



Industrial Arts Institute

inspiring a noble workforce

COMPREHENSIVE INDUSTRIAL WELDING STUDENT HANDBOOK 2018

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This is to certify that that catalog is true and correct in content and policy*

Authorized Official: Mark Dombroski Title: Executive Director Date: 03/24/2018

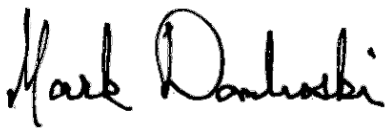
Letter from the Executive Director

We commend you in your choice of excellence as you begin your career with the Industrial Arts Institute (IAI). It is with both privilege and excitement we embark on this wonderful journey of education together. The faculty, staff and I are committed to working with throughout your education time with us. We will strive to provide you with a premier educational experience which can lead you into a rewarding and productive career!

The faculty, Board of Directors, and founder of the Industrial Arts Institute understand that to be a talented and skilled employee, students require an excellent education which truly prepares them for the workforce. As our mission statement indicates *we develop individual talent with time honored training practices and connect talent with industry.* With this mission statement in mind, coupled with your dedication, you will truly be a strong candidate as you enter the workforce.

Working cooperatively with a common vision of *inspiring a noble workforce*, we will ensure you have the resources to further your education, prepare you for the workforce and leave the Institute with skills, knowledge, and networks within the industry.

Partners in Education,



Executive Director
Industrial Arts Institute



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Keith Raymond: CWE, CWI	Instructor
Tom Johnson	Instructor



WHAT YOU CAN EXPECT FROM THE INDUSTRIAL ARTS INSTITUTE

- **Program Instructors** have been hired based upon successful previous employment in the area they are teaching. They are required to continue their education to remain current on changes in the industry.
- The **Curriculum** has been reviewed by an advisory committee consisting of local business and industry representatives. This ensures that you are receiving relevant instruction to prepare you for the occupation.
- The **Equipment** in each program is modern and mirrors that used by employers. We attempt to upgrade our equipment as changes occur in the industry.
- Our Student Services Department will assist you with **employment opportunities** upon graduation.

WHAT WE EXPECT FROM YOU

The Industrial Arts Institute operates under conditions similar to the employment community. We expect you to develop occupational skills and job habits that are acceptable to area employers. Our basic expectations include:

- **Putting forth your best effort to learn the skills being taught.** This includes a serious attitude toward instructional demonstrations, book assignments, lab assignments, classroom speakers and trips.
- **Obey all rules** established by IAI.
- Develop a pattern of **good attendance**.
- Learn to **work in teams** with other classmates to solve problems related to instructional concepts.
- Discuss with your program instructor any concerns you have related to your enrollment in our program. Often, small items can be resolved before becoming large problems.

PHILOSOPHY

Learning is a lifelong process of gaining new skills, excelling in current skill level, and expanding on one's talent. Learning not only comes from determination within, but also engages mentors, the community and the environment in which students can thrive in.

The Industrial Arts Institute (IAI) provides students with the foundation to aim, create and build a future. The school offers American Welding Society (AWS) Certified Welding Educators, the latest state-of-the art equipment and most importantly a skillset that allows graduates to excel in a career in welding and fabricating.

***NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS** - Industrial Arts Institute admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

MISSION STATEMENT

Develop individual assets with time honored training and connect talent with industry.

VISION STATEMENT

The Industrial Arts Institute is nationally recognized for its contribution to building the professional trades workforce by setting a new education model standard to empower next generations for wealth creation industries.

SCHOOL HISTORY

Thomas Moran, founder, and CEO of Moran Iron Works began his business over 40 years ago with determination, hard work, and a small dedicated workforce. Moran Iron Works continues to pride itself on hiring and maintaining the most educated workforce in Northern Michigan. However, as the company continues to grow it has become increasingly difficult to find and retain skilled people to fill the employment need that have level of skill that is required to produce Moran's quality products.

Therefore, Moran Iron Works developed a business plan in the Fall of 2013 to address the company's current workforce needs and the needs of Michigan for the future. The Industrial Arts Institute (IAI) was born out of the need to:

- Provide continuing education opportunities for the welding trade.
- Create an educated workforce for various industries across Michigan.
- Provide employment opportunities for qualified graduates.

