

2017-18

A Guide to Kirkwood Academy Programs

Kennedy High School to Linn County Regional Center in Hiawatha is 3 miles or 10 minute drive.



19 Programs Representing **15** Different Career Pathways

Health

Criminal Justice/Law

Graphics & Communications

Electrical & Mechanical Technology

Education

Information Technology

Business

Human Services

Engineering

Automotive and Transportation

Computer Software Development

Manufacturing & Welding

Hospitality Management

Architecture and Construction

It's Like Paying Yourself To Go To School

Benefits

Some facts to chew on:

- Thirty-five years ago, only 12% of U.S. jobs required some postsecondary training or an associate's degree and only 16% required a bachelor's degree or higher (about 80% were low skilled jobs requiring little training).
- Today, in 2017, nearly eight in ten (80%) of future job openings in the next decade in the U.S. will require postsecondary education or training. Forty-five percent will be in "middle skill" occupations, which require at least some post-secondary education and training, while 33% will be in high skilled occupations for which a Bachelor's degree or more is required. By contrast, only 22% of future job openings will be "low skill" and accessible to those with a high school diploma or less.

According to a recent Iowa State University study that focused on direct from high school students who had earned college credit while still in high school:

- *72% of entering students who were Iowa residents already had college credit.*
- *Early college credit students had higher GPAs, better retention, higher graduation rates and changed their majors less than those who did not take college credit in high school.*
- *Early college credit students added minors and second majors more frequently.*
- *The amount of credit didn't affect success. In other words, one class or 10, any amount of college credit taken in high school better prepared students for future educational success*

- Postsecondary education has become a necessity in today's workforce. According to America's Career Resource Network, 48 out of 50 of the fastest-growing jobs in the United States require some sort of education after high school. Middle skill jobs is where the bulk of the future labor market is headed.
- Thirty-five percent of Kennedy seniors will attend Kirkwood after graduation.

Academy coursework really is like getting paid to go to school. The cost of a Kirkwood credit hour in 2016-17 is approximately \$150. In most instances, students will earn a minimum of 12 credit hours in their academy program; a potential savings of approximately \$2,000 on future tuition expenses.

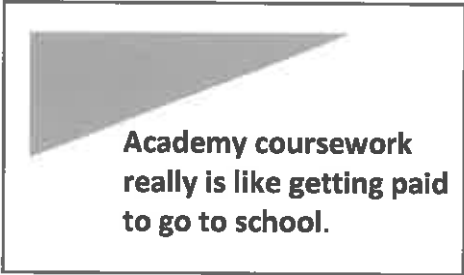
Savings could be even larger if the student enrolls in a 4-year and/or private institution. These figures will vary depending on the program, but there is little doubt that Academy programs can help

families save money. There are many other significant benefits as well:

◀ You can jump-start a career pathway track. The sooner you start the sooner you can finish. Completing coursework sooner can allow you to double-major and still finish in a reasonable amount of time.

◀ Academy programs offer work-based learning. You can acquire job skills/training that could lead to good paying, part-time employment (or entry-level job) while you continue your college education or as you

transition from one opportunity to the next. In addition, many Academy programs lead to industry recognized certifications. For example, students who complete the Patient Care Academy are eligible to take the Nurse



**Academy coursework
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Aid Certification Exam to become a CNA. Certifications make you employable with wages above minimum and in many cases above \$12 an hour.

- ◀ Academy programs provide opportunities for college readiness. Coursework will offer you the opportunity to ease into the Kirkwood experience. You can get a taste of what college is like while still in high school. It provides excellent preparation for anyone pursuing a college experience post-graduation.
- ◀ Academy programs provide opportunities for career readiness and exploration. Lots of students like hands-on learning. Kirkwood Academy programs not only offer hands-on learning, but the opportunity to explore careers. They also allow you the opportunity to rub elbows with people in the field, which could lead to recommendation letters, references or maybe even a job. Many students aren't sure what they want to study or what occupations to pursue after graduation. Academy programs will give you the opportunity to "test drive" career opportunities and evaluate where your talents and interests lie; all within the comforts and security of caring and supportive staff, first-rate facilities and outstanding resources.
- ◀ Academy programs offer dual credit. Dual credit means that any credit earned can be applied toward high school graduation and a college program. It's like getting paid to go to school as there is NO COST to the student for tuition and books. Most credit is transferrable to both two and 4-year schools.
- ◀ Students can receive a weighted grade (5.0) for successfully completing many of the academy courses. Courses identified in 2016-17 by the CRCSD are listed in this guide. Courses identified to receive a weighted grade for 2017-18 will be determined at later date.

Scheduling of Academy Courses

Scheduling of Academy coursework **requires thoughtful participation and consideration** so that your schedule can be coordinated appropriately. All the Academies, with a few exceptions, meet off campus. For additional information regarding Kirkwood Academies, including course descriptions, prerequisites, credit potential and Academy meeting times, please scan the QR code on page 8 or visit the Kennedy homepage at www.kenn.cr.k12.ia.us >>>Academics>>>**REGISTRATION CENTRAL**. (Linn County Regional Center subject header)

Academy programs provide outstanding opportunities for our students, but there are several nuances which accompany academies and make the experience unique. It's extremely important for students and families to understand these distinctions. Keep in mind the important information below when considering enrollment in Academy programs.

