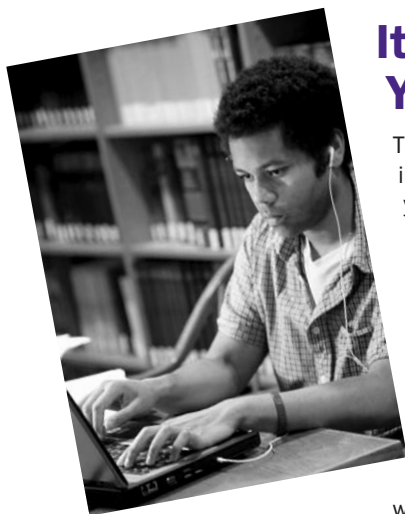


CLASS KNOX

from the Office of Student Development



It's Time to Choose Your Classes!

The materials in this newsletter, together with the information on our Web site, are meant to allow you to begin your course planning for Fall 2010. In order to ensure a smooth process for you in developing your schedule, we need some information from you—specifically, your course preferences for the fall term.

All First-year students will take PREC 100 (First-Year Preceptorial). There are multiple offerings of the class, and we will fit you into a section based on the scheduling of your other two classes. It will be very helpful if you

would list your desired other two classes in order of preference, and provide at least one alternative selection. This will help us maximize the chance that you will get into your most preferred courses.

Transfer Students (those with at least one year of full-time attendance at another college) have the option of electing FP, plus two other courses; or selecting three courses (again with an alternate selection). Transfer students who are allowed to opt out of FP have three other obligations as described in the College Catalog.

Before you fill out and return the enclosed **Course Preference Form**, please read through the other materials in this packet. They provide some good advice about how to approach your educational experience at Knox.

- **2010–2011 Course Schedule** indicates our fall term class offerings, as well as tentative listings for winter and spring 2011 terms.
- **Open Courses Fall 2010** list shows those classes that have room for new students. The * marks those courses for which there are no prerequisites—thus most likely of relevance to first-year students. It also lists the changes to the fall schedule since its printing.
- **Academic Knox** explains the graduation requirements and their rationale. This document is located at www.knox.edu/newstudent. Click on “Academic Knox” in the purple box.

We invite you to view our online catalog at www.knox.edu/registrar for specific course descriptions.

Please return the enclosed Course Preference Form in the self-addressed, postage-paid envelope provided by August 2, 2010. You may also e-mail the information to registrar@knox.edu.

Most importantly, on your arrival to campus, you will meet with your advisor to discuss your preferences and educational plans and to finalize your course selections. At that meeting, you will be able to change classes, or add one (if you still do not have a schedule with 3 courses). During New Student Orientation in early September, we will help you with any changes that may be needed.

Services of the Office of the Registrar

Here are ways each of us in the Office of the Registrar will work with you to get the most from your Knox education:

- Providing all current Knox students access to their academic records through the College's Web site at www.knox.edu/registrar. From off campus, you can see general information such as the Course Schedule, Academic Calendar, Final Exam Schedule, and College Catalog. From any personal computer on-campus, you can view and print your transcript, consult placement advice, check your class schedule, and officially register your attendance for the term. Academic records are, of course, password-protected and available only from computers on the campus network. We look forward to introducing you to the system when you arrive in the fall.
- Evaluating Advanced Placement, A-level, and International Baccalaureate exams, and any courses you might have taken at another college for credit. Make sure to have official transcripts documenting the work sent directly to:
Knox College
Office of the Registrar
2 East South Street, Box K-145
Galesburg, IL 61401

Also, if you are not a transfer student and have not yet sent your final high school transcript to the College, you must make the necessary arrangements with your school to do this before you can begin your work at Knox.

In addition to your academic advisor, the staff in the Office of the Registrar is always available to answer your questions regarding Knox's academic requirements and regulations.

Advising Help is Available

Please submit your course selection questions to askaprof@knox.edu between July 19–July 30, and a Knox professor will reply to you with suggestions and/or answers.

