

# Industrial Arts Institute

*inspiring a noble workforce*

## COMPREHENSIVE INDUSTRIAL WELDING STUDENT CATALOG / HANDBOOK

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

*I hereby certify that the contents found herein are true and correct in content and policy.*

*Authorized Official:* Tamara Ward

*Title:* Executive Director      *Date:* 01/03/2025

## Letter to our students

We commend you for your choice of excellence as you begin your career with the Industrial Arts Institute (IAI). The Industrial Arts Institute, licensed by the State of Michigan Department of Labor and Economic Opportunity (LEO) and a 501(c)(3) non-profit organization, offers a premier comprehensive welding program that prepares students for successful and rewarding careers in the industry. Most employers will agree that it takes more than talent to excel in the workplace. IAI programs provide students with the support, knowledge, and firsthand application to become qualified and employable in the welding industry.

It is with both privilege and excitement we embark on this wonderful journey of training together. The faculty and staff are committed to collaborating with you throughout your education & and training time with us. We will strive to provide you with a premier educational experience that can lead you to 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 that 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,

Industrial Arts Institute Board, Administration & Instructors



## BOARD, FACULTY & STAFF

### BOARD OF DIRECTORS

Jackie Krawczak	President
Thomas Moran	Past Board President
Reinhardt Jahn	Treasurer & Board President-Elect
Jim Rummer	Director
Hannah Sanderson	Director
Randy Norris	Director
William Largent	Director

### ADMINISTRATION

Tamara Ward	Executive Director
Dorothy Rohde	Marketing Coordinator & Administrative Assistant

### WELDING PERSONNEL

Eric Grissom & Joseph Kemper	Welding Instructor; AWS; Certified Welding Inspector (CWI)
Tom Moran	Metal Fabrication Instructor ; Founder

### 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 feet of communal 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 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 technologies in the welding industry.

## 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.

## WHAT WE EXPECT FROM YOU

The Industrial Arts Institute operates under conditions like an employment community. We expect you to develop occupational skills and job habits that are desirable to 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 instructors 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 the 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.

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.

## MISSION STATEMENT

*To develop and inspire a noble workforce by combining innovative education with time-honored training to connect talent with professional skilled trades industries.*

## 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 the next generations for wealth creation industries.*

## **NOTICE OF NONDISCRIMINATORY POLICY FOR STUDENTS**

Industrial Arts Institute does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities, operations, or the administration of educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.

## **FILING A COMPLAINT WITH THE MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY (LEO)**

Students can file a complaint with the Michigan Department of Labor and Economic Opportunity for any violation of the Proprietary Schools Act-Act 148 of 1943 and Administrative Rules by sending a detailed written summary of the complaint to:

Michigan Department of Labor and Economic Opportunity | P.O. Box 30018 | Lansing, MI 48909

Or website: [https://www.michigan.gov/documents/lara/Complaint\\_Form\\_3-17\\_572206\\_7.pdf](https://www.michigan.gov/documents/lara/Complaint_Form_3-17_572206_7.pdf)

## **STUDENT INTEGRATION PROJECTS AND/OR GOODS & SERVICES CREATED BY STUDENTS**

Students may participate in the creation of a product and/or services as part of their practical training (when applicable). This is a notice to the student that the Institute may sell these projects and/or services with the proceeds (if applicable) re-invested into the continuing improvement of the programs provided by the Institute. Additionally, the customers purchasing these projects/services have been made aware that the individuals producing the projects or services are students at the Institute and are participating in a practical learning program.

## 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 institution or licensed training facility. The primary decision for granting will be based on demonstrated learning competencies consistent with IA's standards. Final decisions will be subject to the approval of the Institute's Certified Welding Educator/Inspector and the Executive Director.

## CURRICULUM & TUITION

Tuition = \$15,000.00

The total cost of tuition is \$15,000. This covers hours of training, textbooks, American Welding Society welding qualification test records, all welding and grinding consumables, and eye and hearing protection.

Students provide their auto-darkening helmet, long-sleeved/ fire-retardant welding shirts, SMAW/GMAW welding gloves, GTAW welding gloves, steel-toe leather boots, a 4-1/2" angle grinder with a power range of 8 to 12 amps, and a tool bucket equipped with ten standard welding tools (a list will be provided).

