possible and posted on the classroom door.

GRADUATION REQUIREMENTS FOR TRANSFER DEGREE STUDENTS

All students intending to graduate with an A.A., A.S., A.E.S., or A.F.A. are required to submit a complete Degree Portfolio. The Degree Portfolio is a means for the institution to measure its effectiveness in preparing students for successful completion of a degree at a transferring institution. Save your college-level work throughout your academic career in order to facilitate the portfolio compilation. Also, submit a completed application for graduation from the college the semester that you plan on graduating prior to submitting the complete Degree Portfolio. Guidelines and the specific requirements (along with the rubrics used for assessment) for the Degree Portfolio can be found at www.kishwaukeecollege.edu/portfolio.

EMERGENCY PROCEDURES/SAFETY

Yellow and red *Emergency Information Flip Charts* are located in each classroom. These are quick reference sheets with telephone numbers to reach emergency assistance and a brief description of the correct actions to take in the event of a tornado, fire or other emergency on campus.

RELIGIOUS OBSERVANCES

Students faced with schedule conflicts related to a religious observance should make prior arrangements with the instructor a minimum of seven (7) school days in advance of the examination or other activity involved.

ACADEMIC DISHONESTY

In order to evaluate student work, faculty must be able to trust that the work is original with a student and not the work of someone else. Cheating, falsifying information, forgery, plagiarism, and other dishonest actions will not be tolerated. Sanctions for academic dishonesty are at the discretion of the instructor and subject to appeal as provided in Student Code of Conduct and Discipline. A complete explanation of the policy and procedures surrounding academic dishonesty are outlined in the Kishwaukee College Catalog.

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ASSISTIVE RESOURCES CENTER/DISABILITY SERVICES

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COMMUNITY RESOURCES

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RECORD OF GRADES

DESCRIPTION OF QUIZ/TEST	POSSIBLE POINTS	YOUR SCORE	TOTAL POSSIBLE POINTS TO DATE	TOTAL POINTS EARNED TO DATE	EARNED , POSSIBLE = % GRADE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
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10.					

KEEP YOUR OWN GRADE RECORD BY RECORDING YOUR SCORE AND THE POSSIBLE SCORE FOR EACH QUIZ AND TEST

WORK WEEK

HORTICULTURE PRACTICUM

1. Work Week will be conducted during week 8 Monday thru Thursday.
2. Working hours will run from 8:00 a.m. through 1:00 p.m. on all days.
3. This will be a required work week for all full-time students. Part-time students will work 5 hours for each horticulture class. Hours missed due to conflict/illness must be made up by November 6th.
4. Bring a bag lunch that week as we will dine on campus.
5. The purpose of the Work Week is to:
 - a. Learn new practical skills such as pruning, transplanting, greenhouse maintenance, etc.
 - b. Landscape with trees, shrubs, evergreens, etc.
 - c. Contribute to the overall appearance of the campus.
 - d. Be given an opportunity to lead others as a foreman's position or to demonstrate a skill.
 - e. Afford your instructors an opportunity to observe talents and interests for future internship and employment placement.
6. Meet each day at 8:00 a.m. in the headhouse.
7. If it is raining before each work day, we will meet in the headhouse. If it rains during the working day we will move to the headhouse before dismissing. Be prepared to re-attend classes.
8. Clean and return all Hort Department equipment to your foreman at the end of the working day. Personal equipment should be kept by its owner. See your foreman in the a.m. for sharpening files and equipment check-out.
9. If any injuries occur, locate your Foreman for medical procedures.
10. Dress appropriately for the week's weather. You may need gloves, rain gear, work boots, etc.
11. If you have non-horticulture classes during the day, you are expected to attend them. Tell your Foreman.
12. Night classes will meet as scheduled.
13. Working students should plan ahead and discuss this week with your employers. If any problems arise, discuss them with an instructor.
14. Bring garden spades and a round point shovel from home PLEASE! LABEL THEM!

HORTICULTURE LABORATORY REGULATIONS AGREEMENT

Each individual is responsible for both knowledge and understanding of day to day, as well as specific, safety requirements. Therefore, it is essential that each student is prompt for each lab as specific safety requirements will be reviewed prior to carrying out an experiment. An awareness of what is transpiring around oneself is also a necessity for any laboratory course. Observance of safety regulations must be adhered to at all times when in the laboratory.

- ** 1. Safety glasses must be worn throughout the lab period when labs involve work with chemicals and/or hazardous materials.
- ** 2. No food, drink, tobacco products or gum chewing is allowed.
- 3. Handle all chemicals with caution:
 - a. Be aware of labels, note cautions and special handling.
 - b. Return chemicals to appropriate locations.
 - c. Cover reagents properly.
 - d. Clean spills thoroughly and quickly.
 - e. Never return any substance to a container unless directed by the instructor.
 - f. Avoid direct contact with organic chemicals as many are absorbed directly through the skin.
 - g. When determining an odor, wave your hand across the reagent container; do not put your nose directly in any container.
 - h. Dispose of all waste in the manner instructed.
- 4. Dress sensibly--shorts, miniskirts, sandals, open-toed shoes and flowing garments are forbidden. Keep long hair confined.
- 5. Know safety protocol, as well as the location of safety equipment. Report all accidents to the instructor.
- *** 6. Never attempt to perform any unauthorized experiment.
- ** The third infraction of any combination of the above noted regulations will result in the student being dismissed from the course.
- *** One infraction of this regulation will result in dismissal of the student from the course.

I understand the above laboratory protocol regulations and recognize that it is my responsibility to observe such throughout the course duration. Excessive infractions can result in my dismissal from the course.

Student's Signature

Instructor's Initials

Date

HORTICULTURE DEPARTMENT

KISHWAUKEE COLLEGE SYLLABUS
SUMMER 2017

Sustainable Gardening II (1 hour credit)

Hor 187, 1B01

Lab 3001, M, 9:00 - 11:30, MC – Greenhouse Headhouse 5/30/17 – 7//1817

Richard Alde

B - 2311

Office hours

M – 11:30 – 12:30

Instructor contact information

EMAIL: richard.alde@kishwaukeecollege.edu

PHONE: 815-825-2086 ext. 5900

COURSE DESCRIPTION

This class is a continuation of Sustainable Fruit and Vegetable I and is designed for students interested in sustainable fruit and vegetable production for the homeowner or small farm owner. It is a hands on course to apply those practices used to care for and grow fruit and vegetables for harvest and sale to the public. The course focus will be the use of proper cultural practices like IPM, disease and insect control, fertilization and weed control to produce and harvest horticultural crops for human consumption. The care and maintenance of nesting boxes and bee hives will be discussed and demonstrated. (.5 lecture and one hour lab a week)

EXPECTED LEARNER OUTCOMES

The student will:

1. Care of a garden for the production and harvest of fruit and vegetable crops.
2. Identify fruits and vegetables commonly grown in Northern Illinois.
3. Understand the importance of soils and their properties in the production of high quality horticultural crops.
4. Demonstrate the proper use of IPM to produce fruit and vegetables for sale to the public.
5. Harvest and properly prepare fruit and vegetables for possible sale to the public
6. Describe ways to attract insects that pollinate horticultural crops
7. Demonstrate how to properly care for and maintain nesting boxes and bee hives

TEXT(S)

NO TEXT REQUIRED:

BREAKDOWN OF COURSE REQUIREMENTS

100 pts. – Lab assignments

200 pts. – Student participation & work ethic

300 pts. – TOTAL

FINAL GRADE DETERMINATION

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 - below = F

Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports

TENTATIVE COURSE OUTLINE

Wk 1	Introduction, review syllabus, tour of facilities and garden duties
Wk 2	Birds, bees and butterflies P.P. and garden duties
WK 3	Summer hive management video and garden duties
Wk 4	Importance of soils P.P. and garden duties
Wk 5	IPM P.P. and garden duties
Wk 6	disease and insect control P.P. and garden duties
Wk 7	weeds and their control P.P. and garden duties
Wk 8	Garden duties

MAKE-UP POLICY

You, the student, must notify the instructor if you are going to be absent during a quiz or test. Failure to notify before the beginning of the class period during which the quiz or test is given will result in a grade of zero for that test or quiz. In most cases labs can not be made up. Pre-planned absence is included in this provision. If you are ill, you should call before class begins.

ATTENDANCE POLICY

Participation points will be given for each lab. Students must be in attendance, participate, and turn in all lab reports to receive 10 points

CLASS WITHDRAWAL

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INCOMPLETE GRADE

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CLASS CANCELLATIONS

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RECORDING OF CLASSES/PRESENTATIONS:

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GRADUATION REQUIREMENTS FOR TRANSFER DEGREE STUDENTS

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ASSISTIVE RESOURCES CENTER/DISABILITY SERVICES

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LEARNING SKILLS CENTER (A1300)

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EMERGENCY PROCEDURES/SAFETY

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RELIGIOUS OBSERVANCES

Students faced with schedule conflicts related to a religious observance should make prior arrangements with the instructor a minimum of seven (7) school days in advance of the examination or other activity involved.

STUDENT E-MAIL

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COMMUNITY RESOURCES

There are numerous community resources that are available to assist students in addressing a variety of personal needs. A listing and description of community resources can be found at <http://www.kishwaukeecollege.edu/go/communityresources>

RECORD OF GRADES

DESCRIPTION OF QUIZ/TEST	POSSIBLE POINTS	YOUR SCORE	TOTAL POSSIBLE POINTS TO DATE	TOTAL POINTS EARNED TO DATE	EARNED, POSSIBLE = % GRADE
1.					
2.					
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KEEP YOUR OWN GRADE RECORD BY RECORDING YOUR SCORE AND THE POSSIBLE SCORE FOR EACH QUIZ AND TEST

HORTICULTURE LABORATORY REGULATIONS AGREEMENT

Each individual is responsible for both knowledge and understanding of day to day, as well as specific, safety requirements. Therefore, it is essential that each student is prompt for each lab as specific safety requirements will be reviewed prior to carrying out an experiment. An awareness of what is transpiring around oneself is also a necessity for any laboratory course. Observance of safety regulations must be adhered to at all times when in the laboratory.

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 - c. Cover reagents properly.
 - d. Clean spills thoroughly and quickly.
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 - f. Avoid direct contact with organic chemicals as many are absorbed directly through the skin.
 - g. When determining an odor, wave your hand across the reagent container; do not put your nose directly in any container.
 - h. Dispose of all waste in the manner instructed.
 - 4. Dress sensibly--shorts, miniskirts, sandals, open-toed shoes and flowing garments are forbidden. Keep long hair confined.
 - 5. Know safety protocol, as well as the location of safety equipment. Report all accidents to the instructor.
 - *** 6. Never attempt to perform any unauthorized experiment.
- ** The third infraction of any combination of the above noted regulations will result in the student being dismissed from the course.
- *** One infraction of this regulation will result in dismissal of the student from the course.

I understand the above laboratory protocol regulations and recognize that it is my responsibility to observe such throughout the course duration. Excessive infractions can result in my dismissal from the course.