- Kirkwood Academy programs will meet off-campus at the Linn County Regional Center off of Boyson Road. It's an easy three mile drive up the interstate from Kennedy. The drive will take approximately 10 minutes.
- The Cedar Rapids Community School District will provide transportation for those who need it to the Linn County Regional Center or another District operated venue. In general, transportation is the responsibility of the student.
- Academy programs are designed as year-long experiences. Students will take coursework in both the fall and spring semesters.
- **Academy programs follow the Kirkwood academic calendar and not CRCSD.** This means Academies will meet when Kirkwood is in session. Meeting dates/times could vary from the CRSD calendar.

- While the Academy coursework which you are enrolled is listed on your schedule, since the instructors belong to Kirkwood, **grades and attendance will NOT appear in PowerSchool**. Final grades and course credit will be posted on your transcript upon completion of the course, usually in January for fall semester courses, and late May for spring semester courses. Academy coursework is subject to the same Kennedy policies used for extracurricular eligibility as any course taken at Kennedy.
- Academy programs will meet every day Monday – Friday with a few rare exceptions. In most instances, students will have the option of choosing a block of time from 8:00 – 9:30 AM or 1:30 – 3:00 PM to take their Academy coursework. Some academies will not be offered in both time slots. Some Academy programs meet for 2.5 hours during the day and require a block of three periods out of their Kennedy schedule as opposed to the normal two period block. You will be expected to enroll in your Kennedy required coursework around the block of time you choose. All students must be enrolled in a minimum of 10 credits per year. Kirkwood credits can be applied to your credit total.
- Some Academy programs have a prerequisite that must be met—in most instances it's the successful completion of Algebra and/or Biology—but it depends on the Academy. All students enrolled in Academy programs must meet Senior Year Plus requirements (Please see details of Senior Year Plus below.). Prerequisites and proficiency requirements are included in the back of this guide.
- Students are required (if required by your Academy program experience) to take either the Accuplacer, ALEKS, or ACT exam by April 26, 2017 as a condition of enrollment. Some Academies require a particular “cut score” in reading and/or math to enroll in that program.
- Students must participate in an orientation experience that is specifically tailored to their Academy program. Orientations are typically scheduled during April to early May. (See schedule below)
- Some Academies have very strict attendance policies (absences are limited, even if excused) that are strongly enforced due to state codes and industry requirements. Visit http://www.kirkwood.edu/pdf/uploaded/1329/academy_attendance_form.pdf for general information about the attendance policy. Individual academies may have additional policies.
- Academy programs are geared toward juniors and seniors.
- The roster and schedule of Academy programs are subject to change. Some programs may be cancelled due to low registrations.
- Specific Academy program descriptions can be found at <http://www.kirkwood.edu/linnacademies> or by scanning the QR code on page 8. Program (Academy) descriptions include course descriptions, Kirkwood credit potential, Academy meeting times and other important information that can help you with your planning.
- Students enrolled in Academy programs will receive credit from their high school and college credit from Kirkwood. The college tuition is paid for by the high school district.
- The grades earned in Academy programs will be reflected on the student's official college transcript as well as their high school transcript. Students not planning to attend Kirkwood after high school graduation should plan to include their college transcript as part of their application process to other colleges or universities.
- Academy programs are currently **not approved by the NCAA Eligibility Center**. Division I and II athletes interested in Academy programming should work with their counselor to determine if an academy is appropriate to their situation.
- Some Academy coursework (generally those courses given a weighted grade) are included in the Regent Admissions Index (RAI) and will count toward the minimum index score needed to earn admission. It is best to contact a university admissions officer to determine how Academy coursework will be applied to your RAI score.

How to Register for an Academy Program and Complete the Admissions Process/Timeline

The following steps **MUST** be completed to be considered for admission to an Academy Program:

- 1.) Register for an Academy Program. You will need to select the “Career Edge Academy Placeholder” course in PowerSchool. On your pre-registration form, write-in the name of the Academy program that you intend to enroll.
- 2.) In February or early March students will be invited to attend a special Academy meeting at Kennedy. During this meeting, students will complete a Kirkwood Community College application and the Academy Pre-registration Form (Student will need SSN to complete these steps.) Both of these items will be completed online and must be completed by March 10, 2017. After applying to Kirkwood, students will receive an email confirmation of their application and a “K-number”. The K-number should be kept in a safe spot as students will refer to it frequently.
- 3.) Take the Accuplacer, ALEKS or ACT exam by April 26, 2017 if required by your Academy program experience.
- 4.) Complete an orientation experience that is specific to the student’s Academy program. See dates and times on page 7.

The “admission” process is not considered complete until the steps listed above are finished. In instances where students may be waitlisted due to high registration numbers, those students who will be seniors and completed the required steps will receive first priority. If this doesn’t resolve a potential waitlist, time stamps of when the registration steps were completed will be used. (In the past, all students who registered for their first choice academy were enrolled by the first day of classes.) Students are notified by Kirkwood of their enrollment status by the end of May.

Are You Thinking About a S.T.E.M. Career? How about PLTW?

Science, Technology, Engineering, and Mathematics, or **STEM** for short, are the careers that demand the highest salaries now and into the future. Are you hands on? Do you like to think outside the box? Are you imaginative? Do you like to solve problems in unconventional ways? Do you like to apply what you learn to real world problems? If this sounds like you, you may be an ideal fit for Project Lead the Way (PLTW). PLTW ignites imagination and innovation through learning. There is no other curriculum like it offered in the Cedar Rapids School District. PLTW has many other benefits, too. Here are a few:

- Weighted grade – yes, just like AP, you can reap the benefits of a weighted grade.
- College credit – PLTW offers dual credit: college credit and high school credit simultaneously. Further, if specific grades and test scores are earned in the coursework, credit can be transferrable to colleges and engineering programs throughout the country, including ISU and U of I.
- Skills learned and developed in PLTW are transferrable to any discipline and/or career.
- Curriculum will demand students to develop a different skill set than what is traditionally required in most educational settings. Students will be expected to “think outside the box” and to use their creativity and imagination to solve problems.

