

STUDENT
POLICIES AND PROCEDURES
2018 2019
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revised 8/01/2018

2018 - 2019

APPRENTICESHIP SCHOOL POLICIES AND PROCEDURES

1.0 BACKGROUND:

1.1 There are four years of study to complete the apprenticeship program. Each year is divided into two 18 weeks semester. First semester classes meet from August 2018 to December 2018. Second semester classes meet from January to May 2019.

1.1.1 The Department of Labor recognizes the IEC Apprenticeship Training Program as an approved Bureau of Apprenticeship and Training (BAT) Program.

1.1.2 Students must provide proof of High School Diploma, High School Equivalency or GED certificate during the first night of class for the 1st year students.

1.2 Classes meet for one evening per week (four hours per class) from 6 to 10 p.m. Classes are held at 1500 Devereux, #B, Glenwood Springs, Colorado.

1.3 Classes can be held at different times. These classes are scheduled on an “as required” basis. Information about these classes will be mailed, e-mailed, text or faxed to all student’s employer’s.

1.4 The final class schedule is difficult to predict. The exact night that any given class will meet is subject to various factors, including availability of instructors, weather and classroom space. In general, IEC follows these guidelines in scheduling classes:

1.4.1 Apprenticeship school classes are scheduled Monday through Thursday nights. Classes will not be on Friday nights or weekends if possible. However, make-up, math, and other special classes may be scheduled on Saturdays. Saturdays may also be designated for classes that were cancelled due to weather conditions or other conditions outlined in Section 20.0 of these Policies and Procedures.

1.4.2 In consideration for the students to take advantage of car pooling and parking spaces available and other benefits, students employed by the same contractor will be placed in the same class whenever possible. **There are no guarantees** about any classes being held on any evening until the final class schedule is formulated and until all instructors have been hired.

2.0 GOALS OF THE APPRENTICESHIP SCHOOL:

2.1 IEC of Western Colorado and IEC National is the organization that administers the apprenticeship school. **The primary goal of the apprenticeship school is to graduate highly skilled, highly trained, and highly motivated electricians.** In doing so, the students should have the background and tools necessary to become the future leaders of the electrical industry.

2.2 It is *not* a goal of the school to prepare individuals for state licensing exams. Students are strongly encouraged to complete the apprenticeship program even if they have a state electrical license.

3.0 REGISTRATION AND LATE REGISTRATION:

3.1 Registration information will be sent to contractors via website, text, email, mail or other forms of communication. Registration and Book order forms are available on our website www.wciec.org. Class Calendars are also available on the website.

3.2 Contractors are to return the registration forms to the IEC Office as soon as possible, but no later than the deadline shown on the form.

3.3 Money for tuition and book payment must be submitted at the time of registration. *Payment for tuition and books must be by company check only. Invoicing can be pre-arranged for contractors only.*

Contractors shall collect all money due from their individual apprentices. **Books will not be distributed until payment has been received.**

3.4 The registration deadline is to allow sufficient time to order textbooks for the various classes. Anyone who registers and is accepted as a late registrant for the apprenticeship school after the date for “Close of Registration” stands the possibility of *not* receiving their books by the first night of class. Textbooks are ordered for registered students only. Furthermore, the IEC staff **MUST** have accurate registration information to hire needed instructors, allocate classroom resources, and prepare the paperwork necessary for the opening of school. Late registrations received after the registration deadline are subject to a \$50.00, member and \$75.00, non-member late fee per student.

3.5 To enroll an apprentice **after the registration deadline** has closed, call the Western Colorado IEC Training Office. We will make every effort to accept your apprentice(s), or at least place them on a waiting list.

3.6 As stated above, any students registered after the close of registration might *not* receive books with the remainder of the class. Late registrations require a separate book order and the delivery date of these books cannot be guaranteed.

3.7 Registration prerequisite; High school Diploma, GED or a High School Equivalent completed certificate. The apprentice must be 18 years old.

4.0 TUITION:

4.1 Tuition costs are established by the IEC Apprenticeship and Training Board and will be included in the registration information.

4.2 Tuition charges include expenses to cover teacher salaries, classroom space, and other expenses incurred during classroom instruction. Tuition charges **DO NOT** include costs for CPR and First Aid training. Tuition charges **DO NOT** include textbooks, workbooks, notebooks, or payment for other materials necessary for class preparation and study.