Student's Signature

Date

Instructor's Initials

HORTICULTURE DEPARTMENT

KISHWAUKEE COLLEGE SYLLABUS
FALL 2016

Sustainable gardening III (1 hour credit)

HOR 188 - 3001

Lab/Lec Tuesday 9:00 - 11:30am, MC – Greenhouse Headhouse 8/22/17 – 10/10/17

Richard Alde

B - 2311

Office hours

M – 9:00 – 9:50

T – 9:00 – 9:50 & 12:00 – 12:50

W – 9:00 – 9:50

R – 9:00 – 9:50

Instructor contact information

EMAIL: richard.alde@kishwaukeecollege.edu

PHONE: 815-825-2086 ext. 5900

COURSE DESCRIPTION

This class is a continuation of Sustainable Fruit and Vegetable Production II and is designed for students interested in sustainable fruit and vegetable production for the homeowner or small farm owner. It is a hands on course to apply those practices used to care for and grow fruit and vegetables for harvest, sale or personal use. The course focus will be the use of proper cultural practices to harvest crops and preparing the garden for overwintering and the use of high tunnel gardening. Disease, insect, and weed control will be performed to produce and harvest high quality horticultural crops for human consumption. The management and care of nesting boxes and bee hives will be demonstrated.

(1/2 hour lecture and one hour lab a week)

EXPECTED LEARNER OUTCOMES

The student will:

1. Care of a garden for the production and harvest of fruit and vegetable crops.
2. Identify fruits and vegetables commonly grown in Northern Illinois.
3. Use and understand the different methods used to prepare a garden for overwintering and the use of high tunnel gardens.
4. Describe the proper way to collect soil samples for testing and evaluate the lab report to adjust soil fertility and Ph..
5. Demonstrate the proper use of IPM to produce fruit and vegetables for sale to the public.
6. Harvest and properly prepare fruit and vegetables for possible sale to the public
7. Demonstrate how to properly maintain care for nesting boxes and bee hives

TEXT(S)

NO TEXT REQUIRED:

BREAKDOWN OF COURSE REQUIREMENTS

100 pts. – Lab assignments

200 pts. – Student participation & work ethic

300 pts. – TOTAL

FINAL GRADE DETERMINATION

90 - 100 = A

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70 - 79 = C

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TENTATIVE COURSE OUTLINE

Wk 0	Introduction, review syllabus, tour of facilities and garden duties
Wk 1	Soil testing P.P. and garden duties
Wk 2	understanding a soil lab report P.P. and garden duties
Wk 3	preparing a garden for overwintering P.P. garden duties
Wk 4	High tunnel gardens P.P. and garden duties
Wk 5	Field studies
Wk 6	Garden duties
Wk 7	Garden duties
WK 8	Work week (make up for Week 5 Field Studies)

MAKE-UP POLICY

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ATTENDANCE POLICY

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2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

KEEP YOUR OWN GRADE RECORD BY RECORDING YOUR SCORE AND THE POSSIBLE SCORE FOR EACH QUIZ AND TEST

WORK WEEK

HORTICULTURE PRACTICUM

1. Work Week will be conducted during week 8 Monday thru Thursday.
2. Working hours will run from *8:00 a.m. through 1:00 p.m. on all days*.
3. This will be a required work week for all full-time students. Part-time students will work 5 hours for each horticulture class. Hours missed due to conflict/illness must be made up by November 6th.
4. Bring a bag lunch that week as we will dine on campus.
5. The purpose of the Work Week is to:
 - a. Learn new practical skills such as pruning, transplanting, greenhouse maintenance, etc.
 - b. Landscape with trees, shrubs, evergreens, etc.
 - c. Contribute to the overall appearance of the campus.
 - d. Be given an opportunity to lead others as a foreman's position or to demonstrate a skill.
 - e. Afford your instructors an opportunity to observe talents and interests for future internship and employment placement.
6. Meet each day at 8:00 a.m. in the headhouse.
7. If it is raining before each work day, we will meet in the headhouse. If it rains during the working day we will move to the headhouse before dismissing. Be prepared to re-attend classes.
8. Clean and return all Hort Department equipment to your foreman at the end of the working day. Personal equipment should be kept by its owner. See your foreman in the a.m. for sharpening files and equipment check-out.
9. If any injuries occur, locate your Foreman for medical procedures.
10. Dress appropriately for the week's weather. You may need gloves, rain gear, work boots, etc.
11. If you have non-horticulture classes during the day, you are expected to attend them. Tell your Foreman.
12. Night classes will meet as scheduled.
13. Working students should plan ahead and discuss this week with your employers. If any problems arise, discuss them with an instructor.
14. Bring garden spades and a round point shovel from home PLEASE! LABEL THEM!

HORTICULTURE LABORATORY REGULATIONS AGREEMENT

Each individual is responsible for both knowledge and understanding of day to day, as well as specific, safety requirements. Therefore, it is essential that each student is prompt for each lab as specific safety requirements will be reviewed prior to carrying out an experiment. An awareness of what is transpiring around oneself is also a necessity for any laboratory course. Observance of safety regulations must be adhered to at all times when in the laboratory.

- ** 1. Safety glasses must be worn throughout the lab period when labs involve work with chemicals and/or hazardous materials.
- ** 2. No food, drink, tobacco products or gum chewing is allowed.
- 3. Handle all chemicals with caution:
 - a. Be aware of labels, note cautions and special handling.
 - b. Return chemicals to appropriate locations.
 - c. Cover reagents properly.
 - d. Clean spills thoroughly and quickly.
 - e. Never return any substance to a container unless directed by the instructor.
 - f. Avoid direct contact with organic chemicals as many are absorbed directly through the skin.
 - g. When determining an odor, wave your hand across the reagent container; do not put your nose directly in any container.
 - h. Dispose of all waste in the manner instructed.
- 4. Dress sensibly--shorts, miniskirts, sandals, open-toed shoes and flowing garments are forbidden. Keep long hair confined.
- 5. Know safety protocol, as well as the location of safety equipment. Report all accidents to the instructor.
- *** 6. Never attempt to perform any unauthorized experiment.
- ** The third infraction of any combination of the above noted regulations will result in the student being dismissed from the course.
- *** One infraction of this regulation will result in dismissal of the student from the course.

I understand the above laboratory protocol regulations and recognize that it is my responsibility to observe such throughout the course duration. Excessive infractions can result in my dismissal from the course.

Student's Signature

Date

Instructor's Initials

HORTICULTURE DEPARTMENT

Spring 2018

HOR 249 Wedding & Sympathy Design (3)

Hor 249-5001

Class Schedule: T, TH 10:45 – 1:15, B-1414

Class Meets:

Janet Gallagher AIFD, CFD

Office location: B-2315

Office hours:

Office phone: 815-825-2086 ext. 4610

Email: janet.gallagher@kishwaukeecollege.edu

COURSE DESCRIPTION:

Instruction to provide students with styles of arranging floral designs with emphasis on wedding and sympathy work. Students will create appropriate decorations for ceremony designs, personal flowers for all participants in the wedding, and reception designs. Students will also create appropriate designs for memorial services, visitations, and funerals. Two hours lecture/discussion and two hours lab a week.

Prerequisite: Hor 141

STUDENT LEARNING OUTCOMES

The student will be able to:

1. Categorize the different major components of a wedding/funeral consultation session.
2. Describe the proper procedure etiquette involved for funeral deliveries and consultations.
2. Demonstrate a working understanding of wedding ceremony and reception set-up through theoretical displays as well as using actual designs.
3. Construct the different styles of wedding bridal bouquets, personal flowers, and attendant's bouquets commonly used in commercial retail floristry.
4. Construct the different styles and types of sympathy tributes.
5. Identify, by common name, the assigned set of cut flowers and foliage commonly used in commercial floristry.
6. Synthesize given information to be able to complete an assigned lab project.
7. Display sensitivity and tolerance of differing opinions when interacting with others of different racial, ethnic, religious, gender, or age background in the classroom.

TEXT(S):

Principles of Floral Design, Jim DelPrince, and Pat Scace,
Sympathy Flowers Tributes for Modern Memorials, Florist Review Publication (required)

REQUIRED STUDENT MATERIALS

Students should bring their textbook, **a floral knife, as well as wire cutters to each class session. Ribbon scissors are also recommended.** All other lab supplies will be provided.

ADDITIONAL STUDENT REFERENCES

Handouts provided by instructor, classroom resources

BREAKDOWN OF COURSE REQUIREMENTS:

	Points	SLOs
Assessment Checklist	100	2,3,5
Exams 2@100	200	1,2
Portfolio	100	2,3,5
ID Quiz	50	4
Props Team Project	100	2,6
Designs 5 @ 30	150	
Lab designs 2 @ 75	150	
Final Exam *	<u>150</u>	
Total	1000	

OTHER COURSE REQUIREMENTS

ATTENDANCE:

Students are expected to be present, on-time, and with the necessary equipment and materials for each class session. If a student is late for class, any missed information will not be automatically re-issued.

1. Make-up assignments will be accepted up to one week upon return from an excused absence, but only if instructor is notified ahead of the absence.
2. Make-up exams will be accepted only if instructor is notified in advance. In case of illness, students must contact instructor no later than the day of the exam by leaving a note in instructor's mailbox, a message on voice mail (date and time stamped), or e-mail.
3. Instructor will not contact you for a missing grade.
4. **No make-up** allowed on fresh flower designs.

FINAL GRADE DETERMINATION: ***Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports.***

Percentage:

90 - 100 = A
 80 - 89 = B
 70 - 79 = C
 60 - 69 = D
 59 - below = F

COURSE EXIT REQUIREMENTS

A grade of 60% or above is required for course completion

TENTATIVE COURSE OUTLINE: *Course outline is subject to change.*

Date	Topics
Week 1	Intro, Syllabus review, rules, wire & tape, bow techniques Chapter Chapter 3 Pew Decorations, Props Project Page 347
Week 2	Specialty Design - Veils, headpieces, combs Flowers – Boutonnieres Chapter 12
Week 3	Personal Flowers – Corsages Chapter 12
Week 4	Bridal/Attendant Design – foam holder, handtied Chapter 13, pages 339 – 350
Week 5	Bridal/Attendant Design – wire and tape Chapter 13, pages 339 – 350
Week 6	Centerpieces/ Reception Decorations
Week 7	Church/Alter Decorations prep and set up Chapter 13, page 345
Week 8	Easel Design, Wreath design Chapter 15 Pg 102 – 108 – Florist Review
Spring Break	
Week 9	Etiquette, “In Lieu of Flowers”, Basket design Memorial flowers Chapter 15 Pg 96 – 101 – Florist Review

MAKE-UP POLICY /ATTENDANCE POLICY

If a student is late for class and attendance has already been taken, that student will be considered absent unless he/she notifies the instructor after class. Students are expected to be present and on time with the necessary equipment for **all class sessions**.

1. Make-up assignments will be accepted up to one week upon return from an absence, only if the instructor is notified of the absence.
2. Make-up projects will be accepted only if the instructor is notified in advance.
3. For absences due to illness or emergencies, student must contact instructor no later than the due date of the assignment or project by leaving a message on voice mail, e-mail, or in instructor mailbox.
4. Instructor will not contact students for a missing grade or missed class information.

CLASS WITHDRAWAL

A “W” cannot be given as a final grade. The student is responsible for officially withdrawing from the class according to procedures described in the college catalog. Any student that does not officially withdraw from the class will receive a letter grade. The last date for withdrawal for this course can be found at “MY CLASS SCHEDULE” on KishSOS. Kishwaukee College reserves the right to administratively withdraw at midterm those students who are not actively pursuing course objectives or who are in violation of standards of behavior as outlined in the Student Code of Conduct and Discipline. For a copy of the student conduct policy, contact the Vice President of Student Services Office or refer to the Kishwaukee College catalog.