ENROLLMENT DATES | 2019

January 7th – May 17th, 2019

August 5th – December 13th, 2019

Classes are held 8:00AM-4:00PM Monday – Friday

Lunches will be from 12:00PM – 12:30PM daily

Breaks will be held at: 10:00AM-10:15AM & 2:00PM-2:15PM

INDUSTRIAL ARTS INSTITUTE COMPLEX CLOSED THE FOLLOWING DAYS

- Labor Day
- Thanksgiving and the day after Thanksgiving
- Thursday March 7th & Friday March 8th

ATTENDANCE POLICY

Due to the accelerated nature of the IAI program, each student is responsible for reporting to the classroom, laboratory, and field sites as assigned, 100% of the time. Attendance will be tracked and maintained for various reporting purposes, including employer review. Attendance records are an important aspect of job references.

Students are required to be on time for all courses, stay for the entire length of class and participate in all course assignments and class discussions. In rare instances when it is necessary for a student to be absent, the student MUST call the Institute at (989) 733-4369 no later than 15 minutes before the next session is scheduled to begin. If no one answers, a voicemail must be left. In addition, it will be the responsibility of the student to make up ALL missed work.

Patterns or repeated episodes of being late or absent, even if a call is made in advance may disrupt other students and impede academic progress. Therefore, IAI students will be REQUIRED to sign a Student Contract which states that they clearly understand that more than four absences will result in an administrative review which could result in a dismissal from the CIW 100 program. For the purposes of counting absences, being late for class and/or lab instruction OR leaving early from class and/or lab instruction will be charged as a ½ day absence.

WEATHER POLICY

School Cancellations due to Weather/Emergency: Students, faculty & staff will be expected to follow the regular school schedule each day regardless of weather. If weather conditions create a barrier to attendance, the students, faculty, and staff will be asked to report to the Institute as soon as they can safely arrive. If weather conditions make it impossible to report, the students will be able to request an excused absence for that day. If an emergency occurs where IAI must close, the facility, staff and students will be notified via text message not to report or further instructions on when to report.

INSTITUTE FACILITIES AND EQUIPMENT

The Industrial Arts Institute Complex is a single-story building totaling 47,408 square feet with multiple classrooms within 25,752 square foot of common area and a state-of-the art fully equipped welding laboratory totaling over 26,000 square feet. This instructional laboratory space contains 50 Lincoln Electric Welding Power Sources, 50 Welding Stations, Oxygen Fuel Welding and Line Burners, Shielded Metal Arc Welding, Gas Tungsten Arc Welding with Pulsation, Gas Metal Arc Welding with Pulsation, Flux Cored Arc Welding with Gas Shielding, Plasma Arc Welding and Cutting, Submerged Arc Welding, Grinding Equipment, Resistance Welding Work Stations, Submerged Arc Welding Work Station, Tensile and Guided Bend Testing Equipment, Ultrasonic, Magnetic Particle and Liquid Penetrant Equipment, Shears, Band Saws, Press Breaks, Automated Welding Equipment including a Lincoln Electric Ecell Robotic Welding System, a Mechanized Plasma Cutting Table and a Torchmate 4400 CNC Plasma Cutting Table. Students will gain experience operating and practicing on industry standard equipment as well as some of the newest technology in the welding industry.

ENTRANCE REQUIREMENTS

Students must be 18 years of age and must participate in a selection interview which will focus on identifying prior work ethic/experience, previous training, knowledge of the welding industry and overall readiness to begin training.

VETERANS PROGRAMING

Please refer to Veteran Student Addendum (VSA) which applies to those students receiving U.S. Department of Veterans Affairs education (GI Bill) benefits while attending Industrial Arts Institute. Please acknowledge by your signature on the VSA document on page 24 that you have read and understand the information in this addendum, and have received and understand the policies, rules and regulations of the Industrial Arts Institute.

REFUND POLICY

90% of tuition will be refunded if a student drops within the first two weeks of the class. After that, there are no refunds. Please reference attendance policy (page 5). Failure to follow attendance policy will result in the loss of tuition reimbursement. A tuition appeal process exists for "extenuating circumstances." All refunds once approved, will be returned within 30 days.

EVALUATION & GRANTING OF PREVIOUS EDUCATION AND/OR TRAINING

Comparable course-to-course transfers may be approved for previous training, which resulted in a final minimum grade of C, from an institutions or licensed training facility. The primary decision for granting will be based on demonstrated learning competencies consistent with IAI's standards. Final decisions will be subject to the approval of the Institute's Certified Welding Educator/Inspector and the Executive Director.

TUITION & AWS CERTIFIED WELDER PROGRAM FEES

Tuition for the 760-clock hour, 19-week, Comprehensive Industrial Welding Course will be in the amount of \$12,500.00 Tuition and books must be paid in full, prior to start date unless additional arrangements have been made in advance. If payment is not received, you will be dropped from the course. Students will be charged \$25.00 insufficient check fees for any returned checks.