This course provides 760 clock hours (19 weeks) of employer-model, real-world welding training provided by instructors with diverse industry experience. Students spend 80% of their training in our welding lab. The classroom experience is focused on learning welding fundamentals and building skills to be successful members of the workforce.

Our curriculum includes:

- Welding technology and blueprint reading
- Advanced Manufacturing Fabrication
- Welding & Cutting Automation (Bot X -Collaborative welding robot, GO-FER® IV)
- Handheld and mechanized (CNC) plasma cutting.
- Shielded metal arc welding (SMAW)
- Gas metal arc welding (GMAW)
- Flux-cored arc welding (FCAW)
- Gas Tungsten arc welding
- Introduction to advanced pipe welding
- Oxyacetylene cutting
- Welder mathematics

During the course, students complete fabrication projects, allowing them to put their skills to practical use. Students will have opportunities to earn numerous welder qualifications and Accredited Testing Facility (ATF) certifications in all welding processes using various metals including carbon steel, aluminum, and stainless steel. Students completing this CIW course can expect to be able to move immediately into the welding industry as entry-level welders making an annual salary of \$43,000 to \$65,000+ with numerous opportunities throughout the state and outside of the state.

## **ADMISSIONS /ENROLLMENT DATES & CALENDAR OF HOLIDAY DATES**

**A NEW COHORT OF STUDENTS BEGINS THE FIRST WEEK OF JANUARY & THE FIRST WEEK OF AUGUST YEARLY**

- *Classes are held Monday – Friday \* Due to the accelerated nature of the IAI program, each student is expected to report to the classroom at least 10 to 15 minutes before the start of class each day.*

*Lunch:12PM-12:30 PM |Break times: 10 AM -10:15 am & 2 PM- 2:15 PM. These times will be strictly enforced.*

## **INDUSTRIAL ARTS INSTITUTE COMPLEX CLOSED THE FOLLOWING DAYS FOR STUDENTS/CLASSES**

- Memorial Day
- Labor Day
- Thanksgiving and the day after Thanksgiving

## ATTENDANCE POLICY

To maintain a productive class environment and prepare students for the workforce, IAI expects students to be dependable and punctual in reporting for scheduled classes. Absenteeism and tardiness place a burden on other students and the school. In the rare instances when students cannot avoid being late to class or are unable to attend class as scheduled, it will be expected that the student notifies the Executive Director as soon as possible in advance of the tardiness or absence. These reports should be made to Tamara Ward at (989)733-5369 or ([tward@iaiworks.com](mailto:tward@iaiworks.com)).

Students will be allowed 24 hours of personal time (not vacation time) to be used throughout the 19 weeks, taken in a minimum of 15-minute blocks, with only the following reasons that would not count toward the student's hours:

- hospitalization of self or immediate family member\*,
- bereavement leave for immediate family members maximum of 24 hours\*,
- mandated court/jury duty appointments,
- and mandated covid quarantines.

*\*No use of personal time will be permitted within the final week of the Cohort.*

*\*Allowable absences will require written documentation.*

*\*Immediate family definition: student's mother or stepmother, father or stepfather, legal guardian, spouse, child, sister or brother, grandparent, mother-in-law, father-in-law, sister-in-law, or brother-in-law.)*

A biometrics timeclock system will be utilized to accurately track attendance and attendance reports may be made available for employer review at the talent expo. Lectures, worksheets, quizzes/tests, or welding tests that occur during the student's absence are the responsibility of the student to make up.

Poor attendance, excessive tardiness, or more than 24 hours of personal hours will be disruptive to the fast-paced learning of this program and will lead to the inability to provide endorsements to employers. Violations will be documented and followed up with a verbal or written warning which may be cause for disciplinary action.

## CELL PHONE/EARBUD USAGE POLICY

Personal cell phones are PROHIBITED in classrooms and the welding lab. Cell phone usage will only be acceptable during the student's 15-minute breaks and half-hour lunch periods in the communal area or eatery. Violations will be documented and followed up with a verbal or written warning which may be cause for a student to be sent home with absence time charged toward personal hours.

## TOBACCO USAGE POLICY

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 lunch & break periods ONLY. It is the responsibility of the students to maintain the cleanliness of this area. Failure to maintain the area will result in the elimination of the designated smoking area. Violations will be documented and followed up with a verbal or written warning which may be cause for a student to be sent home with absence time charged toward personal hours.