INCOMPLETE GRADE

All course requirements must be completed by the end date for the course. In the event that extremely difficult circumstances merit granting a student more time to finish course requirements, an “Incomplete” (I) grade may be given. Taking an Incomplete is possible only at the instructor's discretion. To receive an Incomplete, a contract between the student and the instructor must be completed and approved regarding the completion of all remaining work within a strictly defined period of time. If the conditions of the contract are not met, an “I” grade may revert to an “F”.

CLASS CANCELLATIONS

Class cancellations due to inclement weather will be posted on the College Website: www.kishwaukeecollege.edu. or announced by the local radio stations. Students may also call the College at (815) 825-2086. Class cancellations due to instructor absence will be posted on the classroom door and posted at www.kishwaukeecollege.edu/class_cancellations. Room changes will be announced in advance whenever possible and posted on the classroom door.

ACADEMIC DISHONESTY

In order to evaluate student work, faculty must be able to trust that the work is original with a student and not the work of someone else. Cheating, falsifying information, forgery, plagiarism, and other dishonest actions will not be tolerated. Sanctions for academic dishonesty are at the discretion of the instructor and subject to appeal as provided in Student Code of Conduct and Discipline. A complete explanation of the policy and procedures surrounding academic dishonesty are outlined in the Kishwaukee College Catalog.

COPYRIGHT

As a Kishwaukee College Student, you may have copyrighted materials or software made available to you by the college for course use. Please understand that copyright law may prohibit copying these materials. Violation of copyright laws can lead to prosecution for a criminal offense. You are required to abide by the specific copyright and licensing agreements that apply to each particular piece of software.

GRADUATION REQUIREMENTS FOR TRANSFER DEGREE STUDENTS

All students intending to graduate with an A.A., A.S., A.E.S., or A.F.A. are required to submit a complete Degree Portfolio. The Degree Portfolio is a means for the institution to measure its effectiveness in preparing students for successful completion of a degree at a transferring institution. Save your college-level work throughout your academic career in order to facilitate the portfolio compilation. Also, submit a completed application for graduation from the college the semester that you plan on graduating prior to submitting the complete Degree Portfolio. Guidelines and the specific requirements (along with the rubrics used for assessment) for the Degree Portfolio can be found at www.kishwaukeecollege.edu/portfolio.

ASSISTIVE RESOURCES CENTER/DISABILITY SERVICES

Any student with a documented disability or special learning need and wanting to request accommodations, should contact the Coordinator in A1317 or at (815) 825-2086 ext 3960, (815) 825-9106 (TTY), or send an email to awilson@kishwaukeecollege.edu. The student's disability must impact their ability to participate in the educational environment and be documented by an appropriate professional prior to accommodations being approved.

LEARNING SKILLS CENTER (A1300)

Students must present their Kishwaukee College student ID when using any Learning Skills Center services. For more information on the Learning Skills Center go to <http://www.kishwaukeecollege.edu/go/lsc>. Tutoring is available to all Kishwaukee students free of charge. The Writing Center (Learning Skills Center, A1306) answers your writing-related questions regardless of the class or assignment. Students are expected to bring all material related to the assignment, including textbooks, paper prompts, etc.

Make-up tests, online tests, and placement tests are available through Testing Services, also located in the Learning Skills Center

EMERGENCY PROCEDURES/SAFETY

Yellow and red Emergency Information flipcharts are located in each classroom. These are quick reference sheets with telephone numbers to reach emergency assistance and a brief description of the correct actions to take in the event of a tornado, fire or other emergency on campus.

RELIGIOUS OBSERVANCES

Students faced with schedule conflicts related to a religious observance should make prior arrangements with the instructor a minimum of seven (7) school days in advance of the examination or other activity involved.

STUDENT E-MAIL

Your Kishwaukee College e-mail account will be the only way to receive official notices from the College. If you choose to forward your e-mail to another account, please be advised that all communication from and within the college will use your Kishwaukee student e-mail. When communicating with instructors or employees of the college, you are required to use your Kishwaukee e-mail address.

COMMUNITY RESOURCES

There are numerous community resources that are available to assist students in addressing a variety of personal needs. A listing and description of community resources can be found at <http://www.kishwaukeecollege.edu/go/communityresources>

Design Portfolio Guidelines

100 points

Each student must keep a visual record of every design he/she is assigned during lab using the following guidelines:

1. Photograph of each design
2. Line drawing of each design
3. List of plant materials
4. Type of container used
5. Name of design
6. Design concepts/guidelines of styles presented in class.
7. Color scheme
8. Price, wholesale and retail
9. Present the portfolio in typewritten form in a notebook, photo album, or other suitable folder.

If time does not permit photographs during lab, student is responsible for coming back and photographing at an appropriate time or taking design home for photographing. The student must provide the highest quality photographs as possible, as the aesthetic presentation of the

portfolio is part of the grading process. This project will be returned to you for future reference. Each student will be allowed to choose the **nine (12) best designs/photographs** to submit in the portfolio. All designs, large and small, should be photographed for the portfolio.

Completed Design Portfolio is due

Portfolio Pointers

To obtain the highest quality photographs:

1. Use a neutral background such as a white, black or gray
2. Frame the design as closely as possible without cutting off tips and edges - you may want to take two separate photographs - one close-up for detail and a second one showing the overall design;
3. Lighting is critical for good color representation - 1. auto flashes work reasonably well, but tend to wash-out colors, 2. natural light with no flash seems to work best for colors.
4. Don't wait until the last minute to review and print pictures.

Fall 2017

HOR 251 Landscape Construction (3)

Hor 251-3001

Class Schedule: M, W 10:00 – 11:40, B-1404 (Two hours lecture and two hours lab per week)

Class Meets:

Matt Ewert

Office location: B-2310

Office hours:

Office phone: 815-825-2086 ext. 2980

Email: matthew.ewert@kishwaukeecollege.edu

COURSE DESCRIPTION:

Provide students with the necessary knowledge to construct and design hardscape surfaces and walls, irrigation and lighting systems, and water features. Cost estimating and maintenance techniques will also be discussed.

Prerequisite: none

STUDENT LEARNING OUTCOMES

The student will be able to:

- A. Demonstrate the proper use of all safety equipment used in the hardscape industry.
- B. Operate the various pieces of equipment used in hardscape construction such as a cut off saw, plate compactor, transit, etc.
- C. Participate in the construction of paved areas and walls.
- D. Use formulas to set grade elevations for pavement slope.
- E. Understand terminology used in the pavement industry and the different types of paving.
- F. Identify irrigation equipment types and their uses
- G. Demonstrate an understanding of water hydraulics
- H. Exhibit an understanding of water hammer and its effects
- I. Analyze the requirements of pipe sizing and zoning
- J. Prepare a working irrigation design drawing for material purchase and bidding
- K. Understand the terminology and concepts used in low voltage outdoor lighting
- L. Demonstrate the ability to safely and correctly install a low voltage lighting plan
- M. Participate in the installation of a man made water feature
- N. Learn to design and maintain water features. (This includes: Fountainscapes, Pondless Waterfalls, and Eco-system Ponds)

TEXT(S):
Custom Lab Manual to be created by instructor

REQUIRED STUDENT MATERIALS

Students should bring their lab manual to each class and eye and ear protection to each lab. All other lab supplies will be provided.

ADDITIONAL STUDENT REFERENCES

Handouts provided by instructor, classroom resources

BREAKDOWN OF COURSE REQUIREMENTS:

	Points
Class Participation	150
Labs 15 @ 20 pts. Ea.	300
Work Week	50
Water Feature Team Project	50
Irrigation Project	100
Final Exam	<u>150</u>
Total	750

OTHER COURSE REQUIREMENTS

FINAL GRADE DETERMINATION: *Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports.*

Percentage:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 - below = F

COURSE EXIT REQUIREMENTS

A grade of 60% or above is required for course completion

TENTATIVE COURSE OUTLINE: *Course outline is subject to change.*

Date	
Week 1	Intro, Syllabus review, rules, Materials PP Section 1 – Materials (Lab Manual) Materials Study and Recommendations Lab 1 – Materials Study (Lab Manual)
Week 2	Installation Tools and Techniques Section 2 – Installation (DVD in class) Lab 2 - Installing Retaining Walls (Lab Manual)
Week 3	Installation Techniques (Continued) Section 3 - Installation Techniques (DVD Continued) Installing Segmental Pavers Lab 3 – Pathways and Patio Installation (Lab Manual)
Week 4	Transit Use, Spot Elevations, Benchmarks and Slope Section 4 – Finding Slope and Setting Elevations Transit Levels Lab 4 – Transit Level Operation and Slope Measurements
Week 5	Hardscape Math Section 5 – Hardscape Quantities (Lab Manual) Field Studies
Week 6	Water Feature Types and Techniques Section 6 – Fountainscapes Installation and Maintenance of Fountainscapes Labs 5&6 – Fountainscape Installation and Techniques
Week 7	Water Feature Types and Techniques (Continued) Section 7 – Pondless Water Features Installation and Maintenance of Pondless Water Features Lab 7 – Pondless Water Feature Installation (Preparation)
Week 8	Work Week (Pondless Water Feature Construction - Completion by Class)
Week 9	Water Feature Types and Techniques (Continued) Section 8/9 – Ponds and Water Feature Maintenance Installation and Maintenance of Ponds / Water Features Lab 8 – Pondless Water Feature Installation (Preparation)

- Week 10 **Principles of Irrigation**
Section 10 – Static and Dynamic Pressure
Static and Dynamic Pressure, Friction Loss and Pipe Sizing
Lab 9 – Finding Static Pressure in an Irrigation System
Lab 10 – Finding Dynamic Pressure in an Irrigation System
- Week 11 **Irrigation Heads and System Types**
Section 11 – Residential and Commercial Irrigation Systems
Residential Irrigation
Lab 11 - Project – Residential Irrigation System Design
- Week 12 **Irrigation Heads and System Types (Continued)**
Section 12 – Residential and Commercial Irrigation Systems
Commercial Irrigation
Lab 12 – Commercial Irrigation Mapping Exercise
- Week 13 **Landscape Lighting**
Section 13 – Residential Landscape Lighting (Low Voltage)
Low Voltage Terminology and Principles
Lab 13 – Landscape Lighting Math and Mapping
- Week 14 **Landscape Lighting Installation**
Section 14 – Low Voltage Lighting Techniques
Low Voltage Lighting Options and Installation
Lab 14 – Low Voltage Lighting Tools and Installation
- Week 15 **Landscape Construction Estimating**
Section 15 – Construction Estimating and Sales
Lab 15 – Landscape Take-Offs and Estimate
- Week 16 **Landscape Construction Review**
- Week 17 **Finals Week**

MAKE-UP POLICY /ATTENDANCE POLICY

If a student is late for class and attendance has already been taken, that student will be considered absent unless he/she notifies the instructor after class. Students are expected to be present and on time with the necessary equipment for **all class sessions**.

1. Make-up assignments will be accepted up until the end of week 16 with a 10% deduction in grade.
2. Make-up projects will be accepted only if the instructor is notified in advance.
3. For absences due to illness or emergencies, student must contact instructor no later than the due date of the assignment or project by leaving a message on voice mail, e-mail, or in instructor mailbox.
4. Instructor will not contact students for a missing grade or missed class information.

