

The Rhode Island College

Early Enrollment Program

Policy Handbook

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Questions or comments relating to the contents of this policy handbook may be directed the EEP staff, the general EEP email at [eep@ric.edu](mailto:eep@ric.edu) or sent to: RIC Early Enrollment Program, Forman Center 204, 600 Mt. Pleasant Ave., Providence, RI 02908. Tel. (401) 456-8857.

*For more information regarding the Early Enrollment Program please visit our website at [www.ric.edu/eep](http://www.ric.edu/eep).*

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## **Overview**

The Rhode Island College Early Enrollment Program is a concurrent enrollment program that offers college credit at Rhode Island College to high school students for certain courses which they take at their respective high schools. The EEP provides the means for high school students to get a head start in college by obtaining college credits at Rhode Island College and transferring those credits to the institution that they attend. The EEP is also a formal program that fosters communication between high school teachers and college professors and creates an educational relationship between the high school and the college communities.

For a detailed explanation of the Rhode Island College Early Enrollment Program, transferring of credits, and/or other important information, please call the EEP office at 456-8857 or email us at [eep@ric.edu](mailto:eep@ric.edu).

NACEP, the National Alliance of Concurrent Enrollment Partnerships, of which Rhode Island College is a charter member, provides guidelines and standards to which concurrent enrollment programs must adhere to maintain membership. It is the adherence to these standards that maintains credibility and excellence among programs such as the EEP and will assure its students credit transfer among many colleges and universities in the United States. The primary purpose of this manual is to document formally the policies and guidelines which govern the workings of the Early Enrollment Program at Rhode Island College to provide a clear understanding for all parties involved.

Communication is foremost in any successful program. The Rhode Island College Early Enrollment Program Administration insists that all interested parties be cognizant of the following policies to ensure a mutual understanding of the program.

The Early Enrollment Program expands every year. Each year more students register for courses; at times more courses are added to the program and more high schools are involved. This ever-changing growth of the EEP, combined with the NACEP standards, make it necessary for this manual to be updated periodically. We ask that On-site Coordinators, high school EEP Adjuncts, Liaisons, and any other interested parties remain up-to-date with the changing policies of this program.

## **Course Acceptance into the EEP**

Please check the course listings beginning on page 16 for the exact course title and number. If the course wishing to be approved does not appear, please contact the EEP office before submitting any materials.

New courses must first be approved by the corresponding Rhode Island College department. The high school teacher must send a detailed course syllabus along with his/her resume and undergraduate and graduate transcripts to the EEP office. The EEP office will then forward this information to the appropriate RIC Liaison. For more specific information on this process, please call the EEP office at 456-8857.

The RIC Liaison will review the course syllabus to determine if the course meets the guidelines set forth by the particular department.

The RIC Liaison may require that the course be altered in some way to meet the department/course standards.

The RIC Liaison will notify the EEP office as to the approval or denial of the course, accompanied by an explanation.

The RIC EEP office will notify the course teacher and the OSC as to the approval or denial of the course.

Upon approval, the EEP office will provide the OSC and classroom teacher with any relative information needed for the implementation of the course in the EEP.

NOTE: Please be aware that the **high school teacher** must also meet the standards set forth by the Rhode Island College Early Enrollment Program in conjunction with each department. (See next section)

## Policies for Teacher Acceptance into the EEP

**General Rule** : High school teachers may be accepted into the Early Enrollment Program as Adjunct Faculty if they **hold a Masters degree in the particular subject area that they are teaching for the EEP, and have a minimum of three years teaching experience.** Teachers will be required to submit their educational transcripts to their corresponding Liaison for verification

Some departments, however, may have their own policy regarding an **exception to the General Rule** . Listed below, are the alternative requirements which certain departments have indicated *may* allow acceptance into the EEP.

**Anthropology** Will handle exceptions to the General Rule on an individual case basis.

**English** Will accept an MAT degree in English in lieu of a Masters in English. Other exceptions on an individual case basis.

**Mathematics** Materials for any **new** math course must be submitted on or before May 1<sup>st</sup> to be considered for the following school year.