The 2010 Knox First-Year Preceptorial

The goal of liberal education is to help you develop those capacities of mind and spirit that enable you to act confidently and to make thoughtful, effective choices about things that matter. These capacities include knowing how to question or affirm a viewpoint, when to be persuaded by a new idea, and how to deal in good faith with those who are different from yourself. Building this capacity comes not only through reading and critical analysis, but also through engaged writing and face-to-face dialogue. The goal of Knox's First-Year Preceptorial is not to "cover" a particular subject but to initiate a dialogue—with yourself, with teachers, with fellow students—and to hone habits of inquiry, communication and judgment vital for success at Knox and beyond.

This year's First-Year Preceptorial examines questions that face all of us in an increasingly interconnected and diverse global society. Where do our guiding values come from? Are there universal values binding on all communities? How do we interact with people whose values appear very different from ours? What obligations do we have towards people inside and outside our communities? What are the sources of conflict within and between communities and what strategies for action should we devise in light of these conflicts?

We will explore these questions through reading, writing and discussion. Classes meet Mondays, Wednesdays and Fridays in discussion sections of 16–17 students led by a Knox professor. In addition, Tuesday afternoons are set aside for lectures, films and other activities. Some sections will have an advanced student as a co-leader. Some readings will be common to everyone enrolled in Preceptorial, and others will be chosen by the instructor in your individual discussion section. The common texts for 2010 will be Jonathan Sacks, *The Dignity of Difference: How to Avoid the Clash of Civilizations*, Marjane Satrapi's graphic novel, *Persepolis*, Pumla Gobodo-Madikizela's *A Human Being Died that Night*, and William Shakespeare's *The Tempest*.



Placement Exams

Math: All students need to satisfy a requirement in quantitative literacy for graduation. To assist you in selecting appropriate courses, the Department of Mathematics will make a mathematics placement recommendation based on your academic records and the results from an online placement exam. Instructions and access to this exam are available online at math.knox.edu/placement. Technical issues with this exam should be addressed to aleahy@knox.edu or khasting@knox.edu.

Second Language: All students must satisfy a requirement in a second language for graduation. To assist you in your choice, you need to take an Online Placement Exam if you have studied French, German or Spanish in high school or have had significant exposure to them (e.g., lived abroad). If you have studied Japanese, Chinese, or Latin, you do not need to take the online exam, but you should notify your advisor of this during orientation so that a good placement may be arranged.

Knox requires that all students complete a course that represents one-year of college-level language instruction, either through study on campus or through Advanced Placement credit. You cannot "place out" of this requirement. The Online Placement Exam will help identify the appropriate level for you to begin, or complete, your language study to meet the graduation requirement. If you have studied French, German or Spanish, you should take the Online Placement Exam even if right now you do not plan to study this language while at Knox.

Online Instructions for the Language Placement Exam

You will need access to the Internet. If you do not have access to the Internet, please let your orientation leader know as soon as you arrive on campus this fall, so arrangements can be made for you to take the exam.

To log on, use the following URL:

<http://deptorg.knox.edu/languageplacement>

Then, in the box that says "Password" enter "fire1" (all lowercase) and click on login.

On the next page, select "French," "German," or "Spanish" from the drop-down box, and click Begin. You will be taken to another page asking for your first name, last name and ID#. For your ID#, enter the last four digits of your social security number. If you do not have a social security number, enter "0000." Answer the questions about your previous language study and click on "Continue" to begin the exam.

You may not use dictionaries, notes, or reference works, and you may not consult with anyone else while taking the exam. Please remember the Knox College Honor Code—we trust you will comply with these restrictions.

If you have difficulties or questions, you may contact the Knox College Computer Center Help Desk at 309-341-7700, 8:00 am–4:00 pm Monday–Friday, or e-mail helpdesker@knox.edu. If you have studied more than one of these three languages, you should take the test for each. For any one language, you should only take the exam once, as only your first score will be counted.