Kennedy will offer two courses: Introduction to Engineering Design (IED) and Principles of Engineering (POE). IED is a prerequisite to POE. A student could opt to take both courses simultaneously if desired. Both courses are year-long.

Introduction to Engineering Design (IED)

Prerequisite: Concurrent enrollment in Algebra One and LA 9 is highly recommended for this course.

Description: Students dig deep into the engineering design process, applying math, science, and engineering standards to hands-on projects. They work both individually and in teams to design solutions to a variety of problems using 3D modeling software, and use an engineering notebook to document their work.

Principles of Engineering (POE)

Prerequisite: Introduction of Engineering highly recommended or take concurrently with Principles of Engineering (POE)

Description: Through problems that engage and challenge, students explore a broad range of engineering topics, including mechanisms, the strength of structures and materials, and automation. Students develop skills in problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

To learn more about PLTW, including the transferability of credits, visit <http://www.pltwiowa.org/> or <http://www.pltw.org/> or scan the QR codes on page 8.

You can register for a PLTW course in Power School under the Project Lead the Way subject heading.

Additional Information

Don't Forget About Senior Year Plus

Enacted by the Iowa legislature, Senior Year Plus was created to increase access and level the playing field for students who seek enrollment in college credit courses. Courses delivered through Senior Year Plus provide students the opportunity to take a rigorous college curriculum and receive, in many cases, both high school and college credit concurrently. The state guidelines require students who wish to enroll in Senior Year Plus eligible courses (Kirkwood Academies) to be proficient in reading, math and science as assessed through the Iowa Assessments. Students who are not proficient through the Iowa Assessment, may meet eligibility requirements through alternative means that have been determined by the CRCSD.

Some additional information about Senior Year Plus and a Profile of a Successful Concurrent Student are included in this packet. Please visit with your counselor if you have questions or concerns.

Orientation Times and Dates

Attending a program orientation is a **MANDATORY** condition of enrollment. Please mark your calendars accordingly. More detailed information will be sent by Kirkwood closer to the orientation date. Orientations will be held from approximately 6:00 – 8:00 PM at Linn Regional Center on the dates listed below:

- >Allied Health, April 5
- >Liberal Arts, April 12
- >Industrial Technology, April 19

Courses Approved for Weighted Grading

Music Appreciation
Fundamentals of Oral Communication
Composition I & II
Introduction to Ethics
Introduction to Psychology
Developmental Psychology
US History Since 1877
Introduction to Sociology

Human Biology
Principals of Macroeconomics
Human Services Career Orientation
Human Services Policy & Programs
Human Anatomy & Physiology I & II
Criminology
Nutrition
All Project Lead the Way courses

Potential Financial Aid Impact

Dropping and/or failing a college level course(s) may substantially impact your ability to secure financial aid (grants, scholarships, loans, work study) in future years. The federal government requires students to successfully complete 60% of enrolled coursework with a minimum grade of 2.0 to avoid potential restrictions being placed on financial aid disbursement. To avoid potential penalties or academic probation being placed on a student's enrollment, a good rule of thumb to follow is pass classes and consider drops as only a last resort. (Dropping a course between terms would be acceptable.)

Transferring of Credit

Students not planning to attend Kirkwood after high school graduation should plan to include their official college transcript as part of their application process to other colleges and universities. Students can request a copy of their transcript at www.kirkwood.edu/transcript. Kirkwood strives to ensure that academic level courses transfer to other institutions and have transfer agreements with many state universities and colleges. If a student plans to attend a private college or an institution out of state please contact the college directly to determine how credits earned will transfer. If you want to know how your Academy credits may transfer to colleges in Iowa, please visit the web sites below:

- >www.kirkwood.edu/fouryeartransfer
- >www.transferiniowa.org
- > <http://www.kirkwood.edu/site/index.php?p=17431>

Understand FERPA before Enrolling

At the postsecondary level, ownership of education records belongs to the student. Once a person officially registers and attends a postsecondary class, they are a student, regardless of their age. Parents have no rights under FERPA to their student's postsecondary education records. Kirkwood can release the student's education records to the student, to the high school, and as authorized by the student by completing and signing a Consent for Release of Education Record form (www.kirkwood.edu/onestopforms). Kirkwood's complete Student Records policy can be found at www.kirkwood.edu/site/index.php?p=32309.

Accuplacer and ALEKS Info

Accuplacer and ALEKS are computer administered placement tests that assesses a student's reading, writing and mathematical skills, then recommends the appropriate courses. Accuplacer has no time limit but ALEKS has a limit of three hours to complete the exam. There is more information about Accuplacer and ALEKS in the back of this guide. You should review this information prior to taking the exams. Students can take either of these tests free of charge.

General Info

1. Specific Academy program descriptions can be found at <http://www.kirkwood.edu/linnacademies> or by scanning the QR code below. Program (Academy) descriptions include course descriptions, Kirkwood credit potential, Academy meeting times and other important information that can help you with your planning.
2. The weather cancellation and general attendance policies are included in this packet for your information.
3. Scan the QR codes below for direct links to the items indicated.