CLASS WITHDRAWAL

A "W" cannot be given as a final grade. The student is responsible for officially withdrawing from the class according to procedures described in the college catalog. Any student that does not officially withdraw from the class will receive a letter grade. The last date for withdrawal for this course can be found at "MY CLASS SCHEDULE" on KishSOS. Kishwaukee College reserves the right to administratively withdraw at midterm those students who are not actively pursuing course objectives or who are in violation of standards of behavior as outlined in the Student Code of Conduct and Discipline. For a copy of the student conduct policy, contact the Vice President of Student Services Office or refer to the Kishwaukee College catalog.

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EMERGENCY PROCEDURES/SAFETY

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KISHWAUKEE COLLEGE SYLLABUS
HOR 279, REF # 5001
BEDDING PLANT PRODUCTION AND MARKETING – 4 CREDITS
SPRING 2018

INSTRUCTOR INFORMATION:

Instructor: Rich Alde
Office: B-2311
Office Phone: 815/825-2086, ext. 5900
Office Hours: M,W,R 1:15 – 2:30 pm
T 7:30 – 8:00 am
Email: richard.alde@kishwaukeecollege.edu

COURSE SCHEDULE:

Class start and end date TBD
Class section meeting time and rooms:
Lecture: TBD
Lab: TBD

COURSE DESCRIPTION: Prerequisite: HOR 112

Study of commercial production, marketing and landscape use of bedding plants. Covers propagation, watering, fertilization, containers, growing media, scheduling, temperature control, insect and disease control, height control, marketing, landscape selection and use. Study limited to those species grown commercially in this area. Two hours lecture / discussion and 4 hours lab per week.

COURSE OBJECTIVES:

Upon completion of this course the student will be able to:

1. Integrate growing practices to produce commercially grown bedding plants common to Midwestern gardens.
2. Evaluate the most popular species of flowers and vegetables used as bedding plants and select their most desirable cultivars for production, sale, and landscape use.
3. Apply principles and practices of culture in the greenhouse, and culture in the garden to produce and utilize bedding plants for Midwest landscapes.
4. Describe principles for marketing and merchandising bedding plants.
5. Evaluate when fertilization is needed to maintain proper nutrient levels in each crop.
6. Determine proper growing temperatures for each species to achieve desired plant growth.
7. Identify and control special insect and disease problems as they occur.
8. Demonstrate positive work ethic in a team situation on a daily basis.
9. Identify common practices of greenhouse sanitation and housekeeping

REQUIRED/OPTIONAL TEXT & MATERIALS:

1. Creekmur, Larry. Greenhouse Production and Landscape Use of Flowering Annuals and Vegetables.

Malta: Kishwaukee Copy Center, 2012.

2. Aldrich, William, and Don Williamson. Annuals for Illinois.

Edmonton: Lone Pine Publishing, 2004.

3. Bedding Plants Identification and Lecture Notes. Girman. DVD. Kishwaukee College. 2013.

REQUIRED STUDENT MATERIALS:

Labs will spend time in the greenhouse working with plants – please dress appropriately

GRADING: *POINT TOTALS ARE SUBJECT TO CHANGE*****

Grading Scale:

Quizzes – 5 @ 50 pts	250 pts	
Seedling ID Quiz - 1 @ 30 pts	30 pts	90% = A
Lab Attendance/Participation – 10 pts/lab	90 pts	80% = B
Campus Design	50 pts	70% = C
Final Crop Evaluation – 23 flats x 5 pts	115 pts	60% = D
Crop Conclusions / Record Sheets – typed	70 pts	59% = F
Hourly Exam	150 pts	
ilandscape	25 pts	
Interview day (2 @ 15 pts. Each)	30 pts.	
<u>Final Exam - Cumulative</u>	<u>150 pts</u>	
Total	960 pts	

COURSE OUTLINE:

- Week1 Lec: Review Syllabus / Course introduction P.P
- Lec: Plug Culture P.P.
- Lab: Bedding Plant identification CD
 Determine Lab Partners
 Plant sale scheduling
 Greenhouse Duties Include: Transplanting, watering, fertilization, pinching,
 propagation, cleanup, spacing, insect counts and disease scouting.
- Week2 Lec: Plug Culture P.P.
- Lec: Plug culture P.P.
- Lab: Place sticky cards
 Plant sale scheduling
 Greenhouse duties
- Week 3 Lec: Germination and seedling care
 Review quiz #1: 50pts. Seed germination, seedlings & plug culture
- Lec: **Quiz #1: 50 pts - Seed Germination, Seedlings, & Plug Culture**
 B.P. scheduling and record keeping
- Lab: View CD Bedding plant ID
 Media samples, fertilizer injector, mist system
 Watering demonstration and test water pH
 Plant sale scheduling
 Greenhouse duties
- Fri ilandscape (students required to attend makeup for MLK day)**
- Week 4 Lec: Media and containers
- Lec: Media and containers P.P.
 Review B.P. ID.

Lab: **Quiz #2: 50 pts - Bedding Plant ID**
Plant sale scheduling
Greenhouse Duties

Week 5 Lec: Media and containers P.P.
Lec. Seed production and classification P.P.
Lab: Plant sale scheduling
Greenhouse Duties

Week 6 Lec Greenhouse temperature control P.P.
Lec: Greenhouse temperature control P.P.
Lab: plant sale scheduling
Greenhouse duties

Interview Day (students required to do two interviews)

Week 7 Lec: Greenhouse temperature control P.P.
Lec: Post germination and seedling care P.P.
Lab: Plant sale scheduling
Greenhouse duties

Week 8 Lec: Watering practices
Review Exam I up to watering practices
Lec: **Exam I**
Review quiz #3 Bedding plant ID
Lab: **Quiz #3: 50 pts - Bedding Plant ID**
Plant sale scheduling
Greenhouse duties

SPRING BREAK 3/13 – 3/17: NO CLASSES

Week 9 Lec: watering practices
Lec: watering practices
Lab: Plant sale scheduling
Greenhouse duties

Hor 106 Dinning Etiquette Tue. 1:00

Week 10 Lec: Diseases and insects P.P.
Lec: Diseases and insects P.P.
Lab: Plant sale scheduling
Greenhouse duties

- Week 11 Lec: Diseases and insects P.P.
 Lec: Diseases and insects P.P.
 Lab: Plant sale scheduling
 Greenhouse duties
- Week 12 Lec: Diseases and insects
 Lec: Plant nutrition P.P.
 Review quiz # 4 Bedding Plant ID
 Lab: **Quiz # 4 Bedding Plant ID**
 Plant sale scheduling
 Greenhouse duties
- Week 13 Lec: Plant nutrition P.P.
 Lec: Plant nutrition P.P.
 Lab: Plant sell preparation
 Greenhouse duties
- Week 14 Lec: Landscape and garden use of bedding plants
 Lec: Landscape and garden use of bedding plants
 Lab: Plant sell preparation
 Greenhouse duties
- Week 15 Lec: Vegetable gardening
 Lec: Vegetable gardening
 Lab: Promotions and marketing
- Week 16 Lec: Promotions and marketing
 Lec: Review final exam
 Lab: **Final Evaluation of Your Crop – 115 pts**
 B.P. portfolio due - including record sheets – 70 pts
 Quiz #5: 50 pts
 Greenhouse Duties
- Week 17 FINALS **Final Exam – 150 pts - TBA**

*****COURSE OUTLINE SUBJECT TO CHANGE*****

Determination of Lab / Lecture Grade:

1. Number of varieties grown successfully.
2. Quality of your finished crops. Difficulty of growing particular varieties will be considered.
3. Demonstration of reliability by student during the semester.
4. Each pair of students will grow the following plants:

Species	Cultivar	Grown From:		Container / Notes:
Alyssum*	Snow Crystals	seed*	804	Direct Sow/plug
Basil*	Marseille	seed*	1801	Direct Sow/plug
Begonia	Cocktail Gin	plug	804	
Begonia	Super Olympia Red	plug	804	
Celosia	Fresh Look Mix		plug	804
Dianthus	Super Parfait Strawberry	plug	804	
Impatiens	Super Elfin Clear Mix	plug	804	
Lobelia*	Regatta Marine Blue	seed*	804	Direct Sow/plug
Marigold – French*	Safari Mix	seed*	1801	Row
Marigold – African*	Inca II Yellow	seed*	1801	Row
Pansy	Delta Delta Premium Blotch Mix	plug	804	
Pepper*	Rainbow Belle Mix		seed*	1801 Row
Portulaca	Sundial Mix	plug	804	
Petunia - Grandiflora	Dreams Mix	plug	804	
Petunia - Multiflora	Wave purple improved		plug	804
Salvia - Blue	Victoria Blue	plug	804	
Salvia - Red	Vista Red	plug	804	
Snapdragon	Montego Mix	plug	804	
Parsley*	Flat Leaf	seed*	1801	Direct Sow/plug
Tomato*	Celebrity	seed*	1801	Row
Vinca	Titan Clear Mix		plug	804
Viola	Sorbet Blackberry	plug	804	
Zinnia	Zahara Fire	plug	804	
Total	27 Flats / Group			

5. Your lab grade depends on your final crop, not your attempts.
6. Make out labels properly. (This is very important to your grade!)
 Include: Your name
 Date sown - even when using plugs
 Date transplanted
 Plant name and variety
7. Accuracy & completeness of record sheets.
8. **Plants must be labeled at transplant! Plants not labeled will not be graded.**
9. Your plants will need to be checked daily just as if you were growing a crop in a commercial greenhouse.
10. **Never, under any circumstances, water another student's crop.** You are not allowing others to learn if you interfere with their growing practices. Your grade will be docked **25** points if you are found interfering with other students' crops.
11. Unannounced quizzes may be given at any time.
12. Labs may not be made up. Labs require hands on activities that need to be completed on time. **If you miss more than 3 labs the instructor reserves the right to lower your final crop evaluation accordingly.**

13. Assignments or projects turned in late will be graded down **two** letter grades. Assignments will not be accepted more than **two** weeks after due date and will result in a **zero**.
14. Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile Grades for grade reports.

*****YOU ARE RESPONSIBLE FOR WATERING YOUR PLANTS –
GREENHOUSE STAFF WILL NOT WATER FOR YOU*****

ABSENTEEISM AND MAKE UP POLICY:

You, the student, must notify the instructor if you are going to be absent during a quiz or exam. Failure to notify before the **beginning of the class period** during which the quiz or exam is given will result in a grade of zero. Pre-planned absence is included in this provision. If you are ill, call or email before class. Make-ups will be completed on your first day back on campus after your absence.

CLASS WITHDRAWAL

A “W” cannot be given as a final grade. The student is responsible for officially withdrawing from the class according to procedures described in the college catalog. Any student that does not officially withdraw from the class will receive a letter grade. The last date for withdrawal for this course can be found at “My Class Schedule” on KishSOS. Kishwaukee College reserves the right to administratively withdraw at midterm those students who are not actively pursuing course objectives or who are in violation of standards of behavior as outlined in the Student Code of Conduct and Discipline. For a copy of the student conduct policy, contact the Vice President of Student Services Office or refer to the Kishwaukee College catalog.

INCOMPLETE GRADE

All course requirements must be completed by the end date for the course. In the event that extremely difficult circumstances merit granting a student more time to finish course requirements, an “Incomplete” (I) grade may be given. Taking an Incomplete is possible only at the instructor's discretion. To receive an Incomplete, a contract between the student and the instructor must be completed and approved regarding the completion of all remaining work within a strictly defined period of time. If the conditions of the contract are not met, an “I” grade may revert to an “F”.