For a **current** EEP Math teacher to remain an Adjunct and to teach in the EEP Math program, he/she must with an EEP Mathematics Liaison once every two years. This may be done by:

1. attending the Mathematics session at the EEP annual conference/dinner, **or**
2. scheduling a meeting with the EEP Mathematics Liaison on the Rhode Island College campus.

**Modern Languages** Will adhere to the **General Rule**. However, will accept an individual who is enrolled in a Masters program and has accumulated a minimum of 15 graduate credits in the language taught in the EEP.

**Accounting & CIS** Will adhere to the General Rule. However, a minimum of five years of work experience in the field **may** be substituted for the Master's with approval from the Accounting and CIS Liaison and the EEP Director.

Other departments not mentioned above **may** accept an individual who does not meet the requirements of the **General Rule** on an individual case basis.

## **Adjunct Status**

It is important to note that an EEP instructor is not a permanent or contracted employee at Rhode Island College but an adjunct in the EEP assigned on a year to year basis. **Adjunct appointments are subject to non-renewal at the discretion of the RIC Liaison with the approval of the Director.**

## **Appeals**

If there is a violation or disagreement concerning any Early Enrollment Program policy, appeals may be made in writing to the Director of the Early Enrollment Program.

The appeal will be presented to the EEP Administration for discussion, and a decision will be made within a reasonable period of time.

The decision will be forwarded in writing to all parties that are involved in the appeal.

In the event the EEP Administration's decision is also appealed, the EEP Advisory Board will serve as a mediator or arbitrator in the case of an appeal or an unresolved issue from an On-site Coordinator, high school teacher, RIC faculty member, high school student, etc., concerning the Early Enrollment Program. If a mutual decision or agreement cannot be established, the EEP Administration reserves the right to make any and all final decisions.

All decisions will remain final.

## **The EEP Student Registration Process**

The EEP Registration process is as follows:

- A.) An EEP representative will visit the high school at a predetermined time in the fall to discuss the benefits of the program with students taking EEP classes. Students will be given EEP brochures which they are urged to look over with their parents.
- B.) Students will be given a timeframe to consider the EEP and a deadline in which to submit their registration form.
- C.) Students who decide to register for the EEP, must do the following:
  - 1.) Fill out the official Rhode Island College EEP registration form completely.
  - 2.) Have a check or money order made out to **RIC-EEP** for the full tuition amount. Students must write **their full name and the name of their high school** in the lower left corner of the check.
  - 3.) Submit the registration form and payment to their high school EEP representative (classroom teacher or On-site Coordinator).

The On-site Coordinator will collect the registration forms and checks and send them to the Rhode Island College Early Enrollment Program within the designated registration timeframe. Soon after the EEP office receives the registration forms along with the tuition checks, the students will be registered for their classes.

**No** registration forms will be accepted nor processed unless they are accompanied by full payment.

We strongly suggest that the On-site Coordinators photocopy the EEP registration forms and checks for their own records.

Students are allowed a maximum of eighteen (18) credits per semester and may not exceed thirty (30) RIC credits total throughout their high school career.

**Students should be aware of scholarships that set limits on earning college credits while in high school.**

## **Late Registration**

Prior to registration, the OSC and the EEP will determine a registration deadline.

In a case of extenuating circumstances, a high school student may register for EEP courses after the designated registration deadline only with the permission of the On-site Coordinator. The On-site Coordinator's decision to deny registration is final.

The Rhode Island College EEP reserves the right to refuse any late registration.

If the student is allowed to register late, the On-site Coordinator must send a completed registration form and full payment to the EEP office along with an explanation for the late entry.

## **Withdrawal and Refund Policy**

Schools involved in the EEP assume the responsibility of maintaining the credibility, integrity and quality of their EEP course(s). If, after an EEP course has begun, it is determined that the course does not comply with the EEP and/or corresponding department standards, students will be withdrawn from the course with no tuition refund.

Once a student has registered for an EEP course, arbitrary withdrawals will not be granted. Therefore, students are urged to carefully consider enrollment into the EEP before registering.