Additionally, it will be the responsibility of the IAI student to forward their Certified Welder Program packet, which will be created by IAI, and payment of \$50.00 to the American Welding Society to register the designated welding certifications/qualifications with the AWS Certified Welder Program. These certifications/qualifications will remain valid for the industry if the students submit their certification maintenance forms every six months as required by the Code of Acceptance that governed your test. Either an employer signature or and IAI CWI signature on this AWS certification maintenance form will demonstrate that the welder is still performing the same welding as originally tested. Each IAI graduate/welder will be responsible to send in the AWS certification maintenance form every 6 months with the required AWS fee to keep your certification in effect.

EBOOK and/or TEXTBOOKS REQUIRED FOR COURSE (INCLUDED IN TUITION)

[Welding & Metal Fabrication – Larry Jeffus](#)

[Practical Problems in Mathematics 6th Edition – Robert Chasan](#)

[Blueprint Reading for Welders 9th Edition – Technical Editor: Joseph Meyer](#)

EQUIPMENT (INCLUDED IN TUITION)

All students who have paid their tuition in full will be provided with a basic welding equipment package.

This package includes: An equipment bag, a welding jacket, a welding cap, a passive welding hood, shade #10 lens, one pair of safety glasses or side shields for prescription glasses, 3 pair of welding gloves

Students will be responsible for their own full leather steel toed boots, which are required for course work on the first day of class. Additional gloves will be available for purchase from the Industrial Arts Institute and will be the responsibility of each student.

CURRICULUM

Our Comprehensive Industrial Welding (CIW) Course is an intensive 760-clock hour, 19-week program. This program includes classroom instruction, welding lab practice, and soft skill and critical thinking development. The curriculum is designated to provide the student with the skills necessary to be a successful candidate in the industry.

The curriculum will include an opportunity to participate in a Corporate Practicum which is voluntary. These Practicums will only be available to students who are on track to successfully complete their welding certifications/qualifications and other curriculum requirements. Students will need to request and/or apply for Practicum opportunities with the company making the final decision on which student(s) they will choose.

Additionally, an Integrated Project, which will be completed during the CIW course, is a requirement of the program. Participation on the Integration Project is intended to demonstrate; learned skills, abilities to work in a team environment and work ethic. Students completing this CIW course can expect to be able to move immediately into the Welding Industry as an entry level welder making an approximately annual salary of \$35,000 to \$60,000 with numerous opportunities throughout the state and outside of the state.

WELDING CERTIFICATIONS / QUALIFICATIONS

Students will be trained and graded on the following qualifications/processes during the 19-week CIW Program at the Industrial Arts Institute:

D1.1

SMAW 7018: (all positions 2G, 3G, 4G – 3/8" plate) *

SMAW 6010/7018: (all positions 2G, 3G, 4G – 3/8" open root) *

FCAW: (all positions 2G, 3G, 4G – 3/8" plate) *

GMAW: Short Circuit: 3G, 4G 3/8" plate Carbon Steel

D9.1

GTAW: 1G 11 gauge – Stainless

GTAW: 1G 11 gauge – Carbon Steel

D1.2

GMAW: 1G Aluminum 1/4" plate

GTAW: 1G 1/4" Aluminum

ASME Section IX

SMAW 7018: 2G, 5G & 6G uphill – 2" – 8" Pipe

*The additional welding trainings/qualifications **may be offered** depending on student's completion of established curriculum.*

*Examples of additional welding training/qualifications **may include, but are not limited to:** GTAW Carbon: 3G, 4G Open Root, GTAW Stainless: 3G, 4G & GTAW: 1G plate, open root (multi-pass) Carbon Steel*

AMERICAN WELDING SOCIETY – ACCREDITED TEST FACILITY (ATF)

Students MUST pass a Final Weld Test utilizing ATF standard to receive specified D1.1 welding qualifications noted in **BLUE HIGHLIGHT*** above.

These Welder Certifications/Qualifications tested at the Industrial Arts Institute, an AWS Accredited Testing Facility, are eligible to be registered with the AWS Certified Welder Program. It will be the responsibility of the student to forward the Certified Welder Program packet created by IAI with completed certified welder application, qualification test records, and payment of \$50.00 to the American Welding Society.

THE AWS CERTIFIED WELDER PROGRAM

The Certified Welder program is a performance-based program. Final certification will provide "transferrable" credentials that you may take with you wherever you go.

HOW DO I "DEMONSTRATE" MY SKILL?