CLASS CANCELLATIONS

Class cancellations due to inclement weather will be posted on the College Website: www.kishwaukeecollege.edu. or announced by the local radio stations. Students may also call the College at (815) 825-2086. Class cancellations due to instructor absence will be posted on the classroom door and posted at www.kishwaukeecollege.edu/class_cancellations. Room changes will be announced in advance whenever possible and posted on the classroom door.

ACADEMIC DISHONESTY

In order to evaluate student work, faculty must be able to trust that the work is original with a student and not the work of someone else. Cheating, falsifying information, forgery, plagiarism, and other dishonest actions will not be tolerated. Sanctions for academic dishonesty are at the discretion of the instructor and subject to appeal as provided in Student Code of Conduct and Discipline. A complete explanation of the policy and procedures surrounding academic dishonesty are outlined in the Kishwaukee College Catalog.

COPYRIGHT

As a Kishwaukee College Student, you may have copyrighted materials or software made available to you by the college for course use. Please understand that copyright law may prohibit copying these materials. Violation of copyright laws can lead to prosecution for a criminal offense. You are required to abide by the specific copyright and licensing agreements that apply to each particular piece of software.

RECORDING OF CLASSES/PRESENTATIONS:

Kishwaukee College prohibits students from electronically recording class lectures and presentations (either by audio, video, picture, or otherwise) unless certain qualifying conditions are met. For more information about this College procedure and the qualifying conditions, please visit:
<http://www.kishwaukeecollege.edu/go/recordingclasses>

GRADUATION REQUIREMENTS FOR TRANSFER DEGREE STUDENTS

All students intending to graduate with an A.A., A.S., A.E.S., or A.F.A. are required to submit a complete Degree Portfolio. The Degree Portfolio is a means for the institution to measure its effectiveness in preparing students for successful completion of a degree at a transferring institution. Save your college-level work throughout your academic career in order to facilitate the portfolio compilation. Also, submit a completed application for graduation from the college the semester that you plan on graduating prior to submitting the complete Degree Portfolio. Guidelines and the specific requirements (along with the rubrics used for assessment) for the Degree Portfolio can be found at www.kishwaukeecollege.edu/portfolio.

ASSISTIVE RESOURCES CENTER/DISABILITY SERVICES

Any student with a documented disability or special learning need and wanting to request accommodations, should contact the Coordinator in A1317 or at (815) 825-2086 ext 3960, (815) 825-9106 (TTY), or send an email to awilson@kishwaukeecollege.edu. The student's disability must impact their ability to participate in the educational environment and be documented by an appropriate professional prior to accommodations being approved.

LEARNING SKILLS CENTER (A1300)

Students must present their Kishwaukee College student ID when using any Learning Skills Center services. For more information on the Learning Skills Center go to <http://www.kishwaukeecollege.edu/go/lsc>. Tutoring is available to all Kishwaukee students free of charge. The Writing Center (Learning Skills Center, A1306) answers your writing-related questions regardless of the class or assignment. Students are expected to bring all material related to the assignment, including textbooks, paper prompts, etc. Make-up tests, online tests, and placement tests are available through Testing Services, also located in the Learning Skills Center

EMERGENCY PROCEDURES/SAFETY

Yellow and red Emergency Information flipcharts are located in each classroom. These are quick reference sheets with telephone numbers to reach emergency assistance and a brief description of the correct actions to take in the event of a tornado, fire or other emergency on campus.

RELIGIOUS OBSERVANCES

Students faced with schedule conflicts related to a religious observance should make prior arrangements with the instructor a minimum of seven (7) school days in advance of the examination or other activity involved.

STUDENT E-MAIL

Your Kishwaukee College e-mail account will be the only way to receive official notices from the College. If you choose to forward your e-mail to another account, please be advised that all communication from and within the college will use your Kishwaukee student e-mail. When communicating with instructors or employees of the college, you are required to use your Kishwaukee e-mail address.

COMMUNITY RESOURCES

There are numerous community resources that are available to assist students in addressing a variety of personal needs. A listing and description of community resources can be found at <http://www.kishwaukeecollege.edu/go/communityresources>

RECORD OF GRADES

DESCRIPTION OF QUIZ/TEST	POSSIBLE POINTS	YOUR SCORE	TOTAL POSSIBLE POINTS TO DATE	TOTAL POINTS EARNED TO DATE	EARNED , POSSIBLE = % GRADE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

KEEP YOUR OWN GRADE RECORD BY RECORDING YOUR SCORE AND THE POSSIBLE SCORE FOR EACH QUIZ AND TEST

AGR / HOR LABORATORY REGULATIONS

Each individual is responsible for both knowledge and understanding of day to day, as well as specific, safety requirements. Therefore, it is essential that each student is prompt for each lab as specific safety requirements will be reviewed prior to carrying out an experiment. An awareness of what is transpiring around oneself is also a necessity for any laboratory course. Observance of safety regulations must be adhered to at all times when in the laboratory.

- ** 1. Safety glasses must be worn throughout the lab period when labs involve work with chemicals and/or hazardous materials.
- ** 2. No food, drink, tobacco products, or gum chewing are allowed.

Handle all chemicals with caution:

Be aware of labels, notes cautions and special handling.

Return chemicals to appropriate locations.

Cover reagents properly.

Immediately report spills to the instructor for proper control and clean up.

Never return any substance to a container unless directed by the instructor.

Avoid direct contact with organic chemicals as many are absorbed directly through the skin.

When determining an odor, wave your hand across the reagent container; do not put your nose directly in any container.

Use the ventilation hood as instructed to vent fumes out of the laboratory area.

Dispose of all waste in the manner instructed.

MSDS sheets are available and contain information related to the handling, storage, and disposal of materials.

Dress sensibly—sandals, open-toed shoes, and flowing garments are forbidden. Keep long hair confined.

Know the location of safety equipment. Report all accidents to the instructor.

Know first aid treatment for chemical spills to the:

A. Skin—wash affected area with water for 5 minutes.

B. Eyes—flush with eye wash or water for 15 minutes.

C. In the event of an occurrence of injury which results in the discharge of blood or bodily fluids, all work will cease in the area. Universal precautions will be observed; the affected area will be disinfected and decontaminated before work resumes (see Kishwaukee College Health and Safety Manual).

- *** 7. Never attempt to perform any unauthorized experiment.
- 8. Only students registered for the class are to be present in the lab room during the laboratory period. Students may not use the lab or lab equipment without consent of the instructor

9. Do not use any electrical equipment that is damaged or has frayed cords. Any electrical equipment requiring repairs or maintenance will be unplugged before maintenance will be performed.

10. Observe all safety practices while using any required equipment (roto-tillers, tractors, golf carts). All equipment uses and general operations will be reviewed before first use.

11. Students who use tobacco products must wash their hands before handling plant material to avoid the transmission of viruses.

12. Do not perform any task that requires more than one person or is hazardous.

** The third infraction of any combination of the above noted regulations will result in the student being dismissed from the course.

*** One infraction of this regulation will result in dismissal of the student from the course.

**AGR / HOR LAB REGULATIONS
SIGN OFF SHEET**

Sign and return to the instructor.

I have read the Agriculture Laboratory rules and procedures.

I am aware of the location and proper use of safety equipment in the lab.

I understand the lab rules and agree to follow them.

I wear contact lenses—hard/gas permeable/soft (Check which applies.) YES ___ NO ___

I am allergic to bee stings or other insects that may require medical attention in case of exposure.
YES _____ NO _____ If yes please specify below.

Student signature

Printed name

Class

Date

KISHWAUKEE COLLEGE
 #403 Ornamental Horticulture/Floral Design-Degree
 Current Credit Hours: 68.5 Proposed Credit Hours: 65
 Catalog Year: 2017-2018

Course	Title	Current	Proposed
Fall Semester - 1st Year			
HOR 101	Introduction to Horticulture Related Occupations	1	1
HOR 103	Horticulture Science	3	3
HOR 112	Greenhouse Management I	3	0
HOR 141	Beginning Floral Arrangements	3	3
HOR 158	Special Events I	2	2
HOR 243	Interior Landscaping	3	3
HOR	Field Studies*	1	1
HOR 112	Greenhouse Management	0	3
TMAT 100	Technical Mathematics	3	3
	Total	19	19
Spring Semester -1st Year			
HOR 105	Botany for Horticulture	3	3
HOR 106	Orientation to Hort Internship	1	1
HOR 128	Plant Propagation	3	3
HOR 142	Advanced Floral Arrangements	3	3
HOR 196	Horticulture Internship	4	4
	Humanities/Social Science Elective	3	3
	Total	17	17
Fall Semester - 2nd Year			
AGT 215	Introduction to Soils and Fertilizers	4	4
COM 100	Oral Communication	3	3
ENG 109	Intro to Technical Report Writing	3	3
HOR 235	Flower Store Management	3	3
HOR 275	Fall Greenhouse Crops	3	0
HOR	Field Studies*	1	1
	Total	17	14
Spring Semester -2nd Year			
HOR 143	Sympathy Design Techniques	1	0
HOR 146	Sustainable Perennials	3	3
HOR 242	Wedding and Corsage Design	3	0
HOR 244	Survey of Floral Operations	1.5	0
HOR 247	Special Events II	1	2
HOR 249	Wedding & Sympathy Design	0	3
HOR 277	Bedding Plant Production	3	0
HOR 279	Bedding Plant Prod. & Sales	0	4
	Humanities /Social Science Elective	3	3
		15.5	15
	Total	68.5	65

*Field Studies: Offered fall semester only. A total of two (2) hours required from HOR 284, 285, 286, 288, or 289.

HOR 269 Field Studies Floral Symposium may be substituted for HOR 247 Special Events II

KISHWAUKEE COLLEGE
 #401 Ornamental Horticulture/General-Degree
 68 Current Credit Hours Proposed: 67 Credit Hours
 Catalog Year: 2017-2018

Course	Title	Current	Proposed
Fall Semester - 1st Year			
COM 100	Oral Communication	3	3
HOR 101	Introduction to Horticulture Related Occupations	1	1
HOR 103	Horticulture Science	3	3
HOR 112	Greenhouse Management I	3	0
HOR 122	Trees/Arboriculture	3	3
HOR	Field Studies*	1	1
HOR 112	Greenhouse Management	0	3
TMAT 100	Technical Mathematics	3	3
	Total	17	17
Spring Semester -1st Year			
HOR 105	Botany for Horticulture	3	3
HOR 106	Orientation to Horticulture Internship	1	1
HOR 146	Sustainable Perennials	3	3
HOR 196	Horticulture Internship I	4	4
HOR 186	Sustainable Gardening I	0	1
	Humanities /Social Science Elective	6	3
	Total	17	15
Fall Semester - 2nd Year			
AGT 215	Introduction to Soils & Fertilizers	4	4
HOR 127	Propagation Techniques	1	1
HOR 166	Landscape Design	3	3
HOR 231	Orna Shrubs Identification and Culture	3	3
HOR 256	Turf and Lawn Management	3	3
HOR 271	Greenhouse Management II	3	0
HOR 188	Sustainable Gardening III	0	1
HOR 168	Sustainable Prairie Management	0	3
HOR	Field Studies*	1	1
	Total	18	19
Spring Semester -2nd Year			
ENG 109	Intro to Tech Report Writing	3	3
HOR 128	Plant Propagation	3	3
HOR 141	Beginning Floral Arrangements	3	3
HOR 277	Bedding Plant Production	3	0
HOR 279	Bedding Plant Production & Sales	0	4
HOR	Electives	4	0
	Humanities /Social Science Elective	0	3
	Total	16	16
	Program Total	68	67

*Field Studies: Offered fall semester only. A total of two (2) hours required from HOR 284, 285, 286, 288, or 289.