## **SEXUAL HARASSMENT/OFFENSIVE BEHAVIOR POLICY**

It is the IAI's policy that harassment, including but not limited to sexual harassment and offensive behavior by students is prohibited. Any student found to have acted in violation of this policy would be subject to appropriate disciplinary action, which may include probation, suspension, or dismissal from the program.

In addition, harassment for any discriminating reason, such as race, sex, national origin, disability, age, or religion, is a violation of various state and federal laws, which subject the individual harasser to liability for any such unlawful conduct.

"Sexual harassment" includes unwelcome sexual advances, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature.

Conduct prohibited by this policy may include, but is not limited to, unwanted sexual comments, compliments, flirtations, advances, or jokes; sexual suggestions or remarks about a person's clothing, body, or sexual activity; unwanted and unnecessary touching, brushing against, patting, or pinching; requests for sexual favors; unwelcome and repeated invitations to social engagements or other activities; displays in the class or welding lab of sexually suggestive pictures, cartoons, or objects, whether deliberate or careless, which creates an intimidating, hostile or offensive class or welding lab environment.

### **Reporting and Investigating**

All allegations of offensive behavior will be investigated promptly, fairly, and completely. The facts shall determine the response to each complaint. Each situation will be managed as discreetly as possible. Resolutions of complaints can include but not necessarily be limited to, an apology, direction to stop offensive behavior, counseling or training, warning, suspension, or termination. If offensive behavior occurs, it should immediately be reported to the E.D.

### **Retaliation**

IAI will not in any way retaliate against a student who makes a report of discriminatory harassment in good faith. Retaliation is a serious violation of this policy and should be reported to the E.D. immediately.

## **UNSAFE OR INAPPROPRIATE WORK HABITS POLICY**

IAI maintains zero tolerance for any unsafe work habits in the welding lab. Examples of said behavior include but are not limited to swearing, throwing objects when frustrated, horseplay, practical joking, and failure to wear required PPE (fire retardant clothing, gloves, steel-toed boots, safety glasses, and safety face shields & hearing protection) Any violations will be documented and followed up with a warning, continued unsafe behavior may be cause for a student to be sent home with absence time charged toward personal hours.

## **DRESS CODE POLICY**

Students MUST dress according to program requirements and practice good personal hygiene. Program welding lab requirements: Clothing (long-sleeve shirts and pants) made of cotton, denim, wool, or fire-retardant materials. Hoodies cannot have draw ties. 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 guidelines 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.

Violations will be documented and followed up with a verbal or written warning which may cause for a student to be sent home with absence time charged toward personal hours.

### **DRUG /ALCOHOL USE AND/OR POSSESSION POLICY**

The IAI desires to provide a drug-free, healthful, and safe learning environment. To promote this goal, students are required to report to class in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the IAI premises, and while conducting business-related activities off premises, no student may use, possess, distribute, or sell illegal drugs or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted in class only if it does not impair a student's ability to perform the essential functions of their job effectively and in a safe manner that does not endanger other individuals in the class. It is the student's responsibility to know the warnings and side effects of any drugs they are using.

Violations of this policy will lead to disciplinary action, up to and including immediate termination and/or required participation in a substance abuse rehabilitation or treatment program. Such violations will also have legal consequences.

### **VIOLENCE IN THE CLASS OR WELDING LAB/ NO WEAPONS POLICY**

IAI has a zero-tolerance policy concerning violence and provides its students with a safe and productive learning environment. Therefore, it is the IAI's policy to prohibit all physical and/or verbal acts or threats of violence, whether made in jest or serious, by any student against any other student, on IAI premises, or elsewhere in connection with IAI. Further, IAI expressly prohibits any acts or threats of violence by or against any IAI student, staff, client, vendor, or another visitor to the IAI's facility at any time, or while they are engaged in business with or on behalf of the IAI, either on or off IAI premises.

To further this policy, the IAI prohibits the possession or use of weapons on IAI premises by any student, instructor, employee, or other visitors, excluding law enforcement officials. IAI expressly prohibits the possession of all licensed or unlicensed weapons, including firearms, knives with blades over 2.4 inches, explosives, or other dangerous devices, on its premises. Pocket knives with blades under 2.36 inches will be allowed for use as a tool in the welding lab only.

