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# Instructional Information

## General Education Core

Kellogg Community College believes in the value of general education and to that end, all students receiving an associate degree will be required to complete a General Education Core. This core will be acquired through the completion of general education core courses required for each degree (see specific program guides).

As a result of completing the General Education Core, students will be able to:

1. Demonstrate writing, listening, verbal, non-verbal, and technology-related communication skills.
2. Demonstrate critical thinking skills in gathering, analyzing, interpreting facts, and problem solving.
3. Discern how the core information learned in their course of study is relevant to the world in which they live.
4. Demonstrate knowledge of the creative process and the ability to appraise the significance of visual, literary, or performing arts.
5. Distinguish between the positive and negative implications of physical, mental, and community health principles on individual and community wellness.

## General Education Outcomes Assessment

During the spring semester of each academic year, randomly selected students will have one of their course assignments assessed for student achievement of our primary General Education outcomes. Students' identities will be protected and the results of these assessments will only be reported as aggregate information. Evaluation for the purpose of General Education assessments will not affect their course grade. The data gleaned

from the results of these assessments assists the administration and faculty of KCC in improving the quality of student learning.

## Academic Discipline Procedure

Procedures in cases of academic integrity infractions will begin with the individual instructor who has reason to believe an incident has occurred. The instructor must first review the information and determine whether there is sufficient reason to proceed with the charge of academic integrity violation. If the instructor determines to proceed, the instructor must communicate, in writing, the charge to the student with a copy to the instructor's chair or director.

If the student admits his or her guilt and accepts and completes the penalty prescribed by the instructor, the matter is resolved, and a copy of the incident report detailing the allegations, the student's response, and the penalty must be sent to and filed with the appropriate chair or director and the Vice President for Student Services office. Penalties imposed by the instructor fall within the confines of the course, i.e., failure of the assignment, requirement of an alternate assignment, or failure of the course. Dismissal from the program or suspension from the College are actions outside of the instructor's purview and must be dealt with by the appropriate department chair or director. KCC's Policy on Academic Integrity is spelled out in the Student Handbook.

If the student maintains his or her innocence, the instructor will apply the penalty and refer the student to the appropriate chair or director who shall process the matter as a student appealed violation of the Student Code of Conduct.

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## **Class Attendance**

Regular class attendance is considered an essential part of your educational experience and a requirement for an adequate evaluation of student academic progress. Absenteeism is a matter to be resolved between you and the instructor.

Excessive absence is reported to the academic advising staff. An attempt is made to contact you to resolve any problems. Continued absenteeism may lead to administrative action.

Faculty are required to report “No Show” students to the Financial Aid office. Federal aid may be reduced if you do not begin attendance in all classes.

## **Consultation**

If you need to meet with a member of the faculty concerning a class, you are encouraged to do so. Generally, members of the full-time teaching faculty are available for consultation about seven hours a week during office hours. We urge you to seek help with small problems before they grow.

Consultation hours are posted on office doors and usually are announced in class. Appointments are recommended.

## **Academic Assistance**

### **Academic Support**

Academic Support fosters student success by providing comprehensive academic skills support and services in college-level and developmental learning. Students can improve their learning through peer tutoring, professional academic assistance, career advice, and self-help resources. The Academic Support staff offer reading, writing, and mathematics assistance during open hours, as well as during scheduled labs. Students can receive help with homework, lab assignments, and other projects.

(For assistance in science tutoring, students should stop into the Schwarz Science Building, room 103D.)

The tutor coordinator, faculty, and academic paraprofessionals, as well as the Academic Support Director, are available to help assure student success. Computers, academic software, study group spaces, and professional assistance are available to all students in the Ohm Information Technology Center, room 207.

## **Academic Support Courses**

The Academic Support Department offers a variety of courses designed to prepare students for college-level courses. Many of the general education courses require that students demonstrate an ability to be successful, either by placement test scores or by completing a transitional course. For some students, based on placement test scores, these courses will be required prior to enrolling in other courses (see course prerequisites for a listing). All students are eligible to enroll in Academic Support courses if they feel a review of the course material would be appropriate. An academic advisor can help you determine which courses would help ensure your success.

## **Learning Opportunities**

### **Customized Training for Business and Industry**

The KCC Workforce Solutions department supplies customers with job-related educational training, skills, and technical services, significantly improving their ability to compete and grow in a local, national, and global market. We deliver these services when and where our customers need them, maximizing our customers’ benefit-to-cost ratio.