College is about Making Choices

Lori Haslem, Associate Dean of the College and Professor of English



The Knox educational program is designed to provide necessary structure while maximizing student choice. Indeed, a major difference between high school and college is the degree of choice you will be given in selecting your courses. You will be encouraged to take ownership of your own education at Knox, which means paying due attention to the academic guideposts set up for you (see back page) but also exploring new disciplinary areas and even taking some calculated risks to seek an education that brings you learning in the fullest possible form. As you navigate your way through the academic experience at Knox, you will come to count on the important relationship you will develop with your academic advisor.

As Associate Dean, I oversee the advising system at Knox College and work together with the many faculty members who serve as academic advisors for first-year students. As I always tell my own advisees, you should think of your advisor not as an academic enforcer but as an academic resource. Advisors work with you to plan your course selections from term to term but can also help direct you to rewarding majors and minors and to opportunities for study abroad, internships, co-curricular activities, and beyond. Even upon your first meeting with your advisor, you may want to ask questions about such topics—as well as questions about course selection and sequencing. In turn, expect your advisor to be interested throughout the year in how your courses are going for you, about where you are developing deeper interests, or perhaps where you are feeling especially frustrated or challenged. Your relationship with this advisor will continue up until the time that you declare a major, at which time you will establish a similar advising relationship with a faculty member in your major department.

When you arrive on campus this fall for orientation, you will meet with your academic advisor to talk about some of your areas of interest and to finalize your fall course selection. In preparation for that meeting, we invite you to indicate some preliminary interest

in specific courses for the upcoming fall term (See the Fall 2010 Course Preference Form). Keep in mind that a typical course load is between 2.5 and 3.5 credits. While most courses are worth one credit, a few (e.g., music lessons) can be taken for half-credit. Some classes meet only two or three times a week; others meet every day; some meet in large lecture for a couple of days a week and then in a small lab another day. The course schedule will give you this sort of practical information. Course descriptions along with a complete listing of all degree and major requirements can be accessed on our Web site, www.knox.edu/registrar, or in the *Knox College Catalog*. If you do not have a copy of the

2009–2010 Catalog, please contact the Office of Admission. You will receive a copy of the 2010–2011 Catalog when you arrive on campus in the fall.

What are typical courses for your first year at Knox? As a first-term student, you will take Preceptorial 100 (famously called “FP”) in the fall term, and all students are urged to take an additional writing course during their first year. Taking a language course also makes sense for most first-year students. If you are unsure which level of language instruction is appropriate for you, you will have a chance to discuss the matter with your advisor. Your recommended placement in a language class will be based both on the result of your online language exam (see previous page for instructions) and on interest you may have in starting study in a new language. Similarly, your advisor can help you decide, based on your previous coursework and on your possible areas of study, which math and science courses may be recommended for you in the first year. Certain courses that serve as introductions to the disciplines are also natural choices for those embarking on their college career.

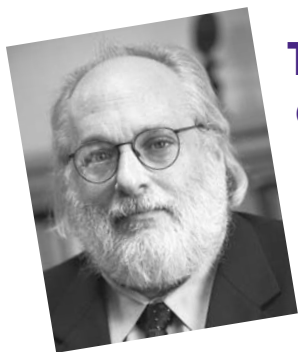
I’ll close with one important piece of advice: do not become too invested this summer in planning your coursework either for the fall or for the entire first year. While we encourage you to plan for some stimulating fall courses, your faculty advisor would also like the chance to introduce you to some avenues of study that you might not have considered. So enjoy looking through the schedule and the Catalog and jotting down the courses and areas that grab your interest. By all means bring that list with you to campus! But also be sure to bring with you an open mind, a sense of flexibility, and a good measure of curiosity. See you in the fall!