Horticulture Electives: Choose four (4) hours from catalog listing.

KISHWAUKEE COLLEGE
 #402 Ornamental Horticulture/Greenhouse-Degree
 Current Credit Hours: 70 Proposed Credit Hours: 63
 Catalog Year: 2017-2018

Course	Title	Current	Proposed
Fall Semester - 1st Year			
COM 100	Oral Communication	3	3
HOR 101	Introduction to Horticulture Related Occupations	1	1
HOR 103	Horticulture Science	3	3
HOR 112	Greenhouse Management I	3	0
HOR 112	Greenhouse Management	0	3
HOR 122	Trees/Arboriculture	3	3
HOR	Field Studies*	1	1
TMAT 100	Technical Mathematics	3	3
	Total	17	17
Spring Semester -1st Year			
ENG 109	Intro to Technical Report Writing	3	3
HOR 105	Botany for Horticulture	3	3
HOR 106	Orientation to Horticulture Internship	1	1
HOR 141	Beginning Floral Arrangements	3	3
HOR 146	Sustainable Perennials	3	3
HOR 196	Horticulture Internship	4	4
HOR 245	Survey of Greenhouse Operations	1	0
	Total	18	17
Fall Semester - 2nd Year			
AGT 215	Introduction to Soils & Fertilizers	4	4
HOR 188	Sustainable Gardening III	0	1
HOR 231	Orna Shrubs Identification and Culture	3	3
HOR 243	Interior Plantscaping	3	3
HOR 271	Greenhouse Management II	3	0
HOR 275	Fall Greenhouse Crops	3	0
HOR	Field Studies*	1	1
	Horticulture Elective	0	3
	Total	17	15
Spring Semester -2nd Year			
HOR 128	Plant Propagation	3	3
HOR 276	Spring Greenhouse Crops	3	0
HOR 277	Bedding Plant Production	3	0
	Horticulture Elective	3	0
HOR 279	Bedding Plant Production & Sales	0	4
HOR 201	Sustainable Gardening 1	0	1
	Humanities /Social Science Electives	6	6
	Total	18	14
	Program Total	70	63

*Field Studies: Offered fall semester only. A total of two (2) hours required from HOR 284, 285, 286, 288, or 289.

KISHWAUKEE COLLEGE
 #404 Ornamental Horticulture/Landscape Design and Construction-Degree
 Current Credit Hours 71 Proposed Credit Hours 60
 Catalog Year: 2017-2018

Course	Title	Current	Proposed
Fall Semester - 1st Year			
COM 100	Oral Communication	3	3
HOR 101	Introduction to Horticulture Related Occupations	1	1
HOR 103	Horticulture Science	3	3
HOR 122	Trees/Arboriculture	3	3
HOR	Field Studies*	1	1
ENG 109	Intro to Technical Report Writing	0	3
HOR 112	Greenhouse Management	3	0
TMAT 100	Technical Mathematics	3	3
	Total	17	17
Spring Semester - 1st Year			
HOR 105	Botany for Horticulture	3	3
HOR 106	Orientation to Horticulture Internship	1	1
HOR 126	Nursery Management	3	3
HOR 141	Beginning Floral Arrangements	3	0
HOR 146	Sustainable Perennials	3	3
HOR 196	Horticulture Internship	4	4
	Humanities/Social Science Elective	3	3
	Total	20	17
Fall Semester - 2nd Year			
AGT 215	Introduction to Soils & Fertilizers	4	4
ENG 109	Intro to Technical Report Writing	3	0
HOR 166	Landscape Design	3	3
HOR 231	Orna Shrubs Identification & Culture	3	3
HOR 248	Hardscapes	2	0
HOR 256	Turf and Lawn Management	3	0
HOR 251	Landscape Construction	0	3
HOR	Field Studies*	1	1
	Total	19	14
Spring Semester -2nd Year			
HOR 128	Plant Propagation (OR)	3	
HOR 266	Advanced Landscape Design	3	3
HOR 267	Digital Landscape Design	3	3
HOR 277	Bedding Plant Production	3	0
HOR 141	Beginning Floral Arrangements (OR)	0	
HOR 279	Bedding Plant Prod. & Sales	0	3-4
	Humanities /Social Science Elective	3	3
	Total	15	12-13
	Program Total	71	60-61

*Field Studies: Offered fall semester only. A total of two (2) hours required from HOR 284, 285, 286, 288, or 289.

KISHWAUKEE COLLEGE

Floral Horticulture Certificate #227

Current Credit Hours 26.5 Proposed Credit Hours: 26

Catalog Year: 2017-2018

Course	Title	Current	Proposed
Fall Semester - 1st Year			
HOR 141	Beginning Floral Arrangements	3	3
HOR 158	Special Events I	2	2
HOR 235	Flower Store Management	3	3
HOR 243	Interior Plantscaping	3	3
HOR	Elective	3	3
	Total	14	14
Spring Semester -1st Year			
HOR 142	Advanced Floral Arrangements	3	3
HOR 143	Sympathy Design Techniques	1	0
HOR 242	Wedding and Corsage Design	3	0
HOR 244	Survey of Floral Operations	1.5	0
HOR 247	Special Events II	1	2
HOR 249	Wedding & Sympathy Design	0	3
HOR 279	Bedding Plant Production/Marketing	0	4
HOR	Elective	3	0
	Total	12.5	12
	Program Total	26.5	26

Elective Options:

HOR 112	Greenhouse Management	0	3
HOR 127	Plant Propagation	0	1
HOR 146	Sustainable Perennials	3	3
HOR 150	Fall Prairie Study	2	0
HOR 245	Survey of Greenhouse Operations	1	0
HOR 269	Field Studies Floral Symposium	1	1
HOR 275	Fall Greenhouse Crops	3	0
HOR 276	Spring Greenhouse Crops	3	0
HOR 277	Bedding Plant Production	3	0

11-8-16jg

KISHWAUKEE COLLEGE
 Greenhouse/Garden Center Certificate #241
 Current CreditHours: 28 Proposed Credit Hours: 25
 Catalog Year: 2017-2018

Course	Title	Current	Proposed
Fall Semester - 1st Year			
HOR 103	Horticulture Science	3	3
HOR 112	Greenhouse Management I	3	0
HOR 112	Greenhouse Management	0	3
HOR 271	Greenhouse Management II	3	0
HOR 275	Fall Greenhouse Crops	3	0
HOR 141	Beginning Floral Arrangements	0	3
HOR 122	Trees/Arboriculture OR		
HOR 231	Orna Shrubs Identification & Culture OR		
HOR 243	Interior Plantscaping	3	3
	Total	15	12
Spring Semester -1st Year			
HOR 105	Botany for Horticulture	3	3
HOR 146	Sustainable Perennials	3	3
HOR 245	Survey of Greenhouse Operations	1	0
HOR 276	Spring Greenhouse Crops	3	0
HOR 277	Bedding Plant Production	3	0
HOR 279	Bedding Plant Production & Sales	0	4
HOR	Horticulture Elective	0	3
	Total	13	13
	Program Total	28	25

11-1-16jg

KISHWAUKEE COLLEGE
 Landscape Design & Plant ID Certificate #238
 Current Credit Hours: 26 Proposed Credit Hours: 27
 Catalog Year: 2017-2018

Course	Title	Current	Proposed
Fall Semester - 1st Year			
HOR 103	Horticulture Science	3	0
HOR 122	Trees/Arboriculture	3	3
HOR 166	Landscape Design	3	3
HOR 168	Sustainable Prairie Management	0	3
HOR 231	Orna Shrubs Identification & Culture	3	3
HOR 248	Hardscapes	2	0
HOR 251	Landscape Construction	0	3
	Total	14	15
Spring Semester -1st Year			
HOR 126	Nursery Management	0	3
HOR 146	Sustainable Perennials	3	3
HOR 266	Advanced Landscape Design	3	3
HOR 267	Digital Landscape Design	3	3
HOR	Horticulture Elective	3	0
	Total	12	12
	Program Total	28	27

11-8-16jg

KISHWAUKEE COLLEGE
Sustainable Horticulture Certificate #290
Current Credit Hours: 24 Proposed Credit Hours: 28
Catalog Year: 2017-2018

Course	Title	Current	Proposed
Fall Semester - 1st Year			
AGT 215	Introduction to Soils and Fertilizers	4	4
HOR 103	Horticulture Science	3	3
HOR 150	Fall Prairie Study	2	0
HOR 168	Sustainable Prairie Management	0	3
HOR 188	Sustainable Gardening III	0	1
HOR	Elective	3	3
	Total	12	14
Spring Semester -1st Year			
BIO 101	Environmental Biology	0	3
BIO 102	Environmental Biology Lab	0	1
BIO	Elective	4	0
HOR 105	Botany for Horticulture	3	3
HOR 128	Plant Propagation	0	3
HOR 146	Sustainable Perennials	0	3
HOR 186	Sustainable Gardening I	0	1
HOR 194	Sustainable Land Management	2	0
HOR	Electives	3	0
	Total	12	14
	Program Total	24	28
Electives:			
BIO 101	Environmental Biology	3	0
BIO 102	Environmental Biology Lab	1	0
BIO 107	Animal Ecology	4	0
BIO 230	Field Biology	4	0
HOR 122	Trees/Arboriculture (FA)	3	3
HOR 146	Sustainable Perennials (SP)	3	0
HOR 187	Sustainable Gardening II	0	1
HOR 231	Orna Shrubs Identification and Culture (FA)	3	3
HOR 256	Turf and Lawn Management (FA)	3	3

11-8-16jg

KISHWAUKEE COLLEGE SYLLABUS

TERM

Introduction to Fabrication 2 Credit Hours

WT 133 - xxxx

Friday – 8:15a-11:00a

9/20/16 – 12/16/16

Zachery Caccia

Room A1429

Office hours: MW 8:15-10:00 TH 8:10-8:30

Office phone: 815-825-9073

Instructor Kishwaukee College email: Zachery.Caccia@kishwaukeecollege.edu

COURSE DESCRIPTION:

Prerequisite: WT 116

Fundamentals of working in a metal fabrication shop. Introduction to shop and equipment safety. Practice in measuring, problem solving, cutting, metal bending, and simple fabrication. Exercises in layout, fit up, welding and finishing while working off of simple drawings. Prepares students with entry-level metal fabrication knowledge. One hour lecture and two hour lab each week.

COURSE STUDENT LEARNING OUTCOMES (CSLO)

The students will be able to:

1. Identify safe welding practices and procedures conforming to American Welding Society (AWS) Z 49 standards.
2. Learn to apply problem solving techniques as applies to metal fabrication.
3. Learn to use machines for fabrication.
4. Produce a simple weldment from a drawing to completion according to acceptable quality standards.