It is all students & staff's obligation to advise the E.D. of any suspected or real violation(s) of this policy.

Any violations will cause a student to be placed on probation, suspended, or dismissed from the program.

### **HEALTH & SAFETY POLICY**

IAI will work to ensure all students are safe and are learning in a safe and healthy environment. Students must report any condition that is unsafe, or unhealthy and any injury to IAI faculty or the Director of Operations. Physical contact, insubordination, and aggressive or destructive behavior are 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.) is 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.

Throughout 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 Operations Manager. As a student at IAI you are not an employee of any of the affiliated companies where fieldwork 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 students have health insurance.

## STUDENT RESPONSIBILITY POLICY

Taking pride in your school is every student's responsibility. Each student is responsible for their 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 and replace tools, and other work areas as necessary and determined by faculty.

- Students will not be allowed to bring food or drink into the welding lab at any time.
- PPE belongs in lockers or duffle bags on top of lockers only.
- At no time are students allowed to take or borrow equipment from any booth or cart that is not assigned to them unless directed to do so by an instructor. The theft of equipment and/or tools from IAI or other students will result in suspension and/or dismissal from the program. Additionally, the theft will be reported to the local Presque Isle County Sheriff's Department.

## WELDING BOOTH INSPECTIONS

Booths will be cleaned and inspected at the end of each workday. This is every student's responsibility, and your grade will reflect your effort. Refusal to participate in the daily clean-up session following an appropriate number of warnings will be cause for a student to be sent home with absence time charged toward personal hours AND a reduction in a student's work ethic grade.

## WELDING BOOTHS AND GENERAL LAB AREA

- Inspect tools for damage and report damaged tools to an instructor.
- Wipe down tools before returning them to the rack.
- Ensure cords on grinders are wrapped properly (gun tucked in)
- Place spent metal and electrodes in scrap metal bins. Place partial electrodes in usable electrode box
- Turn off machines and shut down tanks.
- Inspect machines, leads, and tanks for damage.
- Sweep dirt, dust, and debris out of booths and lab floor.
- Throw spent electrodes in scrap metal bins.
- Turn off booth lights at the end of each day.
- Tools need to be put in their proper place on the tool carts after use.
- Blow off/Clear off tables of all instructional equipment and devices.
- Pick up metal scrap from all lab equipment, i.e., metal workers, saws, burn tables, etc. Do not throw away usable material.

## STUDENTS AT RISK

These guidelines are aimed to guide the process of working with students who are at risk of 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, and academic performance including but not limited to the need for remedial training. The following steps will be followed; Instructors will determine and identify a student who is at risk and document this need in writing for the student's file. The instructor will bring up the issue

and determinant facts to the E. D. for discussion. Where appropriate, the E.D. and Instructor(s) have a meeting with the student to discuss and determine a plan of action to correct concerns, which is documented in writing for the student's file. If required, the emergency contacts are notified of the situation.

## **STUDENT PROBATION**

The instructor has the authority to recommend that any student be placed on 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 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.

Probation begins when a student fails to adhere to IAI policies after a written plan has been provided for improvement or his/her cumulative GPA falls below 2.3 and is immediately lifted when the cumulative GPA is 2.3 or higher or the student consistently adheres to IAI policies.

Probation steps: Instructor(s) notify the Director that a student has been recommended for probation. A conference will be held with the student, Instructor(s), and Director to address the probationary concern(s) and establish an improvement plan. A student on probation may appeal the probationary action.

## **STEPS TO APPEAL PROBATION**

1. The student must provide a written request with the reason he/she is appealing the probation and a request to schedule a probationary meeting with the Director.
2. Attend a probationary meeting with the Director, a board of director officer, and a faculty member who initiated the probation.
3. All decisions made at the probationary meeting will be final.

## **RE-ENTRANCE CONDITIONS UPON WITHDRAWAL OR DISMISSAL**

Any student requesting readmission following a dismissal related to poor attitude, offensive behavior, unsafe work habits, drug/alcohol possession or use, weapons possession, or violence toward any staff member or fellow student will be denied reentry.