A student may be withdrawn from an EEP course if the student has withdrawn from that EEP course at his/her high school. In this case, the student will receive a tuition refund excluding the \$10 registration fee.

No tuition refund will include the \$10 registration fee.

There are no retroactive withdrawals from any course once the course has been completed.

## **Tuition and fees**

As of July 1, 2002, the EEP tuition will be \$50.00 per credit. A non-refundable processing fee of \$10.00 shall be added to the final amount per registration form.

**Discretionary tuition reductions** of 50% of EEP tuition may be granted to students experiencing financial hardship and wishing to register for the EEP. Two letters requesting tuition assistance must be sent to the EEP Administration office. A high school official, teacher, guidance counselor, administrator or a parent/guardian may write a letter requesting tuition assistance with an explanation of the request.

Tuition reductions do not include the \$10.00 registration fee.

## **Identification Cards**

EEP students and adjunct faculty may obtain Rhode Island College Identification Cards at no charge. To obtain an I.D., one must visit the campus I.D. office located on the first floor of the Student Union and must present some form of identification (social security card, driver's license, etc.).

Identification Cards will become available once students are registered in their EEP classes.

RIC Identification Cards will allow the user access and/or admittance to many of the activities on the campus. Such activities may include the use of the RIC Adams Library and discounts to many of the performances and events that take place at Rhode Island College.

## **EEP Scholarship**

Each year, the Early Enrollment Program awards \$1000 scholarships to three outstanding EEP students who will be attending Rhode Island College and who have been nominated for the scholarship by their On-site Coordinators.

In the spring, On-site Coordinators will receive a letter from the EEP office, which will include all of the information necessary to initiate the scholarship application process in their schools.

The EEP Scholarships are open to all seniors who have enrolled in at least one EEP course during the current school year.

The student must be planning to attend Rhode Island College and, in fact, attend Rhode Island College for the scholarship to be activated.

Each scholarship, which is for \$1000 a year, is renewable for three additional years provided the student maintains a 3.0 grade point average at the end of each academic year.

Each school will hold its own review of scholarship applicants and submit only its first choice to the Early Enrollment Program office. The name of the student and a completed, typed application form, including a letter of recommendation from an EEP teacher must be submitted to the EEP office by the indicated deadline.

Three students will be selected for scholarships by a college committee appointed by the EEP office.

Scholarships will be announced in June, and letters will be sent to the recipients of the scholarship, the On-site Coordinators, and the school principals. In addition, letters announcing the winners will be sent to all On-site Coordinators.

## **EEP Student Responsibilities**

High school students have the responsibility of registering for EEP courses within the deadlines set forth by the EEP Administrative Office.

EEP students should be aware of the following EEP policies: **Student Registration Process, Tuition Waivers, the EEP Withdrawal and Refund Policy, Late Registration, and Identification Cards.**

EEP students have the responsibility of requesting official transcripts from RIC. Transcripts may be requested by either visiting the RIC Records Office and filling out a Transcript Request Form, by calling the Records Office and requesting that a Transcript Request Form be sent to them, or by visiting the RIC website and following the instructions for transcript requests. **Transcripts fees are waived for all EEP students.**

## **On-Site Coordinators (OSC) Responsibilities**

On-site Coordinators have the responsibility of being the administrators of the Early Enrollment Program at their respective schools.

Prior to registration at the beginning of the semester, On-site Coordinators will verify the teachers and courses that will run in the EEP for that particular semester or year. Any unapproved course or teacher must submit a syllabus and vitae to the EEP Office by the September deadline set by the EEP or the course will NOT run for that year. If at any time during the semester there is a change in the course and/or the instructor, the EEP Administration must be notified immediately, or else the course may cease as an EEP course.