During your scheduled testing at IAI which is an AWS Accredited Test Facility, you will deposit a sound weld that will be inspected by an AWS Certified Welding Inspector (CWI), Keith Raymond. Your ability to properly adhere to the Welding Procedure Specification, selected from available QC7 Supplements, includes fit-up, assembly, and positioning.

WHEN DO I GET MY CARD?

You will learn if you passed the test(s) immediately. Once you have passed the test, IAI will provide you with a completed AWS Certified Welder Application and packet of required documents. It will be your responsibility to forward this application, qualifications test record and payment of \$50 to the American Welding Society. The AWS Certification Department will process your application and you will receive your qualification card and supply of certification maintenance forms from the AWS Certification Department in four to six weeks.

HOW LONG IS MY CERTIFICATION VALID?

Your certification remains valid as long as you submit your certification maintenance forms every six months as required by the Code of Acceptance that governed your test. The welder certification maintenance form must be verified every six months, either with an employer signature or with an IAI CWI signature which will demonstrate that you are still performing the same welding as you originally tested. But remember, you must send in your certification maintenance form with the required AWS fee to keep your certification in effect.

WHAT IF I LET MY CERTIFICATION LAPSE?

Why let your certification lapse? You've worked hard to become a top professional in a technically evolving industry, and you've proven it with AWS Certification. Every six months simply provide AWS with your updated certification maintenance form and the required AWS fee to ensure your certification status.

EVALUATION OF STUDENT PROGRESS AND RECORDS KEPT

The Institute believes that an evaluation system of students' performance is necessary to help ensure that all students are succeeding within the framework of the training goals and objectives of the CIW 100 course. Student evaluations or progress reports will be made available to students on a regular basis and are intended to promote continuous assessment of a student's performance; inform the student and instructors about the student's performance and progress; and provides a system of notice that allows intervention strategies to be implemented if necessary to improve the student's performance. Meaningful evaluation will be based on mastery of standards during the particular evaluation period. Evaluation of the mastery of standards includes summative and formative assessments. Summative assessments that determine mastery of the standards include but are not limited to unit tests, quizzes, standards-based projects, performance tasks, and final welding qualifications achieved. The relative value attached to an assessment shall be determined by the performance of the student toward achieving the course standards. Grades will be maintained on our Student Information System- Orbund. A final transcript will be made available to the student upon successful completion of the program.

GRADING POINT SYSTEM

Above 96.99% - Points 4.0 A+
between 93% and 96.99% - Points 3.9 A
between 90% and 92.99% - Points 3.7 A-
between 86% - 89.99% - Points 3.33 B+
between 83% and 85.99% – Points 3.0 B
between 80% and 82.99% - Points 2.7 B-
between 0% and 79.99% - Points 2.0 C

Students must pass with a minimum cumulative GPA of 2.0 (C) and they must complete all coursework, tests, and skill testing in order to graduate with a certificate of achievement in the CIW 100 course. Failure of the CIW 100 course or early withdrawal from the course will result in the student repeating the areas of the curriculum that the student achieved less than a 2.0 GPA or the areas not completed when the student withdrew.

CERTIFICATE OF COMPLETION

Certificate of Completion and Welding Qualification documents will be awarded upon successful completion of full curriculum requirements. The Welding qualification documents will be made available to students prior to participation in the Talent Expo. Students completing this CIW 100 course can expect to be able to move immediately into the Welding Industry as an entry level welding making an approximate annual salary of \$30,000 to \$50,000 with numerous opportunities throughout the state and outside of the state.

Students who qualify for a certificate from IAI will be able to participate in a Graduation Ceremony. Each student is evaluated and will be graded in the following areas:

WELDING SKILLS –Students will be evaluated on various welding skills, processes based accordingly to AWS Standards.

WELDING KNOWLEDGE - Students complete written and knowledge tests after each phase of training
BLUEPRINT

READING SKILLS - Students complete written and knowledge tests after each phase of training

APPLIED WELDER MATH - Students complete written and knowledge tests after each phase of training

WORK ETHIC (participation)—Students will be evaluated on work ethic, attitude, attendance, care of learning environment, safety habits, cooperation and completing assignments.

COURSE MAKE UP TIME

Course work can be made up with approval of the instructor. Course work is expected to be made up within two weeks of missed days, except for the last two weeks of class, in which the coursework is required to be made up within the same week of absence.

STUDENT AT RISK POLICY

This policy aims to guide the process for working with students who are at risk for accomplishing the learning objectives in the IAI welding/fabricating program. Students can be at risk for many reasons: emotional issues, behavioral issues in the classroom/lab, illness, injury, academic performance.