Any student requesting readmission following dismissal/withdrawal for academic or non-academic (i.e., health challenges, family issues, or other personal) matters must begin the process by submitting a written letter of request for reentry, addressing the circumstances leading to the dismissal/withdrawal and any changes that have occurred to warrant a successful return to IAI programming. IAI is not obliged to grant such requests. Therefore, the student needs to address the reason(s) they were subject to academic dismissal or withdrawal in the first place. This letter must be submitted to the Executive Director for initial review.

Additionally, students intending to re-enter must meet with the Executive Director and Instructor(s) to discuss a reinstatement plan outlining the criteria for consideration for future re-entry. In general, any reentry plan will require that the dismissed student demonstrate readiness and ability to return to IAI coursework and lab training. If a student receives reentry approval, they will be enrolled into the next available program start date. If an application is denied, there will be no opportunity to appeal a denial. No further applications for reentry will be considered if you are academically dismissed or withdraw for a second time.

## **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% and 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 77% 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 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 all or some of the areas of the curriculum that the student failed, or the areas not completed when the student withdrew.

## **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 withdrawing from a 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.

## **TUITION**

Tuition for the 760 clock-hour, 19-week, comprehensive industrial welding course will be in the amount of \$15,000. Tuition and books must be paid in full on the date of student orientation, which is before the training start date unless arrangements have been made in advance. If payment is not received, you will be dropped from the course.

## **TUITION REFUND**

Ninety percent 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 the attendance policy, as failure to follow the 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.

## WELDING QUALIFICATION CREDENTIALS

Students will have the opportunity to qualify for the following welder credentials, depending upon the skill level/progression of each student, during the 19-week CIW Program at the Industrial Arts Institute.: Students must attempt all required welder performance qualification records (WPQR) as a condition of graduation.

American Welding Society Codes will include; [AWS D1.1- Structural Welding Code: Steel](#) ,[AWS D9. 1 Sheet Metal Welding](#) ,[AWS D1.6- Structural Welding Code - Stainless Steel](#) ,[AWS D1.2 Structural Welding Code – Aluminum](#)

GMAW-P 1G ,GMAW-P 2G.GMAW-P 3G,

(Extra Credit)GMAW-P 4G ,GMAW-P 2G 1" , GMAW-P 3G 1" , GMAW-P 4G 1"

GMAW-MC706 1G

GMAW-P Aluminum 1G

FCAW 1G, FCAW 2G, FCAW 3G

(Extra Credit) FCAW 4G, FCAW 2G 1" , FCAW 3G 1" , FCAW 4G 1"

GTAW Steel 1G

GTAW Stainless Steel 1G

GTAW Aluminum 1G

(Extra Credit) GTAW 2G ,GTAW 3G,GTAW 4G ,GTAW 2G 6" Pipe ,GTAW 5G 6" Pipe , GTAW 6G 6" Pipe

SMAW 1G O.R

SMAW 2G O.R

SMAW 3G O.R

(Extra Credit) SMAW 4G O.R , SMAW 2G 1" , SMAW 3G 1", SMAW 4G 1" , SMAW 2G 6" Pipe, SMAW 5G 6" Pipe, SMAW 6G 6" Pipe

## **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 regularly and are intended to promote the continuous assessment of a student's performance; inform the student and instructors about the student's performance and progress; and provide 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 proficiency in standards during the evaluation period. Evaluation of proficiency in standards includes summative and formative assessments. Summative assessments that determine proficiency in 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 Orbund, our student information system. A final transcript will be made available to the student upon successful completion of the program.

## **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 before participation in the Talent Expo.

Students who qualify for a certificate from IAI will participate in a graduation ceremony. Each student is evaluated and graded in the following areas:

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

**WELDING / BLUEPRINT READING/FABRICATION/ APPLIED WELDER MATH/KNOWLEDGE** - Students complete written and knowledge tests after each phase of training.

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

## **WELDER RECRUITMENT & EMPLOYMENT PLACEMENT SERVICES**

The program provides numerous opportunities to connect with top recruiters, employers, and union representatives, making industry networking and employment placement an integral part of the training experience. Students must prepare a welder's resume and be prepared to meet and interview with these corporate representatives. All students are required to participate in the recruitment workshops as a condition of graduation. We will assist students in employment placement opportunities throughout their careers and well beyond graduation.