We help our customers assess the skill needs of their employees, then design training uniquely tailored to fit their needs. We also

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deliver training to meet customer needs, at anytime. We are committed to deliver training on-site at our customers' facilities or at another location of their choosing.

Our courses produce results and have been delivered to dozens of businesses and other entities in Barry, Branch, and Calhoun Counties. For further information regarding customized training courses, contact the Director of Workforce Solutions at the RMTC, 269-965-4137, ext. 2847.

## **Distance Learning**

### *Online Courses*

Many traditional courses are now available in an online format, where assignments, activities, and communication are all done online. Though some tests are completed online, most courses require you to take at least one or two tests at a proctored site. Online courses are also available from other Michigan community colleges through the Michigan Community College Virtual Learning Collaborative (MCCVLC). Even though you are taking the course from another college, you still receive support services from and maintain your academic record at KCC.

### *Hybrid Courses*

The goal of hybrid courses is to join and balance the best features of in-class teaching with the best features of online learning to promote active, participatory, and independent learning. Unlike an online course, the hybrid course does have designated times and places the class meets, but the amount of time spent in the classroom has been reduced by moving some of the learning activities to the Internet, usually by 25% to 75%. Though the same time commitment is required to complete the course as with traditional delivery, the hybrid course provides you with more flexibility in your school and personal schedule.

## **Independent Study**

If a course is not offered at a time when you need it for graduation, or if a specialty course is listed in the catalog, but has not been offered, you may request to earn the credits through independent study options. You will work with an instructor to gain the required competencies and learning outcomes; however, the work will be done independent of lecture or typical instruction. You must be prepared to learn on your own with the instructor as a coach only. The independent study agreement must be approved by the faculty and department chair.

## **Individualized Instruction**

The benefits of individualized instruction are flexibility and convenience. Students use this mode of learning primarily for skill building courses in office or skilled trade fields. Students engage in the course work independently of each other under the guidance of an instructor. The students use print, audio-video, or computer-based information sources as their primary cognitive learning materials. The focus is on performing activities, normally in a lab environment, that reinforce the skills explained or presented in the learning materials. Instructors in the lab work individually with, and provide feedback to, students to overcome any hurdles to learning. The labs are open many hours to make it easy to fit individualized instruction into the toughest schedules.

## **Learning Communities**

A learning community is an innovative approach to learning that links and integrates two or more courses. Disciplines are taught together, for example, Freshman Composition and Art History. In this pairing students write about art. The same group of students, faculty, and an advisor work collaboratively in a friendly, supportive atmosphere, which may include special workshops and field trips.

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Student-teacher interaction creates a closely-knit, supportive community of learners. Students begin to see the connections between the courses and develop knowledge on a broad range of subjects. As active, progressive learners in linked courses or learning communities, students gain confidence and communication skills, becoming better lifelong students.

### **Lecture-Based Learning**

You will typically learn through this method of instruction which consists of lecture, group work, lab projects, and other traditional types of activities. Most courses are taught through this type of instructor-student interaction model. However, lecture-based learning can be supplemented with online components.

### **Service Learning and Civic Engagement**

Kellogg Community College is committed to the development of students through service learning and civic engagement and strongly encourages students to gain experience in this field during their time here. The College has developed many community partnerships to ensure students obtain meaningful experiences that also meet the needs of their community. There are several options to get involved, both in and out of the classroom.

Service learning is a teaching and learning method that engages students in deep academic inquiry and reflection related to their field of study while they are also actively engaged in their own community. It allows students to solidify concepts taught in the classroom, apply their learning, and discover how they can strengthen communities and positively impact society through their actions. Students gain skills and knowledge in and out of the classroom, to help them develop personal and professional success, gain essential life skills, and become civically engaged citizens.

There are several methods for obtaining the service learning transcript endorsement at Kellogg Community College, including:

1. SERV 200, a three credit class dedicated to the history, goals and a practical application of service learning.
2. Academic classes with a service learning endorsement, as shown in the Academic Schedule. Endorsed classes provide students with academic credits and service learning experience which is recorded on academic transcripts.
3. Honors contracts with a service learning focus.

Many four year institutions are requiring service learning or civic engagement experience from students and the above options are intended to meet those requirements. Students are responsible for checking with their chosen four year institutions to confirm service learning and civic engagement requirements.

Co-curricular opportunities for civic engagement at KCC include: volunteering at Bruins Give Back (a KCC, community partnering organization project); student organization events and projects; and special events organized by College faculty and staff.