The Knox College Honor Code

While policy on academic honesty might not be something you’re concentrating on as you’re thinking about what college will be like, Knox’s Honor Code is something that will matter every day of your life on campus. We ask that you read *The Knox College Honor System* booklet which you will receive when you arrive, but in the meantime, here are a few quick highlights to help you understand what it’s all about:

- When you put your name on any piece of work, it means you’re saying, “This is mine. The language is mine. The ideas are mine. If I am using the words or thoughts of someone else, I’ll indicate that.” The most frequent infraction of the Honor Code comes in the form of plagiarism, which means using the words or ideas of another without attribution.
- If you know another student is violating the honor system, it’s your responsibility to do something about it. You should report the violation, or if you truly feel that you cannot do this, you can simply speak to the student and let him or her know that they are violating the system. You can tell the instructor that cheating is taking place (even if you don’t identify the person who is cheating). If cheating is taking place in a classroom, go up to the blackboard and write “Honor System”—students have been doing this for 50 years.
- Most students never have problems with the honor system. But those who do (fifteen or so in an average year) have real trouble on their hands. First offenders usually receive “F” grades; second offenders are generally expelled.

All of this may sound serious—and indeed, it is—but Knox is proud of its system of academic integrity. It goes back for more than 50 years, and it’s something you’ll be proud of when you earn your degree four years from now.



The Four Guideposts of a Knox Education

Larry Breitborde, Vice President for Academic Affairs and Dean of the College

The Knox faculty has shaped the curriculum into one that connects their collective wisdom with your aspirations and your future. In your pursuit of a liberal arts education, we ask you to follow four guideposts:

Foundations: The foundation of your liberal arts education is provided by the First-Year Preceptorial—Knox’s introduction to liberal learning—and course work in each of the four areas of the curriculum (arts, humanities, science and social science).

Specialization: Your major will be your area of expertise. In addition, you’ll have a “second field,” which might be another major or a minor (or two). The specifications for each minor are listed in the College Catalog. You’ll have time to decide on your specializations (you are not required to declare a major until the end of your sophomore year).

Key Competencies: You’ll develop skills that will serve you for the rest of your life:

- Writing – through completing three writing-intensive courses.
- Oral Presentation – by completing a course within your major that includes practice and feedback in speaking skills.
- Quantitative Literacy – by demonstrating your *proficiency* through a course in the mathematics department at the level of Math 121 or above (or by your ACT or SAT score) and by demonstrating your *literacy* through completing a designated QL course.
- Information Literacy and Informed Use of Technology – through participating in workshops, special programs, or certain courses required for your major.

- Second Language – by completing a language course numbered 103 or above, (or through transfer work at the college level or through a score of 4 or 5 on the Advanced Placement exam).
- Understanding Diversity – through coursework or experiences chosen by you and your advisor.

Experiential Learning: You’ll put your classroom learning and career aspirations to the test with hands-on work—through internships, community service, individual research or other approved projects.

...and a Map! Your advisor and other professors will help you understand these guideposts, but it’s your responsibility to construct your own, fruitful pathway through Knox. In your sophomore year, you will develop an **Educational Plan** with your advisor which will review your first two years of study, your decision for a major and a second field, your consideration of research, community service, internships, study away, or other special opportunities. In this way, you will construct a liberal arts education that will set you on the path for personal and professional success.



Orientation Preview

Saturday, September 4

Meet and have dinner with your academic advisor

Discussion on Academic Life

Sunday–Monday, Sept. 5–6

Meet with student leaders to discuss the Honor Code, academic integrity, and the planning of your courses for the fall. Students interested in a Pre-professional program, i.e., pre-law, journalism, engineering, pre-med or health related field, will have an opportunity to meet with a faculty member to learn more about these programs.

Tuesday, September 7

Meet with your academic advisor to discuss your academic plans.

Introduction to First-Year Preceptorial

Wednesday–Thursday, September 8–16

Online Registration

Friday, September 10

Classes Begin

Opening Convocation

DON'T FORGET to

- Select your courses and submit the form before August 2.
- Take the online Language Placement Exam before August 17.
- Take the online Math Placement Exam before August 17.



KNOX COLLEGE

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