## **HOUSING ASSISTANCE**

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



## **ACCIDENT AND INJURY REPORTING**

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

## **MEDICAL**

Students are responsible for their medical care and expenses. Students are not covered by IAI insurance. Local health centers are nearby if a student needs access to medical care.

## **INDUSTRIAL ARTS INSTITUTE COMPUTER USE**

The 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, or harassment (sexual, race, national origin, religion, age, etc.). Internet usage that is inappropriate, offensive, sexual, or 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 are issued a laptop computer or allowed to utilize the on-site computer lab.

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

Any students who observe violations of the computer usage policy must notify the faculty or administrative personnel immediately. Any violations following one warning will cause a student to be sent home with absence time charged toward personal hours, be placed on probation, be suspended, or be dismissed from the program.

## 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 the administration at any time and for any reason.

B. You do not expect 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 Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar. Accessing or attempting to access material that is inappropriate for minors. Sexting includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person. 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. 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. Unauthorized copying or use of licenses or copyrighted software. 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. Posting or distributing confidential or inappropriate information meant to harass or embarrass or bully others. Using or soliciting the use of the account information or password of another user. Attempting to or successfully disabling security features. 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.

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. 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. 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.

## **VETERANS BENEFITS TRANSITION ACT of 2018, Section 3679 of Title 38**

NOTE: A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, post-9/11 GI Bill® benefits.

The Industrial Arts Institute will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The Industrial Arts Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## **VETERANS PROGRAMMING**

Please refer to the 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 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.

[PROCEED TO NEXT PAGE ...Veteran Student Addendum IF YOU ARE A VETERAN](#)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

## **Veteran Student Addendum – COMPLETE ONLY IF 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 to arrange make-up sessions. If more than four 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 respectably conduct themselves. Disruptive or inappropriate behavior deemed unsatisfactory conduct by school officials will result in termination of the 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 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 therefrom at any time before completion.

Equal Opportunity Statement: Industrial Arts Institute does not discriminate based on 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 three years following course completion. These records will be made available to the student upon request and certification.

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STUDENT SIGNATURE / DATE

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PRINT NAME

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## INSTITUTION – STUDENT CONTRACT



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 admission to the Industrial Arts Institute (IAI). By signing and returning this document you enter into a contract with the Industrial Arts Institute (IAI) on these terms. 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.

1. Industrial Arts Institute Policies – You have read, clearly understand, and agree to adhere to the Institution’s policies as outlined in the Student Handbook. You have read, clearly understand, AND agree to accept the consequences outlined in the student handbook if you violate those policies.

2. 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.

3. 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.

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

5. Student Products/Services created during Practical Learning - Students may participate in the creation of a product and/or services as part of his /her practical training, when applicable) This is a notice to the student that the Institute may sell these projects and/or services with the proceeds (if applicable) re-invested into the continuing improvement of the programs provided by the Institute. Additionally, the customers purchasing these projects/services have been made aware that the individuals producing the projects or services are students at the Institute and are participating in a practical learning program.

6. Study - You undertake to pursue satisfactory progress in your studies as required of you by IAI instructors, inspectors, or other qualified persons assigned by the Institution to teach you. For this purpose, studies include the reading of materials, conducting prescribed activities such as lab work/projects, and completing writing. work, attendance in classes and lectures, the completion of examinations, and agreeing to follow the IAI Code of Conduct.

7. 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 any other lawful purposes.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

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 with all items in the Industrial Arts Institute Student Handbook.

\_\_\_\_\_  
NAME AND SIGNATURE

\_\_\_\_\_  
DATE

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

I hereby authorize Industrial Arts Institute to publish photographs or videos 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 videos or photographic images or participation in company marketing materials or other IAI publications. I acknowledge and agree that the publication of said videos and 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 AND 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 the data I send or receive over the technology resources is not private. I consent to have 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 AND 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 AND SIGNATURE

\_\_\_\_\_  
DATE



**Severe Weather Preparedness & Building Layout Evacuation Plan**

This comprehensive preparedness plan will significantly enhance the safety and readiness of both students and staff in case of severe weather, ensuring the best protection when it is most crucial. Following any severe weather occurrence, IAI will conduct a comprehensive assessment and revision of the existing plan, using the insights gained to continually refine our response strategies.