Process for handling a student at risk:

- Faculty determines and identifies a student who is at risk
- Faculty brings the issue and determinant facts to the Executive Director
- Student file is pulled, and emergency contact information is reviewed to be used as necessary
- Where appropriate, Executive Director, faculty member and/or staff has a meeting with the student to discuss and determine a plan of action
- If required, the emergency contacts are notified of the situation
- An email is sent to the Board of Directors notifying them of the situation

ACADEMIC PROBATION

The Course Instructor has the authority to recommend that any student be placed on Academic Probation if he/she is not conforming to school policy, grades are low, coursework is not being completed, lack of effort and/or other reasonable causes for probation. When a student is on Academic Probation additional requirements may be assigned such as; additional welding booth time, additional reading or written assignments, additionally the student may be required to show his/her skill level with the successful

completion of a specific weld process and/or weld coupon sample. Academic Probation begins when a student's cumulative GPA falls below 2.3 and immediately lifted when cumulative GPA is 2.3 or higher. Faculty will notify the Executive Director or Operations Manager in the event a student has been recommended for probation. A conference will be held with student, Faculty, and Executive Director and/or Operations Manager, to address the probationary concern.

Any student put on probation may appeal the probationary action. Probation may be revoked and immediately lifted when cumulative GPA is 2.3 or higher.

STEPS TO APPEAL ACADEMIC PROBATION

1. Complete a probation appeal form
2. Submit the form to the executive director
3. Attend a probationary meeting with the executive director, 1 board of director officer, and faculty member who initiated the probation
4. All decisions made at the probationary meeting will be final

COURSE/CLASS INCOMPLETE/WITHDRAWAL

A student may voluntarily withdraw from a class/course by submitting a written request. Any student completing 30% of the class and officially withdraws from class will receive an incomplete for the course. After 30 % of the class is completed and the student withdraws, the student will receive a zero (0) for the class. The last date that the student attended class will be the date used for calculation.

Early withdrawal from the course will result in the requirement for the student to repeat the areas of the curriculum that the student achieved less than a 2.3 GPA or the areas not completed when the student withdrew. The student must contact the admissions office for an official Course Withdraw form.

TALENT EXPOSITION

As part of the Welding curriculum and employment placement services, IAI incorporates a TALENT EXPO, where students can highlight their skills, talents, and commitment to the welding profession to potential employers. The Talent Expo will be held the final week of each semester with 10 to 20 employers participating from throughout Michigan.

JOB PLACEMENT SERVICES

Industrial Arts Institute will assist students in employment placement opportunities, with a focus on assisting graduating students. A list of current business or industry partners will be maintained and posted for Students. Students completing this CIW 100 course can expect to be able to move immediately into the Welding Industry as a entry level welding making an approximate annual salary of \$30,000 to \$50,000 with numerous opportunities throughout and outside of Michigan. In addition, IAI has internet access for employment searches.

HOUSING ASSISTANCE

Students are responsible for their own housing and meals. Industrial Arts Institute does not have on-campus housing. IAI will work with the student to locate adequate housing by providing a list of local housing options. IAI has an Eatery on campus which will allow students to bring their own food to school. Vending machines are available on site to assist with meals.

STUDENT RESPONSIBILITY POLICY

Taking pride in your school is every student's responsibility. Each student is responsible for their own work area and the maintenance of the general work area in the lab. The last 15 minutes of each school day will be set aside to clean, replace tools, and other work area clean up as necessary and determined by Faculty. Each student will receive a participation grade for this.

MAINTENANCE OF WELDING BOOTHS & INSTITUTE WELDING LAB

- P.P.E. belongs in lockers or in duffle bags on top of lockers
- At no time are students allowed to take or borrow equipment from any booth that is not assigned to them unless directed to do so by an Instructor

DAILY BOOTH INSPECTIONS

Booths will be cleaned & inspected at the end of each work day. This is every student's responsibility and your grade will reflect your effort.