TEXT(S) Welding Principles and Applications by Jeffus, Seventh Edition, or Jeffus course pack

REQUIRED STUDENT MATERIALS

- A. Text: Welding Principles and Applications by Jeffus, Seventh Edition, or Jeffus course pack
- B. Note-taking materials
- C. Work clothing
 - 1. Long cotton pants without holes
 - 2. Long sleeve shirt or welding coat-Flame Retardant
 - 3. Leather shoes
 - 4. Safety Glasses ANSI Z87.1
 - 5. Welding hood
 - 7. Welding gloves
 - 8. Pliers
 - 9. Wire brush
 - 10. Welder's chipping hammer
 - 11. Welder's cap
- D. **Additional Required Tools:**
 - 1. **Ball peen hammer**
 - 2. **Combination square**
 - 3. **Pencil scribe**
 - 4. **Center punch**

BREAKDOWN OF GRADE

Attendance	-1% of final grade per day late to class
Welds and Quizzes	80%
Midterm and Final	20%

FINAL GRADE DETERMINATION:

- A=90-100% of possible points
- B=80-89.9% of possible points
- C=70-79.9% of possible points
- D=60-69.9% of possible points
- F= anything less than 60% of possible points

Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports.

TENTATIVE COURSE OUTLINE: *Course outline is subject to change.*

Week 1-2 Safety Quiz + intro to shop equipment.

- Week 3-4 Shearing bending and punching - project
- Week 5-6 Press break calculations and bend / radius allowance - project
- Week 7-8 Bend sequencing / MIDTERM EXAM
- Week 9-10 Drilling and tapping - project
- Week 11-12 Forming and fit-up of thin gauge round weldments -project
- Week 13-14 weld sequencing and heat distortion - project
- Week 15-16 jig building - project + FINAL EXAM

MAKE-UP POLICY

Nothing can be made up without a serious reason. Must see instructor regarding this.

ATTENDANCE POLICY

Attendance is mandatory for successful completion of the course.

KISHWAUKEE COLLEGE POLICIES

- | | |
|---|--|
| A. Academic Dishonesty | H. Emergency Procedures/Safety |
| B. Assistive Resources Center/Disability Services | I. Graduation Requirements-Transfer Degree |
| C. Attendance Verification Roster | J. Incomplete Grade |
| D. Class Cancellations | K. Learning Skills Center |
| E. Class Withdrawal | L. Recording of Classes/Presentations |
| F. Community Resources | M. Religious Observances |
| G. Copyright | N. Student E-mail |

Please see the Kishwaukee College Catalog for other policies and procedures

A. ACADEMIC DISHONESTY

In order to evaluate student work, faculty must be able to trust that the work is original with a student and not the work of someone else. Cheating, falsifying information, forgery, plagiarism, and other dishonest actions will not be tolerated. Sanctions for academic dishonesty are at the discretion of the instructor and subject to appeal as provided in Student Code of Conduct and Discipline. A complete explanation of the policy and procedures surrounding academic dishonesty are outlined in the Kishwaukee College Catalog.

B. ASSISTIVE RESOURCES CENTER/DISABILITY SERVICES

Any student with a documented disability or special learning need and wanting to request accommodations, should contact the Coordinator in A1317 or at (815) 825-2086 ext 3960, (815) 825-9106 (TTY), or send an email to awilson@kishwaukeecollege.edu. The student's disability must impact their ability to participate in the educational environment and be documented by an appropriate professional prior to accommodations being approved.

C. ATTENDANCE VERIFICATION ROSTER

Instructors will be completing an Attendance Verification Roster to verify student class attendance. Students who do not officially drop classes within the refund period and who are not attending class will still be charged for that class. Financial aid recipients may see an adjustment in their financial aid eligibility based on the recipient not attending classes.

D. CLASS CANCELLATIONS

Class cancellations due to inclement weather will be posted on the College Website- www.kishwaukeecollege.edu, announced by the local radio stations or sign-up for text alerts at myKC/Student Resources/Text Alerts. Students may also call the College at (815) 825-2086. Class cancellations due to instructor absence will be posted on the classroom door. Room changes will be announced in advance whenever possible and posted on the classroom door.

E. CLASS WITHDRAWAL

A "W" cannot be given as a final grade. The student is responsible for officially withdrawing from the class according to procedures described in the college catalog. Any student that does not officially withdraw from the class will receive a letter grade. The last date for withdrawal for this course can be found at myKC/KishSOS/Student Info Register/Academic Profile/My Class Schedule. Kishwaukee College reserves the right to administratively withdraw students from the Attendance Verification Roster or the Midterm Roster those students who are not actively pursuing course objectives or who are in violation of standards of behavior as outlined in the Student Code of Conduct and Discipline. For a copy of the student conduct policy, contact the Vice President of Student Services Office or refer to the Kishwaukee College catalog.

F. COMMUNITY RESOURCES

There are numerous community resources that are available to assist students in addressing a variety of personal needs. Please go to myKC/Student Resources/Counseling/Documents.

G. COPYRIGHT

As a Kishwaukee College Student, you may have copyrighted materials or software made available to you by the college for course use. Please understand that copyright law may prohibit copying these materials. Violation of copyright laws can lead to prosecution for a criminal offense. You are required to abide by the specific copyright and licensing agreements that apply to each particular piece of software.

H. EMERGENCY PROCEDURES/SAFETY

Yellow and red Emergency Information flipcharts are located in each classroom. These are quick reference sheets with telephone numbers to reach emergency assistance and a brief description of the correct actions to take in the event of a tornado, fire or other emergency on campus.

I. GRADUATION REQUIREMENTS FOR TRANSFER DEGREE STUDENTS

All students intending to graduate with an A.A., A.S., A.E.S., or A.F.A. are required to submit a complete Degree Portfolio. The Degree Portfolio is a means for the institution to measure its effectiveness in preparing students for successful completion of a degree at a transferring institution. Save your college-level work throughout your academic career in order to facilitate the portfolio compilation. Also, submit a completed application for graduation from the college the semester that you plan on graduating prior to submitting the complete Degree Portfolio. Guidelines and the

specific requirements (along with the rubrics used for assessment) for the Degree Portfolio can be found on myKC/Academics/Graduation Requirements/Portfolio.

J. INCOMPLETE GRADE

All course requirements must be completed by the end date for the course. In the event that extremely difficult circumstances merit granting a student more time to finish course requirements, an "Incomplete" (I) grade may be given. Taking an Incomplete is possible only at the instructor's discretion. To receive an Incomplete, a contract between the student and the instructor must be completed and approved regarding the completion of all remaining work within a strictly defined period of time. If the conditions of the contract are not met, an "I" grade may revert to an "F".

K. LEARNING SKILLS CENTER (A1300)

Students must present their Kishwaukee College student ID when using any Learning Skills Center services. For more information on the Learning Skills Center go to myKC/Student Resources/Learning Skills Center. Tutoring is available to all Kishwaukee students free of charge. The Writing Center (Learning Skills Center, A1306) answers your writing-related questions regardless of the class or assignment. Students are expected to bring all material related to the assignment, including textbooks, paper prompts, etc. Make-up tests, online tests, and placement tests are available through Testing Services, also located in the Learning Skills Center.

L. RECORDING OF CLASSES/PRESENTATIONS:

Kishwaukee College prohibits students from electronically recording class lectures and presentations (either by audio, video, picture, or otherwise) unless certain qualifying conditions are met:

- 1) The student requires the recording of lectures/presentations as part of his/her accommodations related to a disability that has been adequately documented with the Coordinator of the Assistive Resources Center.
- 2) The instructor has given advanced written permission to the student that stipulates what may be recorded and by which device(s) the lectures/presentations may be recorded.

In either of the above cases, the following restrictions shall apply:

1. Recordings are solely for the use of the student designated either in the disability accommodations or the instructor's written permission to record.
2. Recordings must not be shared or reproduced for any reason.
3. Recordings must not be posted on any public or private website or social media service.
4. Recordings must be destroyed by the student at the end of the semester in which the recording was made.

A student found to have committed a violation of this procedure shall be subject to one or more sanctions described in the Code of Student Conduct and Discipline. Students seeking to obtain permission to record a class must inquire with the instructor in question and, if the instructor agrees to allow recording, the student and instructor must complete a Permission to Record a Class/Lecture Presentation form.

M. RELIGIOUS OBSERVANCES

Students faced with schedule conflicts related to a religious observance should make prior arrangements with the instructor a minimum of seven (7) school days in advance of the examination or other activity involved.

N. STUDENT E-MAIL

Your Kishwaukee College e-mail account will be the only way to receive official notices from the College. If you choose to forward your e-mail to another account, please be advised that all communication from and within the college will use your Kishwaukee student e-mail. When communicating with instructors or employees of the college, you are required to use your Kishwaukee e-mail address.

MATH 150: COLLEGE ALGEBRA

Current Course Objectives:

Upon successful completion of the course, the learners will be able to:

PSLO (Interpretation)

1. Interpret when various theorems can be used, and the results of the theorems, including the following: Remainder Theorem, Factor Theorem, Fundamental Theorem of Algebra, Conjugate Pairs Theorem, Rational Roots Theorem, and Binomial Theorem.
2. Interpret function notation to be able to find function values. Function types include the following: polynomial, rational, piecewise, exponential, logarithmic, and other common functions.

PSLO (Representation)

3. Represent various types of function in graphical form including the following: polynomial, rational, piecewise, exponential, logarithmic, and other common functions (including using transformations).

PSLO (Computation)

4. Solve equations of various types and by various methods, including the following: linear, quadratic, polynomial and radical equations, equations involving absolute value, equations involving exponential and logarithmic functions, systems of equations by elimination, and systems of equations by matrix methods.
5. Perform operations on matrices, including the following: addition, subtraction, multiplication (both by a constant, and another matrix), inverses, row operations, and determinants.

PSLO (Application)

6. Solve application problems using their algebraic properties, matrix properties, and computation abilities.

Proposed Course Objectives:

Upon successful completion of the course, the learners will be able to:

PSLO (Interpretation)

1. Interpret when various theorems can be used, and the results of the theorems, including the following: Remainder Theorem, Factor Theorem, Fundamental Theorem of Algebra, Conjugate Pairs Theorem, Rational Roots Theorem, and Binomial Theorem.
2. Interpret sequence, series, and function notation to be able to find sequence, series, and function values. Function types include the following: polynomial, rational, piecewise, exponential, logarithmic, and other common functions.

PSLO (Representation)

3. Represent various types of function in graphical form including the following: polynomial, rational, piecewise, exponential, logarithmic, conic sections, and other common functions (including using transformations).

PSLO (Computation)

4. Solve equations of various types and by various methods, including the following: linear, quadratic, polynomial and radical equations, equations involving absolute value, equations involving exponential and logarithmic functions, systems of equations by elimination, and systems of equations by matrix methods, systems of non-linear equations, and systems of inequalities.
5. Perform operations on matrices, including the following: addition, subtraction, multiplication (both by a constant, and another matrix), inverses, row operations, and determinants.

PSLO (Application)

6. Solve application problems using their algebraic properties, matrix properties, and computation abilities.

MATH/SCIENCE/BUSINESS DIVISION
CURRICULUM REVISIONS
Physical Science
August 2016

Proposed Revision: SLO Revision

PHS 118 Introduction to Physical Science Laboratory

1

Current

1. Record and calculate metric measurements and evaluate their precision and accuracy.
2. Describe and use the Scientific Method.
3. Recognize the concept of density and its relationship to volume and mass of an object.
4. Calculate the acceleration of an object in response to gravity.
5. Complete a graphical analysis of Hooke's Law as it relates to harmonic motion.
6. Recognize the properties of sound waves.
7. Investigate the reflective and refractive properties of light.
8. Define and recognize chemical reactions.
9. Define, measure, and interpret pH.
10. Identify and classify various minerals, rocks, and fossils.
11. Recognize the concepts of latitude and longitude; relate time in different places on Earth.