**Guide to Kirkwood
Academy Programs &
Schedule**



**Academy Program
Descriptions**



PLTW-National



PLTW-Iowa



**Kirkwood Concurrent
Enrollment Handbook**



**Academy Program
Proficiency Requirements**



Registration Central



Accuplacer/ALEKS Info

Profile of a Successful Concurrent Credit Student...

Iowa Assessment scores or ACT/Accuplacer and ALEKS Placement Exam scores are just two indicators of if a student is ready for the rigor of college credit coursework. Many other factors must be considered as a student explores the possibility of enrolling in concurrent credit coursework.

Academic Skills or Standing

- Satisfactory attendance record
- Completes all assignments by due date, including assigned readings
- Demonstrates self-motivation as a learner
- Attentive in class and participates in class discussions
- Applies classroom learning to cases, observations, and service learning
- Has a minimum GPA of 2.5 in academic courses

Personal Traits/Dispositions

- Demonstrates respect for others
- Exhibits intellectual curiosity and openness to new ideas
- Works well as part of a team
- Demonstrates honest and ethical decision-making
- Willingness to devote several hours each week outside of class to studying, reviewing and preparing for concurrent credit coursework

Maturity

- Demonstrates self-advocacy and communication of needs
- Successfully manages academic, work, extracurricular and other commitments
- Takes responsibility for their learning and success
- Willingness to communicate and advocate with your professor in a professional manner.

Parents

- Because of Family Educational Rights and Privacy Act (FERPA) colleges are bound by law to keep student records confidential. Therefore most communication from Kirkwood will go directly to your student. Here are some things that may help you stay up to date on how your student is progressing in their Kirkwood class.
 - Most faculty use a class management tool called Talon. Your students should be able to log into their Talon account for the class and show you any assignment, grade and attendance that the instructor has tracked for them.
 - Midterm grades or pass/fail indicators are given each semester. Your student should be able to log into their Eaglenet account and show you their midterm grade

Requirements for College Level Classes...

Senior Year Plus Requirements

As defined by the Iowa Department of Education, Senior Year Plus is an important part of high school reform efforts in Iowa. Through these programs, high school students are provided rigorous opportunities for advanced learning. To this end, Kirkwood partners with area school districts to prepare student to learn essential 21st century skills and earn college credit through postsecondary learning options, concurrent enrollment, and Career Academies.

Iowa law requires students, instructors, and institutions to meet certain criteria to be eligible to participate in Senior Year Plus programming.

To participate in the *Arts and Science, Business, Criminal Justice, Education, Human Services, Pre-Allied Health, and Pre-Professional Health Careers academy offerings* student must demonstrate proficiency in each of the three academic areas - Math, Science and Reading – as indicated by Iowa Assessment Testing scores below. Students must also satisfy Kirkwood Community College prerequisites, which may include a satisfactory placement score for Reading, Writing, and Math indicated by ACT scores or Kirkwood’s current placement exam prior to registration. (These Academies would include Business, Criminal Justice, Education, Arts and Sciences I and II, Computer Software Development and Pre Professional)

Grade	Fall	Midyear	Spring
9th	Math – 243 Science – 243 Reading – 243	Math – 249 Science – 250 Reading – 247	Math – 249 Science – 250 Reading – 249
10th	Math – 252 Science – 253 Reading – 252	Math – 257 Science – 258 Reading – 257	Math – 257 Science – 258 Reading – 257
11th	Math – 259 Science – 260 Reading – 259	Math – 261 Science – 265 Reading – 262	Math – 263 Science – 265 Reading – 263

If a student is not proficient in one or more of the above content areas, the school board may establish alternative but equivalent qualifying performance measures. Please see pages 10-12 of Senior Year Plus guidelines for additional information or visit www.educateiowa.gov/adult-career-community-college/senior-year-plus-syp

Participation in all other **Career Academies** is not based on proficiency on Iowa Assessment scores. Student will need to satisfy Kirkwood Community College prerequisites, which may include a satisfactory placement score for Reading, Writing, and Math indicated by Accuplacer and ALEKS Placement Exams and/or ACT scores prior to registration. Students should consider recommendations of assessment scores or previous coursework as an indicator of rigor of the college level course, even in the areas not requiring proficiency scores in Math, Science and Reading.

RAI Scores

Iowa's three Regent universities assign a Regent Admission Index (RAI) score based on test scores, class rank, GPA and the number of core courses you've completed. Some of these classes may factor into your RAI. For more information visit www.regents.iowa.gov/RAI.

Other Student Requirements:

<u>Academy</u>	<u>Proficiency Requirements</u>
<u>Architecture, Construction, Engineering (ACE)</u>	Algebra I & Geometry strongly encouraged
<u>Arts & Sciences: BLUE</u>	SYP Arts & Sciences Proficiency; Accuplacer Writing 92 or ACT English 18
<u>Business: Exploration</u>	SYP Arts & Sciences Proficiency
<u>Criminal Justice</u>	SYP Arts & Sciences Proficiency; strongly recommended: ability to write at college level
<u>Dental</u>	Most allied health programs require ACT English (18) Reading (16) Math *18 or Accuplacer: Writing 92, Reading 90, math score varies by program
<u>Education</u>	SYP Arts & Sciences Proficiency
<u>Electrical and Mechanical Technology</u>	Strongly encouraged to have had, or be concurrently enrolled, in Algebra I
<u>EMT</u>	17 on first day of class; completion of high school biology with C or higher; recommended ACT English (18) Reading (16) Math (18) Accuplacer: Writing (92), Reading (71) and Math (ALEKS 29%)
<u>Human Services (Pre-Social Work)</u>	SYP Arts & Sciences Proficiency
<u>Pre-Allied Health</u>	SYP Arts & Sciences Proficiency; most allied health programs require ACT English (18) Reading (16) Math *18 or Accuplacer: Writing 92, Reading 90, math score varies by program
<u>Patient Care</u>	Most allied health programs require ACT English (18) Reading (16) Math *18 or Accuplacer: Writing 92, Reading 90, math score varies by program
<u>Pharmacy Technician</u>	17 on first day of class; Algebra II with C or better; Compass Pre-Algebra 71/ACT Math 19/ALEKS 30%; Accuplacer Reading Score of 71/ACT Reading = 16/Compass Reading = 71 unless permission of program director
<u>Pre-Professional Health Careers</u>	SYP Arts & Sciences Proficiency; recent high school biology/chemistry with a grade of B or higher strongly recommended