BOOTH

- Inspect tools for damage, report damaged tools to an instructor
- Wipe down tools before returning them to the rack
- Insure cords on grinders are wrapped properly (gun tucked in)
- Place spent metal and electrodes in scrap metal bins. Place partial electrodes in usable electrodes box
- Turn off machines before lunch and before cleaning up
- Shut down tanks
- Inspect machine, leads and tanks for damage
- Insure leads are wrapped up and not hanging on the floor
- Wipe down machines
- Place stools upright on tables, insure tables are not still hot
- Sweep dirt dust and debris out of booths
- Throw spent electrodes in scrap metal bins
- Turn off booth lights at end of each day

GENERAL WORK AREA

- Tools need to be put in their proper place on the tool carts after use
- Inspect for damaged tools
- Blow off/Clear off tables of all instructional equipment and devices
- Wipe down all surfaces that collect dust, dirt, and debris, i.e. lockers, shelves, equipment, etc.
- Pick up metal scrap from all lab equipment, i.e. metal workers, saws, burn tables, etc. (Do not throw away usable material)
- Usable metal should not be in walk ways, the floor, or tables
- Place usable metal in racks or on pallets
- Sweep floors -dust and debris is placed in dust bins
- Spent metal should be placed in scrap metal bins

CODE OF CONDUCT & WORK ETHIC

It is expected that all students display a strong work ethic and commitment to the program and all coursework. Students are expected to conduct themselves in a professional manner. All students are expected to adhere to IAI policies. Violation of conditions below can be cause for Probation, Suspension or Removal from the welding program and Industrial Arts Institute Complex.

DISRUPTIVE BEHAVIOR & UNLAWFUL HARASSMENT POLICY

Disruptive behavior is behavior that the IAI staff regards as speech or action which:

- Is disrespectful, offensive, and/or threatening,
- Could be construed as unlawful harassment,
- Interferes with the learning activities of other students,
- Impedes the delivery of course information, and/or,
- Has a negative impact in any learning environment including; staff offices, labs, and lectures.

To minimize disruptive behavior, trainees who enroll in IAI agree to refrain from speech or action which can be classified as disruptive behavior as defined above. Failure to do so will lead to documentation, dismissal from class and, in extreme cases, removal from IAI. Unlawful harassment includes the following types of behavior; epithets, slur, negative stereotyping, and jokes regarding specific protected traits; threatening intimidating, or hostile acts that relate to the individual's race, color, religion, national origin, age, weight, heights, marital status, veteran status, disability, or other protected characteristics; and written or graphic material that denigrates or shows hostility toward an individual or group because of their characteristics.

CELL PHONES

Personal cell phones are PROHIBITED in Lab and Classrooms. The use of cell phones will ONLY BE ALLOWED during scheduled 30-minute lunch period and during the two 15-minute breaks. Violation of conditions noted above may be cause for Probation, Suspension or Removal from the Welding Program and Industrial Arts Institute Complex.

TOBACCO USE

The use of tobacco products, including smokeless tobacco, is PROHIBITED in the IAI Lobby, Classrooms, Labs, and Parking Lots. A Designated Smoking Area is located on the northwest side of the Lab for use during student break periods. It is the responsibility of the students to maintain the cleanliness of this area. Failure to maintain the area will result in elimination of the designated smoking area. Violation of this policy is cause for Probation, Suspension or Removal from the program and Industrial Arts Institute Complex.

DRESS CODE

Students MUST dress according to program requirements and practice good personal hygiene. Program Welding Lab Requirements: **Clothing** (shirts and pants) must be long sleeved, made of cotton, wool or fire-retardant materials. Long pants are required for the lab area. (No synthetic, poly blend clothing, or ripped or frayed jeans can be worn in the lab area – these are burn hazards), **Steel Toed Full Leather Boots** must always be worn in the lab area, **Personal Protective Equipment (PPE)**: Refer to Welding Lab Equipment List

Your casual dress reflects your maturity, respect, and you as a potential candidate for the workforce. When making your clothing choice, ask yourself this one question; "What impression do I want to make with a potential employer?" We request that you keep the following dress guideline in mind during school hours: Dress as you would if you were attending a potential place of employment and want to make an impression. This Includes appropriate dress when attending company tours, the Talent Expo, and the Graduation Ceremony.

DRUG /ALCOHOL USE AND/OR POSSESSION

IAI prohibits the use or possession of drugs and/or alcohol on the IAI premises. Students will be dismissed if they are under the influence of drugs or alcohol. This includes:

- Reporting or attending school or any school related functions while under the influence of drugs or alcohol
- Possessing, using, consuming or distributing alcohol while on Industrial Arts Institute or the Industrial Arts Complex property.

WEAPONS POLICY

No person shall possess, have under their possession or control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto IAI premises. Prohibited weapons include firearms, knives, explosives, or other dangerous devices.