OSC responsibilities also include but are not limited to the following:

- 1.) Being aware of every policy in the EEP handbook to serve as an advisor to the students and to the EEP faculty at the school.
- 2.) Realizing that all faculty must meet the requirements of the EEP, thus helping to ensure that only qualified teachers teach the EEP classes.
- 3.) Promoting the EEP by introducing new classes into the program and relating the benefits of the EEP to high school students, parents, guidance counselors, administrators, and any other interested parties.
- 4.) Serving as a liaison and/or correspondent to the EEP by communicating information from the EEP office to the EEP faculty and vice versa.
- 5.) Overseeing the general operation of the EEP in the school, which includes but is not limited to, the registration process, the grading process, tuition waivers, correspondence, etc., and providing a well-run EEP program.

## **OSC Stipends**

In order for On-site Coordinators and/or Adjunct Faculty to be paid, the EEP office must **first** receive a completed W-9 form. This form must be submitted along with the grade sheets at the end of each year.

On-site Coordinators will receive \$25.00 for each EEP class in which three or more full-tuition EEP students are enrolled. OSC payments for fall, year, and spring courses will be issued within thirty (30) days following the end of that school year.

## **Adjunct Faculty Responsibilities**

Upon being accepted into the EEP, high school faculty will receive Adjunct Faculty status at Rhode Island College. This entitles them to all the rights and privileges thereof.

The adjunct EEP teacher will have the following responsibilities:

- 1.) To teach each assigned EEP class in accordance with the agreement made with the RIC subject Liaison, using the approved syllabus.
- 2.) To submit a current syllabus to the EEP office and the RIC Liaison **each year**, and to update and submit on-file résumés as needed.
- 3.) To maintain communication with the high school On-site Coordinator (OSC) to keep abreast of any changes, information, polls, upcoming events, problems, etc. that take place during the year.
- 4.) To have a minimum of one (1) Liaison visitation per EEP course (not section) during the duration of the course.
- 5.) To make every attempt to attend the annual EEP conference/dinner.
- 6.) To notify the OSC and/or the EEP office of any long-term illness, leave, or other significant change which could affect the EEP course/courses.

## **Adjunct Faculty Stipends**

For high school EEP faculty to be paid, the EEP office must **first** receive a completed W-9 form. This form may be submitted along with the grade sheets upon completion of the course.

For duties performed in accordance with the policies of the EEP, each high school EEP faculty adjunct will receive \$100.00 per semester, per EEP course that has three (3) or more full-tuition EEP students enrolled. All high school EEP faculty payments for fall, spring, and full year courses will be issued within thirty (30) days following the successful completion of the course.

In the unlikely event payment is not received or is incorrect, the EEP faculty member must notify the EEP office within ninety (90) days following the completion of the course; otherwise, payment will not be issued.

## Rhode Island College Liaison Responsibilities

Rhode Island College Liaisons have the following responsibilities:

1.) To examine, in their respective subject areas, high school courses and faculty that desire entrance into the EEP. This examination includes, but is not limited to:

- A. Reviewing the high school course syllabus to determine if the course meets the standards of the equivalent Rhode Island College course.
- B. Reviewing the résumé and transcript of the high school classroom teacher to determine if the teacher has the qualifications and meets the criteria set forth by the subject area department. (See Policies for Teacher Acceptance into the EEP)

After evaluation of the aforementioned criteria, the RIC Liaison will make a determination as to the acceptance or denial of the course and/or teacher into the Early Enrollment Program.

The RIC Liaison may request that the high school teacher adjust the course content, syllabus, etc., for the course to be accepted into the program.

The RIC Liaison will notify the EEP office about the acceptance or denial of the course with an explanation. The EEP office will, in turn, notify the school's On-site Coordinator.

2.) To set up a visitation and visit each EEP high school teacher to whom they have been assigned a **minimum of one time** during the duration of a course.

NOTE: This visitation is required by the Rhode Island College EEP in accordance with the RIC EEP Standards and the NACEP standards. Although one visitation per teacher (not section) is required, the Rhode Island College EEP does NOT require nor recommend any *specific type* of visit, discussion, or evaluation. It is recommended that the RIC Liaison and the high school teacher mutually determine in what way the visitation would be beneficial to both parties.

If the RIC Liaison is unable to establish a visitation, he/she must advise the EEP office immediately of any high school EEP adjunct teacher who seems to be evading a Liaison visitation, or of any course that seems to have deviated from the criteria for which it was originally approved.