The tentative Career Academy schedule for 2017/2018 is below. ***Your district may not offer all of these academies and courses. Offerings based on enrollment as of May 17th, 2017.**

AM Academies meet from 8:00-9:30 a.m.

PM Academies meet 1:30-3:00 p.m.

*** Indicates academy is 2.5 hours.**

Advanced Manufacturing*	CNC Mill Operator (NIMS)	3 CH	MFG-291
AM & PM, 2.5 hours	CNC Lathe Operator (NIMS)	3 CH	MFG-292
	Introduction to Welding Safety and Health for Welders (SENSE 1)	1 CH	WEL-228
	Virtual Reality Information	1 CH	WEL-102
	Gas Metal Arc Welding Short Circuit Transfer (SENSE 1)	2 CH	WEL-274
	Gas Metal Arc Welding Spray Transfer (SENSE 1)	2 CH	WEL-245
	Gas Tungsten Arc Welding (GTAW) for Carbon Steel (SENSE 1)	2 CH	WEL252
ACE (Arch, Const. Engineering)	Residential Construction	3 CH	CON-190
AM only	Architectural Plans & Specs	3 CH	CON-101
	PLTW-Civil Engineering & Architecture	3 CH	EGT-460
	Construction Modeling	3 CH	CON-410
Arts & Sciences	Composition I	3 CH	ENG-105
AM & PM	Composition II	3 CH	ENG-106
	Introduction to Sociology	3 CH	SOC-110
	Fundamentals of Oral Communication	3 CH	SPC-101
Business: Exploration	Survey of Accounting	3 CH	ACC-120
AM only	Introduction to Business	3 CH	BUS-102
	Project Management Basics	3 CH	MGT-121
	Principles of Selling	3 CH	MKT-140
Criminal Justice	Intro to Criminal Justice	3 CH	CRJ-100
AM & PM	Criminal Investigations	3 CH	CRJ-141
	Criminology	3 CH	CRJ-200
	Introduction to Sociology	3 CH	SOC-110

Computer Software Development	Introduction to Programming Logic	3 CH	CIS-121
AM only	Introduction to Computers	3 CH	CSC-110
	Java	4 CH	CIS-172
	Fundamentals of Web Programming	3	CIS-207
Education	Exploring Teaching	3 CH	EDU-110
PM only	Intro to Psychology	3 CH	PSY-111
	Developmental Psychology	3 CH	PSY-121
	Field Experience	3 CH	EDU-810
Emergency Medical Services (EMT)	Exploration of Healthcare Careers	3 CH	HSC-205
AM only	Medical Terminology	4 CH	HSC-155
	Emergency Medical Technician I	4 CH	EMS-260
	Emergency Medical Technician II	3.5 CH	EMS-350
	Emergency Medical Technician II Clinical	1 CH	EMS-365
Graphics, Media, Communication, and Design	Digital Photography	3 CH	ART-186
PM only	Illustrator	3 CH	GRA-127
	Digital Layout	3 CH	GRA-131
	Digital Imaging (Photoshop)	3 CH	GRA-140
Hospitality Management	Menu Planning	1.5 CH	HCM-207
AM only	Nutrition	2 CH	HSC-231
	Introduction to Lodging Operations	2 CH	HCM-600
	Sanitation & Safety	2 CH	HCM-100
	Hospitality Marketing	3 CH	HCM-615
Humans Services (Pre-Social Work)	Introduction to Human Services	3 CH	HSV-109
PM only	Introduction to Sociology	3 CH	HSV-100
	Health and Psychosocial Rehabilitation	3 CH	HSV-282
	Marriage and the Family	3 CH	SOC-110
IT (Information Technology) Careers	Network Plus	3 CH	NET-165
PM only	Computer Hardware Basics	3 CH	NET-122
	Programming Concepts	3 CH	CIS-128
	Advanced PC Concepts	3 CH	NET-137
Electrical and Mechanical Technology*	Electrical Safety & Shop Methods	1 CH	ELE-233
PM Only	Torqueing and Tensioning	1 CH	IND-167
	Mechanical Drive Systems I	2 CH	ATR-300
	Maintenance Math I	2 CH	MAT-230
	Maintenance Math II	2 CH	MAT-233
	AC, Magnet, Transformer, Relays	1 CH	ELE-238
	Electrical Theory, Measure, Circuits	3 CH	ELE-235
	Mechanical Drive Systems II	1 CH	ATR-302