HEALTH & SAFETY

IAI will work to ensure all students are safe and are learning in a safe and healthy environment. Students will receive instruction on Health and Safety practices during Student Orientation. IAI Institute complies with standard health and safety practices. IAI has access to a Safety and Quality Director who will help to ensure health & safety practices are followed for the safety of all students, faculty, and visitors to IAI. Students must report any condition that is unsafe, unhealthy, and any injury to an IAI faculty or administration person. Physical contact, insubordination, aggressive or destructive behavior is prohibited. Authorized school personnel must be present in the lab area for student access. All protective gear, including eye protection, steel toed boots, ear plugs, and protective clothing, must always be worn in the Welding Lab area. No tennis shoes, sandals, etc. are allowed. You will not be allowed to participate in the welding lab without proper footwear. For our protection and yours, jewelry, (watches, rings etc.) are prohibited in the lab. Hair must be properly secured to ensure safety in the lab. **If an accident does occur, an accident report must be completed at the time of the incident.**

HEALTH STATUS POLICY

Throughout the course of the program, you will be required to report changes in your health condition that might influence your ability to safely perform in the lab or field setting. Any condition or medication that has the potential for impacting your safety, or the safety of others while working on equipment must be reported.

To make a report, you must first have a private discussion with the Executive Director or Operation Manager. As a student at IAI you are not an employee of any of the affiliated companies where field work is performed, nor are you an employee of IAI. Therefore, you are responsible for any injury or illness that may occur. It is recommended that IAI student have health insurance.

ACCIDENT & INJURY REPORT POLICY

All accidents and/or injuries that take place on IAI Property or in the field must be reported to the instructor or the Executive Director immediately. The circumstances surrounding the event and a description of the injuries will be documented on the appropriate form.

MEDICAL

Students are responsible for their own medical care and expenses. Students are not covered by IAI insurance. Local health centers are nearby if a student needs access to medical care. A list of these medical centers will be made available to students/families during student orientation.

INDUSTRIAL ARTS INSTITUTE COMPUTER USE

Industrial Arts Institute has computers and laptops for student use only. Computers must be used for employment and housing searches, school related research and student/teacher communication. Students may not use the computer for solicitation purposes, harassment (sexual, race, national origin, religion, age etc.). Internet usage that is inappropriate, offensive, sexual, contains ethnic or racial slurs is also prohibited. Violation of this policy may result in expulsion from the school. An Industrial Arts Institute Agreement for Acceptable Use of Technology Resources MUST be read and signed by an IAI Student before they will be issued a laptop computer or allowed to utilize the on-site computer lab. (see pages 21-23)

Receiving or downloading, sending, or uploading proprietary information is prohibited. This includes copyright material, IAI information, confidential or sensitive materials relating to IAI.

Any students that observes violations of the computer usage policy must notify the faculty or administrative personnel immediately.

Industrial Arts Institute Agreement for Acceptable Use of Technology Resources

The purpose of this Agreement is to grant access to and define acceptable use of IAI's technology resources. Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems. In exchange for the use of IAI'S Technology Resources either at IAI or away from IAI, you understand and agree to the following:

A. Your use of IAI'S Technology Resources is a privilege that may be revoked by administration at any time and for any reason.

B. You have no expectation of privacy when using IAI'S Technology Resources. IAI reserves the right to monitor and inspect all use of its Technology Resources.

C. IAI'S Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password

D. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
2. Accessing or attempting to access material that is inappropriate for minors.
3. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
4. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
5. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
6. Unauthorized copying or use of licenses or copyrighted software.
7. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
8. Posting or distributing confidential or inappropriate information meant to harass or embarrass, bully others.
9. Using or soliciting the use of the account information or password of, another user.
10. Attempting to or successfully disabling security features.
11. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.

G. You must promptly disclose to your instructor or administrator any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

J. IAI does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will IAI be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

K. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

Veteran Student Addendum - DO NOT SIGN UNLESS YOU ARE A VETERAN

This catalog addendum applies to those students receiving U.S. Department of Veterans Affairs education (GI Bill) benefits while attending Industrial Arts Institute. Please acknowledge by your signature below that you have read and understand the information in this addendum, and have received and understand the policies, rules and regulations of the Industrial Arts Institute.

Prior Credit Policy: Per, 38CFR 21.4253 (d) (3), previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students. Veterans must submit a copy of their DD Form 214 and/or Joint Service Transcript (JST).

Attendance Policy: Students are expected to attend all classes. If circumstances prevent attendance at a class, prior notification is expected in order to arrange make-up sessions. If more than 4 absences occur within the length of the 19-week CIW program, VA benefits will be terminated. Students whose absences result from authorized mitigating circumstances, as determined by the school Director, will not be terminated. Students who have been terminated from the school for unsatisfactory attendance may be re-admitted at the discretion of the Director.