Students graduating under the 2012-2013 catalog or thereafter, who obtain an Associate in Arts, Science, General Studies, International Studies, or Criminal Justice, will be required to complete a Service Learning Experience.

Contact the Service Learning Staff at Kellogg Community College for more details; [servicelearning@kellogg.edu](mailto:servicelearning@kellogg.edu).

### **Short Courses, Seminars, and Workshops**

Kellogg Community College's Lifelong Learning develops offerings based on market

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needs, national trends, and input from the community. A variety of programs and courses are offered each semester through Lifelong Learning for personal enrichment and skill development and the Professional Development Institute for continuing professional education, employment retraining, skill upgrades, and nationally-recognized certification programs. A wide variety of online courses are also available for personal development and professional career certification. Contact Corporate and Community Services at 269-965-4134 for more information.

### **Small Group Option**

When a class has low enrollment, but an instructor is willing to teach it on the basis of meeting half or more of the designated time and develop additional independent work for students, the Small Group Option may be offered to those students enrolled in the class. This option allows you the choices of dropping the class and re-enrolling in a different semester or taking the class in a “small group,” which means the class will meet half or more of the scheduled time, and independent study projects will be required for the rest of the class time.

### **Work-Based Learning**

#### *Cooperative Education*

Cooperative education (co-op) is a structured educational strategy integrating classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. Co-op is a partnership among students, educational institutions, and employers, with specified responsibilities for each party. A co-op experience at Kellogg Community College allows the student to have a portion of the work experiences be unrelated to the outcomes of the student's program, so for co-op experiences the focus

is more on the student as a worker than is the case with an internship. The work-based hours are monitored by the employer. The work experience must be paid, not voluntary.

#### *Internship*

An internship is an employer monitored work or volunteer experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience. An internship experience at Kellogg Community College is predominantly a learning experience. The learning is focused on student-specific course outcomes that lead to attainment of one or more program outcomes in the student's program of study. The work-based hours are monitored by the employer. An internship experience can either be paid or unpaid.

#### *Practicum*

A practicum is a course of instruction aimed at closely relating knowledge or skill learned in the classroom to their application in practice through a supervised experience. At Kellogg Community College, a practicum involves time in the classroom and time for integrated field applications supervised by the practicum instructor. The field application must be an activity normally performed by employees in the field of study. Typically, the practicum will have the activity performed at a work site, though the field application can be performed in a campus lab if appropriate to the activity. The practicum differs from a co-op or internship in that all the time associated with the field application is supervised by the instructor, not the work site supervisor.

#### *Clinical*

A clinical is a practicum course in a health care facility that includes the examination and treatment of patients under direct supervision of a clinical instructor.

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## *Field Experience*

Field experience integrates classroom learning with application of the learning in a realistic setting through a supervised experience. At Kellogg Community College, a field experience course is where the work-based learning activity or type of learning supervision does not fit the definition of other work-based learning courses. Field experience could involve field applications managed by the instructor, the work site organization, or a combination of the two. It differs from a practicum in that the instructor might not directly supervise all hours that the student works.

## **Library Services**

The Emory W. Morris Learning Resource Center provides support for student research and learning needs. Open over 65 hours per week, evening and weekend services are available.

## **Resources Available**

The staff of the Learning Resource Center encourage you to seek their support in locating the best information available for research and learning needs. A collection of over 60,000 book and media titles is accessed through the online catalog. To further assist you in gaining information research skills, orientations are held for classes.

The Learning Resource Center participates in the Online Computer Library Center (OCLC) and other interlibrary loan programs to obtain information that the College does not own. The Reference/Information Desk staff assist users in linking up with these external resources.

A statewide database of e-journals and e-books provides students with access to needed research materials. Students can use the materials in other Michigan libraries by participating in the State's MeLCat and

MichiCard library access program, available in the Learning Resource Center.

## **Centers**

Kellogg Community College has four academic centers: the Eastern Academic Center in Albion, Fehsenfeld Center in Hastings, Grahl Center in Coldwater, and Regional Manufacturing Technology Center in Battle Creek. The Eastern Academic, Fehsenfeld, and Grahl Centers provide transfer and applied degree courses, as well as academic and financial aid advising, payment opportunities, and bookstore services (only online bookstore services are available at the Fehsenfeld and Grahl Centers). For your convenience, the centers are open days and evenings.

At the Grahl Center, five different options are available: Associates in Early Childhood Education, Business Management, Arts, Science and General Studies. Check with advisors for information about these evening degree offerings.