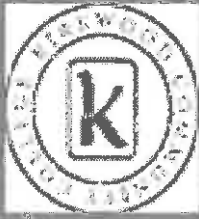
Patient Care	Exploration of Healthcare Careers	3 CH	HSC-205
AM & PM	Medical Terminology	4 CH	HSC-115
	Professionals in Health	2 CH	HSC-107
	Nurse Aide (CNA Certification)	3 CH	HSC-168
Pharmacy Technician	Exploration of Healthcare Careers	3 CH	HSC-205
PM only	Medical Terminology	4 CH	HSC-115
	Pharmacology Technology	6.5 CH	PHR-171
	Pharmacology Technician Clinical	1 CH	PHR-172
Pre-Allied Health	Professionals in Health	2 CH	HSC-107
AM only	Human Anatomy & Physiology I	4 CH	BIO-168
	Human Anatomy & Physiology II	4 CH	BIO-173
	Health Skills I	1 C	HSC-210
Pre-Professional Health Careers	Nutrition	3 CH	BIO-151
PM only	Human Anatomy & Physiology I	4 CH	BIO-168
Lab 1-3 on Fridays	Human Anatomy & Physiology II	4 CH	BIO-173
	Personal Wellness	3 CH	PEH-111
Transportation*	Introduction to Automotive Technology	3 CH	AUT-104
Auto Tech, 2.5 hours	Maintenance and Light Repair	3 CH	AUT-101
AM only	Industrial Math I	3 CH	MAT-715
	Automotive Electricity	5 CH	AUT-611
	Tech Procedures	3 CH	AGM-124
Transportation	Metalworking and Refinishing I	3 CH	CRR-121
Auto Collision	Industrial Math I	3 CH	MAT-715
PM only	Basic Auto Electricity	3 CH	AUT-603
	Intro to Metal Working and Refinishing II	3 CH	CRR-122
Companion Course – PM Spring	Fundamentals of Oral Communication Studies basic communication theory and practice including communication process, interpersonal relationships, small group interaction and public speaking. Credits: 3, Hours: (3/0/0/0), Prereq: none; Coreq: none; Arts & Science Elective Code: A	3CH	SPC-101

Regional Center Inclement Weather Cancellation and Delay Policies

- If Kirkwood closes due to inclement weather, students should not come to the Regional Center.
- If Kirkwood has a morning delay due to inclement weather then the morning academy will be cancelled. Students enrolled in the afternoon academy will attend as normal.
- If Kirkwood closes early due to inclement weather, depending on the decided upon closing time, the afternoon academy may be cancelled.
- If Kirkwood is open, but the “home” school district (school district in which the Regional Center is geographically located) closes due to weather then students from all school districts will not attend the Regional Center. The only exception would be a cancellation due to heat. Because the Regional Center is air conditioned, students would be expected to attend. In Linn County, the Kirkwood Regional Center is within the CRSD Kennedy School District and therefore will follow CRSD for weather related closings (with the exception of excessive heat early dismissals).
- If a student’s individual district closes due to inclement weather (with the exception of early dismissal due to excessive heat) but Kirkwood remains open, then students from that district would not be required to attend that day at the Regional Center but must communicate directly with their instructor(s) about their absence and necessary work they missed. It is the responsibility of the student to communicate with the instructor to maintain appropriate progress.
- To Recap: STUDENTS SHOULD NOT COME TO THE KIRKWOOD REGIONAL CENTER WHEN ANY OF THE FOLLOWING HAPPEN:
 - Kirkwood is closed due to inclement weather
 - The “home” school district (CRSD for Linn County Regional Center) is closed due to inclement weather (except excessive heat)
 - The student’s individual school is closed due to inclement weather (except excessive heat). In this instance, students must contact faculty member directly to notify instructor of absence and necessary work they missed.

Note: There may be occasions in which students will be asked to attend make-up sessions when there have been a large number of cancellations due to inclement weather.

Kirkwood Community College closings are reported to media stations and through Kirkwood alert. Student are encouraged to sign up at www.kirkwood.edu/alert for notification of Kirkwood closings. However, this service is for college closings only. Academy classes that follow the CRSD school district will not be reported to the media or via Kirkwood Alert. For this, all students are encouraged to watch local media outlet notifications for CRSD closings during seasons of inclement weather.



Kirkwood – Linn County Regional Center CCHS – Attendance & Spring Break Policy

Updated – August 2015

Attendance & Spring Break Policy

Class Attendance Policy

Students are expected to attend all sessions of classes for which they are enrolled. Absences shall in no way lessen student responsibility for meeting the requirements of any class. Students are expected to know the attendance policy of each of their instructors. *Failure to abide by an instructor's attendance policy may adversely impact their grade.*

Linn County Regional Center Class Attendance Policy

Learning is central to our work at Kirkwood Community College. Faculty members use educational experiences to facilitate learning, and students learn by engaging in those experiences. Attendance and engagement in all scheduled classes is regarded as integral to learning and is expected of all students.

Kirkwood faculty members identify expectations for learning and attendance in their course syllabi. Students are accountable for the learning outcomes for each session, including those sessions that have been missed. Assessments of learning that occur during an absence may or may not be made up, depending on the policies of the instructor and the nature of the absence.

Linn County Regional Center Spring Break Policy

Students attending the Regional Center WILL follow the Kirkwood Community College Academic Calendar. Participating students may enroll in a Kirkwood Academy from one of more than ten school districts; therefore Spring Break and Professional Development Days may or may not always align. Students learn at Academy Orientation that the academy course is aligned with the Kirkwood Academic Calendar. Academy Faculty should not alter the class schedule to accommodate a Break Week that is different than Kirkwood's; rather work individually with students as necessary in compliance with the College Attendance Policy.