Conduct Policy: Students must always conduct themselves in a respectable manner. Disruptive or inappropriate behavior deemed unsatisfactory conduct by school officials will result in termination of veteran's educational benefits, and possible dismissal from the Industrial Arts Institute. Re-admittance after conduct dismissal requires reapplication to the school.

Academic Progress Policy: Students receiving VA education benefits must maintain a 2.3 grade point average on tests and in written practical exams, and satisfactory and timely completion of all assignments, reports, projects, etc. Failure to meet these criteria will result in being placed on probation. If the criteria are not met by the end of the probationary period, VA education benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status.

Pro-Rata Refund Policy for Veterans and other Eligible Students: Per CFR 21.4255, Industrial Arts Institute, Inc. has a pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion.

Equal Opportunity Statement: Industrial Arts Institute does not discriminate on the basis of race, color, religion, sex, age, disability or national origin.

Program Completion: The student must satisfactorily complete the academic requirements of their chosen field and satisfy all financial obligations to receive a certificate.

Retention of Records: Industrial Arts Institute will retain records and accounts of students receiving VA Educational benefits for a period of three years following course completion. These records will be made available to the student upon request and certification.

STUDENT SIGNATURE / DATE

PRINT NAME

INSTITUTION – STUDENT CONTRACT

1. The purpose of this document is to identify the main terms of the contract which you will have with the Industrial Arts Institute on acceptance of the offer of admissions to the Industrial Arts Institute (IAI). By signing and returning this document you will enter a contract with the Industrial Arts Institute (IAI) on these terms.

2. The continuing relationship between you and IAI is linked to your agreement as part of this contract to abide by the rules and regulations of the Institute, as outlined in the Student Handbook, and as amended when appropriate during your studies.

3. Attendance Policy – You have read and agree to adhere to the Institution’s attendance policy and understand that more than four absences will result in an administrative review which could result in a dismissal from the CIW 100 program.

4. Refund Policy -You have read and clearly understand the Institution’s refund policy which states that 90% of tuition, will be refunded if a student drops within the first 2 weeks of the class. After that, there are no refunds. In addition, failure to follow the IAI attendance policy will result in the loss of tuition reimbursement.

5. Dress Code/Required Equipment – You agree to adhere to the Institution’s dress code requirements as they relate to safety and as a reflection of your maturity, respect and as a potential candidate for the workforce. These guidelines are specifically outlined in the Student Handbook.

6. Facilities Equipment - Students are expected to operate equipment in the way it was instructed by IAI Faculty. Failure to abide by these regulations, the misuse or abuse of equipment resulting in damage may lead to the imposition of disciplinary measures, which may include suspension, or expulsion.

7. Study - You undertake to pursue satisfactory progress in your studies as required of you by IAI Instructors, inspectors or other qualified person assigned by the Institution to teach you. For this purpose, studies include: the reading of materials, carrying out prescribed activities such as lab work/projects, the completion of written work, attendance in and classes and lectures, the completion of examinations & agreeing to follow IAI Code of Conduct.

8. Personal Data -By signing and returning this document, you agree to the collection, processing and use of individual personal data by the Institution for purposes connected with your studies, for the protection of health and safety while on Institution premises, and for maintenance of alumni relations and for any other Lawful purposes.

SIGNATURE PAGE

1. Industrial Arts Institute Student Handbook Receipt

I have received a copy of the Industrial Arts Institute Student Handbook. I have read, understand, and agree to all items in the Industrial Arts Institute Student Handbook.

NAME & SIGNATURE

DATE

2. Photo Release Form: Industrial Arts Institute (IAI)

I hereby authorize Industrial Arts Institute to publish photographs taken of me and my name and likeness, for use in the IAI catalog, newsletter print, online and video-based marketing materials.

I hereby release and hold harmless IAI from any reasonable expectation of privacy or confidentiality associated with the images specified above. I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other IAI publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release IAI, its contractors, its employees, and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation.

NAME & SIGNATURE

DATE

3. Agreement for Acceptable Use of Technology Resources

I agree to follow the IAI Agreement for Acceptable Use of Technology Resources and all rules and regulations that may be added from time to time by IAI or its Internet Service Provider. As a condition of using the Technology Resources, I agree to release IAI and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources. I understand that data I send or receive over the Technology Resources is not private. I consent to having IAI monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources. I have read this Acceptable Use Agreement and agree to its terms.

NAME & SIGNATURE

DATE

4. INSTITUTION – STUDENT CONTRACT

I have read, understand and agree to abide by the **Institution Student Contract** and by signing and exchanging this document; both you and the Institution submit to the resolution of any disputes which may arise out of or about the contract.

NAME & SIGNATURE

DATE