3.) To plan and attend a 1- 1/2 to 2-hour conference/workshop at the annual EEP conference/dinner that will involve the high school adjunct faculty in the respective disciplines.

- 4.) To submit, at the end of each semester, a report identifying the high school teachers who were visited, verifying the continued adherence to the approved course standards along with a brief general description or explanation of each visitation. A nomination for the EEP Adjunct Faculty Award is acceptable in this assessment.
- 5.) To report to the EEP Administration any violation of the standards in this handbook within their area of responsibility with a recommendation of action to be taken.
- 6.) To maintain communication with their department chairperson in regard to the EEP. Department chairpersons must be aware of high school adjuncts who are in their department as well as all criteria for which adjuncts and courses are approved and maintained.

## **RIC Liaison Stipends**

The RIC Liaisons will receive a stipend for all duties performed in accordance with EEP policies. RIC Liaisons will receive \$100.00 per EEP high school teacher, per EEP course (not section) for which they are assigned. To be paid, all Liaisons must document their visits by completing and submitting to the EEP office the EEP Liaison Payment/Visitation Form. All payment forms must be submitted on or before June 30 each year.

## **Early Enrollment Program Administration**

The Early Enrollment Program Administration has the responsibility of overseeing the entire operation of the Early Enrollment Program at Rhode Island College in accordance with the standards in this handbook, as well as those mandated by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

The EEP Administration will consist of the Director of the EEP, the Associate Director(s) of the EEP, and the associated Dean(s) for the EEP.

The EEP Administration has the responsibility to take action for any and all violations of policy set forth in this handbook. This includes, but is not limited to, the dropping of an EEP course, the withholding of payment, the dismissal of a high school EEP Adjunct, an EEP On-site Coordinator, or a RIC EEP Liaison from the Early Enrollment Program. Any aforementioned action taken by the EEP Administration must be documented in writing and forwarded to all interested parties.

The EEP Advisory Board will serve as a mediator or arbitrator in the case of an appeal or an unresolved issue from an On-site Coordinator, high school teacher, RIC faculty member, high school student, etc., concerning the Early Enrollment Program. If a mutual decision or agreement cannot be established, the EEP Administration reserves the right to make any and all final decisions.

If there is a violation of policy within the EEP, the EEP Administration reserves the right to make any and all final decisions regarding the welfare of the Early Enrollment Program.

The EEP Administration reserves the right to add, edit, rewrite, or otherwise amend any standard in this handbook that governs the workings of the Early Enrollment Program and will immediately notify EEP Liaisons and EEP On-site-Coordinators of any change in policy.

## **Courses Currently Offered in the EEP**

Accounting	201	Principles of Accounting I: Financial
Accounting	202	Principles of Accounting II: Managerial
Anthropology	101	Introduction to Cultural Anthropology
Anthropology	150	General Education Colloquium (Topics)
Art	201	Visual Arts in Society
Biology	111	Introductory Biology I
Biology	112	Introductory Biology II
Chemistry	103	General Chemistry I
Chemistry	104	General Chemistry II
CIS	251	Computers in Management
College Course	150	Capstone Course
Economics	200	Introduction to Economics
Economics	214	Principles of Microeconomics
Economics	215	Principles of Macroeconomics
English	113	Approaches to Drama
English	117	Approaches to Global Literature
French	113	Intermediate French I
French	114	Intermediate French II
History	150	General Education Colloquium (Topics)
History	161	Western History
History	201	United States History to 1877
History	202	United States History from 1877 to Present
Italian	113	Intermediate Italian I
Italian	114	Readings in Intermediate Italian
Labor Studies	201	U.S. Labor History
Math	212	Calculus I
Math	240	Statistical Methods I
Music	201	Survey of Music
Music	203	Elementary Music Theory
Physical Ed.	201	Prevention and Care of Athletic Injuries
Physics	101	General Physics I
Physics	102	General Physics II
Political Science	200	Introduction to Political Science
Political Science	202	American Government
Political Science	203	Global Politics
Political Science	204	Introduction to Political Thought
Portuguese	113	Intermediate Portuguese
Portuguese	114	Readings in Intermediate Portuguese
Psychology	110	Introduction to Psychology
Spanish	113	Intermediate Spanish
Spanish	114	Readings in Intermediate Spanish
Technology	216	Computer-Aided Design
Technology	327	Construction Systems