Proposed Revision

1. Demonstrate the process of scientific inquiry and use the scientific method in problem solving. Postulate the philosophical importance of scientific discoveries.
2. Design, set up, develop, and conduct scientific experiments. Obtain, record, graph, and analyze scientific data. Analyze motion on an inclined plane.
3. Visualize the three dimensional motions, structure, and systems of the heavenly bodies.
4. Explain the relationship between temperature and molecular motion.
5. Compare the relationship between stellar magnitude and energy output with relation to distance.
6. Relate the emission and absorption spectrum in stars given by their wave properties.
7. Compare past and current theories on the origin, structure, classification and evolution of galaxies.
8. Obtain, record, graph, analyze, and recognize patterns in data that has a negative exponential trend with respect to radioactive decay and its applications.
9. Hypothesize, design, test, analyze and refine/rework hypothesis in seeking a superior Earthquake-proof building design.
10. Classify, identify, and organize characteristics of Minerals and Rocks.
11. Create a historical profile of a given region using deductive reasoning from rock erosion and deposition information.
12. Design, set up, and conduct an experiment to determine the permeability of a given sediment.
13. Analyze ice core, CO₂, pollen, and tree ring information to reconstruct climate conditions of Earth's past.
14. Create and analyze isolines to interpret past, current, and future weather conditions. Relate the physical processes in the dynamic atmosphere that create various natural weather phenomena.

Rationale: We have reorganized the topic material for the associated lecture course and rewritten the laboratory procedures to better reflect that material.

MATH/SCIENCE/BUSINESS DIVISION
CURRICULUM REVISIONS
Physical Science
August 2016

Proposed Revision: SLO Revision

PHS 119 Introduction to Physical Science

3

Current

1. Rigorously apply the methods and theory of science to both old and new ideas.
2. Understand the interconnected nature of the sciences.
3. Understand and apply the major unifying theories of physical science, including plate tectonics, atmospheric cell models, Newton's laws, Bernoulli's theory of gases, and atomic models.
4. Be able to apply science to everyday life.
5. Analyze the movement of objects in terms of speed, velocity, and acceleration.
6. Describe and analyze forces on objects, including gravity.
7. Identify various forms of energy and energy transformations.
8. Describe and apply the laws of conservation of energy and matter.
9. Apply concepts of force and work to machines.
10. Understand different atomic theories and the concepts of thermodynamics and phase change.
11. Describe basic composition and properties of atmosphere and the Earth.
12. Apply the theory of plate tectonics to Earth features

Proposed Revision

1. Demonstrate the process of scientific inquiry and use the scientific method in problem solving.
2. Postulate the philosophical importance of scientific discoveries.
3. Explain the origin, structure, and evolution of the Universe.
4. Describe the chemistry, motions, and unique structure and systems of the heavenly bodies.
5. Compare past and current theories on the origin, structure, and evolution of the Universe.
6. Relate the composition, formation, and evolution of the Earth, its materials, and its processes
7. Identify details of Plate Tectonics, earthquakes, volcanoes, Earth's resources, and Earth's history.
8. Explain the systems, cycles, and physics of water and its effects on the Earth's surface and humans.
9. Recognize the current state of the climate and climate change, and the natural and human induced factors affecting it.
10. Relate the physical processes in the dynamic atmosphere that create various natural weather phenomena such as thunderstorms, hail, lightning, wind, tornadoes, and hurricanes and to demonstrate the impact these phenomena have on humans and society.

Rationale

The topics of the course have been reorganized to better accommodate an entry-level science background and foster learning and retention of basic concepts in physical science. The physics and chemistry components that were previously taught as separate entities in this course are now being incorporated into the topics of astronomy, geology, and meteorology. With limited time available to each topic, this will allow us to address the learning style and interest of the students.

MATH/SCIENCE/BUSINESS DIVISION
CURRICULUM REVISIONS
Physics
August 2016

Proposed Revision: SLO Revision

PHY 150 Introductory Physics

3

Current

1. Describe motion in terms of an object's position, velocity and acceleration, including objects acting under the influence of gravity.
2. Demonstrate understanding of Newton's Laws and calculate forces and acceleration.
3. **[EDIT]** Show how the conservation of energy can be used to find the speed of a moving object.
4. Calculate the momentum of a moving object and determine the impulse delivered during a collision.
5. Demonstrate the inter-relationship of Work, Heat, and Internal Energy of a system.
6. **[DELETE]** Calculate the efficiency of a thermal system.
7. Determine the force exerted on one electrically charged object by another charged object.
8. **[EDIT]** Design a simple DC circuit and determine the current flowing in parallel and series circuits.
9. **[EDIT]** Understand the role of magnetism in causing an electric current to be generated.
10. Understand how waves interfere constructively and destructively.
11. Demonstrate the difference between reflection and refraction in optical devices.
12. **[DELETE]** Understand the basic ideas of modern physics.

Proposed Revision

1. Describe motion in terms of an object's position, velocity and acceleration, including objects acting under the influence of gravity.
2. Demonstrate understanding of Newton's Laws and calculate forces and acceleration.
3. Calculate work, potential energy and kinetic energy, and apply conservation of energy
4. Calculate the momentum of a moving object and determine the impulse delivered during a collision, and apply conservation of momentum to a system.
5. Demonstrate the inter-relationship of Work, Heat, and Internal Energy of a system.
6. Calculate heat based on specific heat capacity and latent heat
7. Determine the force exerted on one electrically charged object by another charged object.
8. Determine equivalent resistance, potential, and current in any part of a simple series or parallel circuit
9. **[ADD] Calculate the magnetic force on a charged particle moving through an external magnetic field and for a current carrying wire in an external magnetic field**
10. Calculate the induced electromotive force in a coil of wire rotating in a magnetic field.
11. Understand how waves interfere constructively and destructively.
12. Demonstrate the difference between reflection and refraction.

Rationale

A few minor edits have been made to better reflect those topics as a whole rather than through specific details. A few topics have been deleted based on time constraints and the relatively low importance of including them as objectives in a survey course. One topic has been added as an objective due to its importance and relation to other learner objectives.

MATH/SCIENCE/BUSINESS DIVISION
CURRICULUM REVISIONS
Physics
August 2016

Proposed Revision: SLO Revision

PHY 151 Introductory Physics Laboratory

1

Current

1. perform basic laboratory procedures;
2. identify basic laboratory equipment; and
3. observe, measure, record and analyze data collected and relate this data to the concepts in PHY 150

Proposed Revision

1. Classify and compare variables and their values.
2. Demonstrate graphing of two variables and best-fit linear relationship.
3. Graphically reproduce and describe motion in terms of position and velocity.
4. Demonstrate the vector addition of forces.
5. Calculate the work done by a force applied over some distance and associate work with change in kinetic energy.
6. Calculate the torque due to a force applied at some distance from a pivot and demonstrate the balance of torques.
7. Calculate the momentum involved in various collisions and demonstrate conservation of momentum.
8. Determine the density of various objects directly and by Archimedes principle.
9. Calculate the specific heat capacity of various metals through measurement of heat exchange with water.
10. Demonstrate Ohm's Law through direct measurement of voltage and current for a resistor.
11. Examine the properties of various series and parallel circuit connections.
12. Investigate the nature of magnetism in various materials and relate electricity and magnetism through induction.
13. Calculate the propagation velocity of a wave pulse and the frequency of a standing wave through measurements of period and wavelength.
14. Examine the relationship between a beam of light incident on a medium with its reflected and refracted beams.
15. Measure the position of an image generated by focus of light through a lens and compare the focal length calculated from image and object distances.
16. Investigate exponential decay.
17. Investigate Rutherford scattering.

Rationale

The objectives were previously vague. The content has not changed, but the objectives are now written in a way to better reflect the content.

Proposed Revision: SLO Revision

PHY 251 General Physics II

4

Current

1. Use Coulomb's Law to determine the forces acting on a charged object.
2. Determine the potential energy of a charged particle in an electric field.
3. Calculate the voltage around simple geometric charge distributions.
4. Use Ohm's Law to relate voltage, current, and resistance in a simple circuit.
5. Add resistors in parallel and series DC circuits.
6. Add capacitors in parallel and series DC circuits.
7. Calculate the strength of a magnetic field around a current-carrying wire.
8. Determine how a charged particle's motion is affected by a magnetic field.
9. Use Faraday's Law to determine the EMF induced in a coil moving through a magnetic field.
10. Calculate the wavelength and frequency of electromagnetic waves.
11. Calculate the intensity of the electric and magnetic fields of an electromagnetic wave.
12. Use the Laws of Reflection and Refraction to determine the path of a light ray.
13. Use the thin lens equation to determine the location, size, and orientation of an image.
14. Determine the lens strength necessary for correcting near-sightedness or farsightedness.
15. Calculate the intensity of a beam of light after passing through a polarizing filter.
16. Determine the distances to bright and dark fringes in a Young's Double Slit experiment.
17. Calculate the thickness of a thin film based on the wavelength of light reflected.
18. Use the principles of Special Relativity to determine the effect of an object's speed on time, mass, and length.
19. Calculate the size of a nucleus for various isotopes and determine the binding energy of the nucleons.
20. Determine the radiative power output from a blackbody of a given temperature.
21. Determine the peak frequency output of a radiation source at a given temperature.
22. Use Planck's Law to calculate the energy of a particular frequency photon.
23. Determine the de Broglie wavelength of a moving particle.
24. Use the Uncertainty Principle to determine the limits of measuring the position and energy of an object.
25. Use the half-life of an isotope to determine how much material remains after a given time interval.
26. Calculate the energy released from a given nuclear reaction.

Proposed Revision

1. Use Coulomb's Law to determine the forces acting on a charged object.
2. Determine the potential energy of a charged particle in an electric field.
3. Calculate the voltage around simple geometric charge distributions.
4. Use Ohm's Law to relate voltage, current, and resistance in a simple circuit.
5. Add resistors in parallel and series DC circuits.
6. Add capacitors in parallel and series DC circuits.
7. Calculate the strength of a magnetic field around a current-carrying wire.
8. Determine how a charged particle's motion is affected by a magnetic field.
9. Use Faraday's Law to determine the EMF induced in a coil moving through a magnetic field.
10. Calculate the wavelength and frequency of electromagnetic waves.
11. Calculate the intensity of the electric and magnetic fields of an electromagnetic wave.
12. Use the Laws of Reflection and Refraction to determine the path of a light ray.
13. Use the thin lens equation to determine the location, size, and orientation of an image.
14. Calculate the intensity of a beam of light after passing through a polarizing filter.
15. Determine the distances to bright and dark fringes in a Young's Double Slit experiment.

16. Calculate the thickness of a thin film based on the wavelength of light reflected.
17. Use the principles of Special Relativity to determine the effect of an object's speed on time, mass, and length.
18. Use Planck's Law to calculate the energy of a particular frequency photon.
19. Determine the de Broglie wavelength of a moving particle.
20. Use the Uncertainty Principle to determine the limits of measuring the position and energy of an object.
21. Use the half-life of an isotope to determine how much material remains after a given time interval.
22. Calculate the energy released from a given nuclear reaction.

Rationale

Several objectives have been removed due to the fact that they deal with specific circumstances and are not meant to characterize the expected learner outcomes. These circumstances are still discussed but the topics are contained as part of other objectives.