Student Attendance Tracking

As a principle of our partnership program with the ten partner high schools, Faculty teaching in the CCHS outreach program at Linn Regional will be asked to communicate patterns of concern as it relates to attendance, behavior, or academic performance aligned with the early warning retention system to help promote and ensure learner success. Some Academy Programs or Academic Departments have policies related to absences (i.e. Auto Tech, Patient Care, etc.), but all program instructors are encouraged to take a proactive approach by communicating with the Career Development Coordinator at Linn Regional in order to communicate and intercede when necessary in partnership with the high school guidance counselor.

High school students taking Kirkwood classes at one of Kirkwood's Regional Education Centers will be held to this same attendance policy.

Absences that result from participation in your high school or Kirkwood- sponsored activities need to be communicated in advance with your instructor for guidance. For all other absences, authorization of an excuse is the province of the individual faculty member and subject to the standard appeal process.

New Placement Tests to Replace Compass

Accuplacer

- Accuplacer will be the test that Kirkwood will use for Reading and Writing placement.
- ALEKS will be the test that Kirkwood will use for Math placement.
- Both tests will require students to have an existing Kirkwood record on file to take the placement tests.
- All Kirkwood Community College locations now charge a \$25 fee to send scores to other colleges and universities on behalf of students who have taken placement tests at Kirkwood.

Accuplacer placement test for Reading and Writing.

- The Accuplacer test is web based.
- There is no lockdown browser available.
- For Kirkwood to accept the scores, an official copy of scores from the school must be submitted to Kirkwood. Kirkwood will not accept scores directly from the student.
- The student must accept the testing platform privacy/student information agreement before they log in to take the test.
- The student must have an existing Kirkwood record on file as the log in requires their k number.
 - Since the Kirkwood application approval process takes 24-48 hours students will NOT be able to apply to Kirkwood the same day they take this placement exam.
- The student will fill out demographic information about themselves.
- The test is untimed (no time limit). We believe that students will average around 60 minutes for this placement test.
 - Accommodations - Accuplacer is not timed and has been configured to be compatible with screen reading software. It also has some text size and color options that should make it more accessible once the test is started. This is available to all students so nothing for accommodations is necessary.
- Each test (Reading and Writing) has a set number of questions for the student to answer. 20 questions each for Reading and Writing, which means there are 40 total questions in this placement test.
- The student cannot take the assessments separately, they must be taken together.
- Each test offers the student two sample questions (two each for Reading and Writing) so that they understand how the test questions are formatted.
- The questions are in multiple choice format.
- Students will be given the option to print the exam results at the conclusion of the test. They will be advised of this before they start the exam.
- There is a limit on the amount of times the student can retake the Accuplacer test. They are limited to two total test sessions in a six month period of time.
- No additional required remediation required between tests.
- There is a lock out feature that will not allow them to retake the test for 48 hours (cool down period).
 - This is a firm 48 hours. For example if they test at 10am on a Tuesday, they will not be able to retake the test until 10am or after on the following Thursday as long as they are still within their limit of two tests per six month period.
- Accuplacer has student resources (including practice questions) available on their website at: <https://accuplacer.collegeboard.org/students>

ALEKS

ALEKS will be the testing platform that Kirkwood Community College will implement for Math placement.

- The ALEKS test is web based.
- There is no lockdown browser available.
- For Kirkwood to accept the scores, an official copy of scores from the school must be submitted to Kirkwood. Kirkwood will not accept scores directly from the student.
- The student must have an existing Kirkwood record on file as the log in requires their k number.
 - Since the Kirkwood application approval process takes 24-48 hours students will NOT be able to apply to Kirkwood the same day they take this placement exam.
- The student will fill out demographic information about themselves.
- ALEKS unlike Accuplacer will have a three hour time limit.
 - Accommodations - For ALEKS, they have a different system where we will need to pre-identify students who have accommodations. Once they have been identified they must be inserted into a different group in the system. This will be accomplished by using a different code to access that accessible group. More information will come out on this later, but this alternate group will remove the time limit but also some of the content that is not screen reader accessible.
- ALEKS questions are NOT multiple choice. The students will be required to enter the answer using the keyboard in the space provided with the question.
- Each test has a set number of questions for the student to answer.
 - This differs from Compass in that with Compass the test would end as soon as the student made a certain number of errors answering the test questions.
 - Questions are made more difficult until the student begins to get them wrong, and after the system is relatively confident of where it will place the student, it ends the test even if it's "early".
- We will be required to have the students use the online calculator feature with ALEKS. Which means we will not be providing calculators for the students to use.
- We will provide scratch paper and a pencil for students to use to work out problems with and they will be required to turn the scratch paper into the proctor at the end of the test session.
- Students will be given the option to print the exam results at the conclusion of the test. They will be advised of this before they start the exam.
- ALEKS has a limit on the amount of times a student can retake the test. They are allowed five total test sessions within a 12 month period of time. They are also offered six months of remediation access.
 - Before students can take the test a 2nd time they MUST complete 3 hours of remediation work online (this is timed in their student profile)
 - Student must complete another 3 hours of remediation before they take the test for a 3rd time.
 - Student must complete another 5 hours of remediation before they take the test for a 4th time.
 - Students must complete another 8 hours of remediation before they take the test for a 5th time.
 - Students are NOT automatically informed of remediation needs prior to retesting.
 - For the \$15 fee Kirkwood pays for the student to take the ALEKS test, the student is able to test up to 5 times within the year, HOWEVER, students only have access to online remediation for 6 months after the first test date.