## Descriptions of Courses Currently Offered in the EEP

ACCT 201 Principles of Accounting I: Financial	The identification, measurement, and reporting of the financial effects of economic events on enterprises are examined. 3 crd.
ACCT 202 Principles of Accounting II: Managerial	A continuation of Accounting 201, topics include accounting for corporations, liabilities, cash flow statements, cost accounting in a manufacturing environment, budgeting, and profit analysis for decision making. 3 crd.
ANTH 101 Introduction to Cultural Anthropology	The concept of culture and its significance to an understanding of human societies are studied. Examples from a variety of societies are used to illustrate the basic approaches and concepts of cultural anthropology. 3 crd.
ANTH 150 General Education Colloquium (Topics Course)	Insert your approved course description. 3 crd.
ART 201 Visual Arts in Society	Fine arts and crafts from various periods are introduced in conjunction with hands-on studio experience to foster visual understanding. Art forms are studied within the context of society. 3 crd.
BIOL 111 Introductory Biology I	Emphasis is on the molecular and cellular nature of living systems. This course is intended for science majors and any student with an interest in science. 4 crd.
BIOL 112 Introductory Biology II	Emphasis is on organismal and ecological levels of organization. This course is intended for science majors and any student with an interest in science. 4 crd.
CHEM 103 General Chemistry I	Topics include atomic theory, periodicity, bonding, reactions, stiochemistry, gas laws, and thermochemistry. Laboratory experiments illustrate these concepts and develop laboratory techniques. 4 crd.

CHEM 104 General Chemistry II	Topics include states of matter, solutions, kinetics, acids and bases, equilibrium theory, thermodynamics, and electrochemistry. 4 crd.
CIS 251 Computers in Management	This is an intensive hands-on experience with microcomputers and their use with spreadsheets, word processing, and presentation graphics software. 3 crd.
COLL 150 Capstone Course	This course is for students who are involved in and complete a Capstone Project for high school graduation. 3 crd.
ECON 200 Introduction to Economics	Emphasis is on the understanding of contemporary economic problems, such as economic growth and inflation. Students cannot receive credit for Economics 200 if they have successfully completed or are currently enrolled in Economics 214. 3 crd.
ECON 214 Principles of Microeconomics	Microeconomics is introduced, including such areas of decision making as individual demand theory, cost theory, production theory, and the structure of markets. Emphasis is on the methodical approach. 3 crd.
ECON 215 Principles of Macroeconomics	The U.S. economy as a whole is considered and problems of inflation and recession are explored by examining aggregate demand, aggregate supply, national product and income, and the influence of money and interest rates on the economy. 3 crd.
ENG 113 Approaches to Drama	Dramatic literature, past and present, is studied through analysis of selected plays. 3 crd.
ENG 117 Approaches to Global Literature	This writing-intensive introductory course develops a critical understanding of literature as an art form and as the expression of diverse cultural voices. Not intended as a historical survey, this course will study different literary genres; will include writing by women, minority, and non-Western authors; and may include scholarly and critical essays on literature. 3 crd.