1. Emergency Contact Protocols

All faculty and students must have immediate access to a list of emergency contacts, including local law enforcement, emergency medical services, and school administrative personnel.

<b>Local Emergency Contact Information</b>	
<b>911 Emergency Services service Onaway</b>	<b>911</b>
<b>Onaway Area Fire Department-</b>	<b>(989)733-2911 / (989)743-2156</b>
<b>Onaway Area Ambulance-</b>	<b>(989)733-4166 / (989)734-2156</b>
<b>Presque Isle County Sheriff-</b>	<b>(989)734-2156</b>
<b>Deputy – David Schmoltd</b>	<b>(231)622-1524</b>
<b>Michigan State Police (Cheboygan)</b>	<b>(231)627-9973</b>
<b>Michigan State Police (Cheboygan)</b>	<b>(989)732-2778</b>
<b>Michigan Poison &amp; Drug Information Center Hotline</b>	<b>1-800-222-1222</b>
<b>Poison Control Center (Monday – Friday) 8 AM – 5 PM – Troy, MI</b>	<b>(248)524-7180</b>
<b>Suicide &amp; Crisis Lifeline</b>	<b>988</b>
<b>McLaren-Northern Michigan Hospital Emergency (Cheboygan)</b>	<b>(800)248-6777</b>
<b>McLaren-Northern Michigan Hospital Emergency (Petoskey)</b>	<b>(231)348-4520</b>
<b>Thunder Bay Community Health Service (Onaway)</b>	<b>(989) 733-2082</b>
<b>Onaway City Hall &amp; Offices</b>	<b>(989)733-8313</b>
<b>Onaway City Garage-</b>	<b>(989)733-6548</b>
<b>Electric &amp; Gas Company-(PIE&amp;G)</b>	<b>(800)423-6634</b>
<b>IAI Building Direct Line-</b>	<b>(989)733-4369</b>
<b>Tamara Ward – Executive Director</b>	<b>(231)420-3709</b>

2. Weather Monitoring Strategies:

Monitoring meteorological warnings through credible sources, such as local news broadcasts, specialized weather applications, and NOAA Weather Radio, is crucial for safeguarding the well-being of all individuals on campus.

<b>National Weather Service</b>	<ul style="list-style-type: none"> <li><b>Weather Safety for All Hazards: <a href="https://www.weather.gov/safety/">https://www.weather.gov/safety/</a></b></li> <li><b>National Weather Service (989)731-3384 / (888)445-4990-Gaylord, MI</b></li> </ul>
<b>Local weather stations: monitoring and alerting systems.</b>	<ul style="list-style-type: none"> <li><b>TV 9 &amp; 10 Weather-(231) 775-3478 Computer / Cell Phone Weather updates &amp; alerts</b></li> <li><b>TV 7 &amp; 4 Weather (800) 968-7770 Computer / Cell Phone Weather updates &amp; alerts</b></li> </ul>

3. Notification System Implementation:

Establish a communication framework that incorporates text message alerts, email, and social media platforms to effectively disseminate information about severe weather warnings. This ensures that all members of the school community remain informed about any adjustments to institutional operations.

4. Evacuation Routes Establishment:

Defined and marked evacuation routes in all educational facilities are crucial for ensuring safe exits during emergencies.

**\*\* Follow lighted Fire Exit signs and building layout evacuation routes below \*\***

5. Designated Shelter Locations:

Identify and assign specific safe zones within the institution suitable for various severe weather scenarios, such as fires and tornadoes, and conduct regular drills to ensure familiarity with these locations among students and staff.

<b>Fire Safety Zone:</b>	<b>Behind the neighboring business building, specifically Sunrise Cable.</b>
<b>Tornadoes and other severe storms with high winds: Safe Zone -</b>	<b>Eatery, precisely behind the last pillar.</b>

6. Comprehensive Training and Drills:

Administer training to personnel regarding severe weather protocols and schedule routine drills to prepare both students and staff for an effective response during crises.