- No upfront practice questions available for students online.
- There is a lock out feature that will not allow them to retake the test for 48 hours (cool down period).
 - This is a firm 48 hours. For example if they test at 10am on a Tuesday they will not be able to retake the test until 10am or after the following Thursday as long as they are still within their limit of five tests per 12 month period and have finished the required remediation.
- For more information about the ALEKS math placement for higher education the website is: <https://www.aleks.com/highered/ppi>

General Information:

- ALEKS does not provide sample questions or study material for students.
- The test is not multiple choice. It requires typing in mathematical responses.
- Students have 3 hours to complete the exam unless they have accommodations. There are up to 30 questions which takes most people 60 to 90 minutes to complete.
- To register in ALEKS, students will need a class code that will change every fiscal year. If the student needs accommodations it will require a different class code.
- Students can take ALEKS up to 5 times in a 12 month period starting from when they use a class code. If they are not happy with their placement result, they must perform work in the system:
 - After their 1st attempt, they must do 3 hours of work before their 2nd attempt.
 - After their 2nd attempt, they must do 3 hours of work before their 3rd attempt.
 - After their 3rd attempt, they must do 5 hours of work before their 4th attempt.
 - After their 4th attempt, they must do 8 hours of work before their 5th attempt.
 - Students will have completed 19 hours of work in ALEKS before they get to their 5th attempt.
- Test scores are valid for 2 years (same as Compass). Compass scores are valid until they expire.
- Testers must print the results at the end for a paper copy. We are still exploring ways to print these for students.
- **A calculator is not allowed.** ALEKS will provide a calculator where one is allowed.
- Scratch paper is allowed, but it must be collected when they are finished testing.

***** WARNING *****

ALEKS allows students to answer questions with "I don't know." Students should NEVER choose this option unless they have never seen this topic before. If they choose this option, ALEKS will assume they don't know that entire topic which may lower the math course they can place into.

KIRKWOOD COMMUNITY COLLEGE
Placement Testing
(Compass/ACT/Accuplacer/ALEKS)
Course Recommendations and Requirements

Name: _____
 k #: _____

WRITING PLACEMENT - Scores are valid if taken within three years of registration date

COMPASS SCORE	Writing Placement	ACT SCORE	ACCUPLACER SCORE
01-31	Basic Writing (ENG-013)	01-14	01-56
32-69	Elements of Writing (ENG-101) Prerequisite for Comp I	15-17	57-91
70-99	Composition I or College Writing (ENG-105, ENG-120)	18-30	92-120

All **ONLINE COURSES** require a minimum Compass score of **32** in Writing and **71** in Reading or an ACT score of **15** in English or an Accuplacer score of **56** in Writing and **64** in Reading.

READING PLACEMENT - Scores are current if taken within three years of registration date

COMPASS SCORE	Reading Placement	ACT SCORE	ACCUPLACER SCORE
01-70	College Reading (RDG-095)	01-15	0-70
71-81	Effective Reading Strategies (RDG-130)	16-18	71-89
82-100	No Reading course recommendation-Credit Courses	19+	90+

MATHEMATICS PLACEMENT - Scores are current if taken within two years of registration date

ALEKS SCORE	Mathematics Placement	ACT SCORE
0% - 5%	Basic Math (MAT-700) Introduction to Math (MAT-731)	01-15: Take ALEKS test
6% - 13%	Pre-Algebra (MAT-052)	
14% - 29%	Prep for College Math (MAT-076) Survey of Math (MAT-107)	16-18*
30% - 45%	Intermediate Algebra (MAT-102) Math & Society (MAT-115) Math for Elementary Teachers (MAT-117) Statistical Ideas (MAT-155) Statistics (MAT-157)	19+
46% - 60%	Computer Science (CSC-142) College Algebra (MAT-120) College Algebra w/ Limits (MAT-138) Finite Math (MAT-140) Discrete Math (MAT-150) Business Statistics (MAT-162)	22+
61% - 75%	Trig & Analytic Geometry (MAT-136) Business Calculus (MAT-165)	25+
76% +	Calculus I (MAT-210)	30+

* It is recommended to take the ALEKS test for more accurate placement when in this ACT score range.

COMPASS SCORE PLACEMENT

MATHEMATICS PLACEMENT - Scores are current if taken within two years of registration date

COMPASS SCORE	Mathematics Placement	ACT SCORE
Pre-Algebra 01-23	Basic Math (MAT-700) Introduction to Math (MAT-731)	01-15: Take ALEKS test
Pre-Algebra 24-50	Pre-Algebra (MAT-052)	
Pre-Algebra 51-100	Prep for College Math (MAT-076) Survey of Math (MAT-107)	16-18*
Algebra 01-42	Compass uses Pre-Algebra score for placement	
Algebra 43-75	Intermediate Algebra (MAT-102) Algebra Mastery 1 (MAT-707)	19+
Algebra 76-99	Math & Society (MAT-115) Math for Elementary Teachers (MAT-117) Statistical Ideas (MAT-155) Statistics (MAT-157)	19+
	Computer Science (CSC-142) College Algebra (MAT-120) College Algebra w/ Limits (MAT-138) Finite Math (MAT-140) Discrete Math (MAT-150)	22+
College Algebra 01-50	Compass uses Algebra score for placement	
College Algebra 51-99	Business Statistics (MAT-162)	22+
	Trig & Analytic Geometry (MAT-136) Business Calculus (MAT-165)	25+
Trigonometry 01-50	Compass uses College Algebra score for placement	
Trigonometry 51-99	Calculus I (MAT-210)	30+

* It is recommended to take the ALEKS test for more accurate placement when in this ACT score range.