FRENCH 113 Intermediate French I	The cultural heritage of the French-speaking world is examined through selected cultural readings. Grammar and vocabulary are reviewed through a communicative approach. 3 crd.
FRENCH 114 Intermediate French II	Through selected readings, literature as a reflection of the French-speaking world is examined. The development of language skills is continued through a communicative approach. 3 crd.
HIST 150 General Education Colloquium (Topics Course)	Insert your approved course description. 3 crd
HIST 161 Western History	The evolution of European society from the Hebrews to the contemporary world is explored. Focus is on themes central to the lives of Western peoples. This is an introduction to historical thinking and skills. 4 crd.
HIST 201 United States History to 1877	The development of the United States, from its colonial origins to the end of Reconstruction, is surveyed. 3 crd.
HIST 202 United States History from 1877 to the Present	The development of the United States, from the rise of industrialization to the present, is surveyed. 3 crd.
ITAL 113 Intermediate Italian	The cultural and linguistic heritage of Italy is examined through selected readings. Grammar is reviewed and basic oral and written skills developed. 3 crd.
ITAL 114 Readings in Intermediate Italian	Literature as a reflection of the heritage of the Italian people is examined. The development of oral and reading skills are continued and some attention is given to written practice. 3 crd.
LBRS 201 U.S. Labor History	Workers and working conditions from colonial times to the present are studied. Topics include the origins of the American working class, the formation of trade unions and of the A.F. of L., industrial conflicts, and the immigrant experience. 3 crd.
MATH 212 Calculus I	This course covers the fundamental concepts, techniques, and applications of the differential calculus of one variable and begins the study of integration. 4 crd.

MATH 240 Statistical Methods I	This is an introduction to measures of central tendency and variability, estimation and tests of significance, and regression and correlation. 3crd.
MUS 201 Survey of Music	Musical eras, styles, forms, and basic vocabulary are introduced to the nonmusic major through music literature. An ability to read music is not presumed. 3 crd.
MUS 203 Elementary Music Theory	Fundamentals of scale construction, intervals, syllables, clefs, rhythms, and form are studied, with emphasis on musical acuteness through ear training, sight singing, and diction. 3 crd.
PED 201 Prevention and Care of Athletic Injuries	Students acquire a basic understanding of sports medicine. Topics include preventive techniques, protective strapping, basic anatomy, injury recognition, and rehabilitation of athletic injuries. 3 crd.
PHYS 101 General Physics I	This noncalculus-based course includes vectors, statics, kinematics, Newton's laws, energy, momentum, fluids, thermodynamics, and wave motion. 4 crd.
PHYS 102 General Physics II	This noncalculus-based course includes electrostatics, DC and AC circuits, magnetism, electromagnetic waves, and an introduction to atomic and nuclear physics. 4 crd.
POL 200 Introduction to Political Science	The scope and methods of political science are introduced, along with political ideologies, socialization, and institutions. 3 crd.
POL 202 American Government	The institutions and principles of American national government are examined. Attention is given to the constitutional foundation, federalism, political parties, Congress, the presidency, the Supreme Court and civil rights. 3 crd.

POL 203 Global Politics	This is an introduction to the governance of other contemporary national political systems and to the forces, principles, and trans-national arrangements of international politics. 3 crd.
POL 204 Introduction to Political Thought	Fundamental concepts and issues of philosophy and political theory are investigated. Basic precepts about authority, law, government, and the terms of obligation are examined in light of contemporary concerns. 3 crd.
PORT 113 Intermediate Portuguese	The cultural and linguistic heritage of the Portuguese-speaking world is examined through selected readings. Grammar is reviewed and basic oral and written skills developed. 3 crd.
PORT 114 Readings in Intermediate Portuguese	Students develop both reading skill and an appreciation of literature as a reflection of the heritage of the Portuguese people. Development of oral skill is continued, and some attention is given to written practice. 3 crd.
PSYC 110 Introduction to Psychology	The field of psychology is surveyed, with emphasis on the biological, cognitive, and environmental factors influencing behavior. 3 crd.
SPAN 113 Intermediate Spanish	The cultural and linguistic heritage of The Spanish-speaking world is examined, while grammar is reviewed and basic oral and written skills are developed. 3 crd.
SPAN 114 Readings in Intermediate Spanish	Emphasis is on the development of reading Spanish and on the appreciation of literature as a reflection of the heritage of the Hispanic peoples. Attention is given to written practice. 3 crd.
TECH 216 Technical and Computerized Drafting	International drafting-language protocol is explored and used in solving design problems in orthographic and pictorial presentation. Study includes basic computer-aided drafting. 3 crd.

TECH 327 Construction Systems	The skills, knowledge, environments, and people of the construction industry are introduced. A laboratory component is required for students to plan, design, and build a structure. 3 crd.
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