7. Emergency Supply Stockpiling: When applicable and upon receipt of a pending weather alert, obtain emergency equipment, including first aid kits, flashlights, potable water, and non-perishable food items, and position these supplies in accessible locations throughout the school to enhance safety measures. –

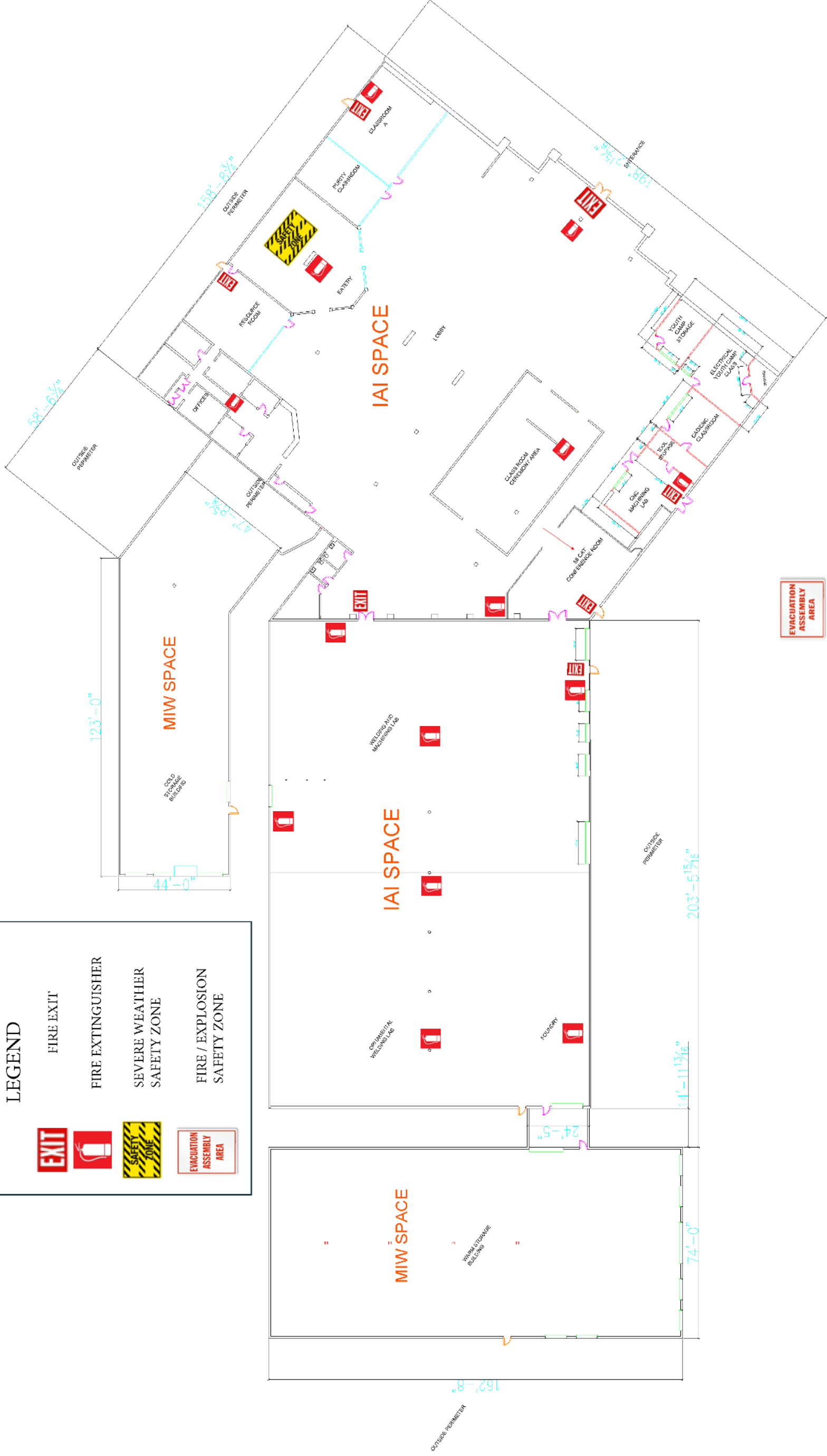




**Severe Weather Preparedness & Building Layout Evacuation Plan**

**LEGEND**

-  FIRE EXIT
-  FIRE EXTINGUISHER
-  SEVERE WEATHER SAFETY ZONE
-  FIRE / EXPLOSION SAFETY ZONE



**EVACUATION  
ASSEMBLY  
AREA**

**FIRE/EXPLOSION  
SAFETY ZONE**