4.3 As stated in 3.3, tuition payment must be submitted at the time of registration. Unless prior arrangements have been made,

4.4 Any student whose tuition has not been paid prior to the first night of class will be allowed into class the first night. If the tuition has not been paid before the second week of class however, the student will not be allowed to continue until payment is made in full.

5.0 BOOKS:

5.1 Textbooks to be used as part of the apprenticeship program must be purchased from IEC. The cost of the textbooks is established by the Apprenticeship and Training Board and will be stated in the registration information and Book Order Form.

5.2 Textbooks are purchased for the entire year (two semesters). Some will be used in other years, others will only be used for the one year. Students are encouraged to keep the books for future reference material.

5.3 **All students must purchase the student manual.** This manual contains the worksheets and assignment information necessary for the student to successfully complete the course Homework.

5.4 As stated in 3.3, book payment must be submitted at the time of registration. Books will not be distributed until payment is received.

6.0 INVOICING:

Only with prior approval. Otherwise there is no invoicing; payment is due and payable with registration.

7.0 CREDITS/REFUNDS:

7.1 There will be NO credit for book fees after the books have been distributed and are in the possession of the student. Books are ordered based on registration and completed book order forms. Should it become necessary to cancel a book order, a credit will be issued to the contractor for the cost of the books less a 20% restocking fee.

7.2 There will be NO refunds for tuition after the second night of class. If cancellation is received prior to the second week of class, the full amount of tuition minus a \$35 administrative fee will be credited toward future tuition expenses rather than returned as a check. All Cancellation notices must be written by the Contractor and sent via e-mail or mail. Acknowledgement of the cancellation notice will be sent to the contractor in two weeks of receipt of contractor cancellation notice. However, if a contractor demands a refund by check, a written request to the IEC Office will be necessary.

8.0 FACILITIES:

8.1 Every effort has been made to provide IEC students with a clean, safe, attractive place to attend class. It is everyone's responsibility to help maintain these facilities. Anyone that deliberately damages or destroys IEC property will be dismissed from the program and appropriate charges will be filed.

9.0 CONDUCT:

9.1 There are several classes meeting at the same time as yours. When you are on break, or are not in the classroom, please be quiet so you do not disturb the other classes.

9.2 Everyone has the right to feel safe and secure in the class environment. Any conduct intended to harass or intimidate other individuals will not be tolerated. Continued conduct of this kind will constitute reason for termination from the program.

9.3 The Western Colorado IEC is committed to an environment free from discrimination and harassment based on race, religion, sex, gender and sexual orientation. Under no circumstances will discrimination be tolerated regarding any of these issues, our programs are non-biased and open to all persons equally. Any matters of discrimination will be dealt with swiftly and in accordance with all applicable state and federal laws.

9.4 The use of any alcohol, marijuana, or other drugs in, on, or around the school building, including the parking areas, will not be tolerated at any time. Such use will result in your immediate termination from the program. The same applies to anyone who is in possession of a weapon on or around school premises.

9.5 Smoking in our class areas is forbidden. If smoking is done it is to be outdoors and areas will be cared for and cleaned as with any other classroom spaces.

9.6 The instructors are considered as an extension of IEC management. Instructors have the authority to dismiss any student from the premises for conduct deemed not in the best interest of the apprenticeship program or IEC school, whether that student is in their class or another class.

9.7 Any student that feels they were treated unfairly during the enforcement of the "Conduct" section of this document is encouraged to make an appointment with the IEC Training Committee or the Training Director to discuss the issue. Discussion Immediately before class is a bad time. There are many demands on the Training personnel at these times.

9.8 Any student caught cheating on homework, quizzes or exams are subject to immediate termination from the program. The student's employer will be notified the following day.

9.9 Any student terminated from the program may have their position heard by the Training Committee upon written request to the Training Director. Any decision by the Committee is final. The Committee meets once every month.

10.0 CHALLENGE TESTING:

Challenge testing, which allows a student to complete the semester course or skip a year is not be allowed.

11.0 PLACEMENT TESTING AND TRANSCRIPTS:

11.1 Placement Testing is NOT allowed.

11.2 Transcripts from other IEC apprenticeship training programs are allowed. The transcripts need to be presented to the IEC Training Office Staff for review. The IEC Training Office Staff or the IEC Training Director will review the transcripts for content and coordination with the IEC program. The acceptance or rejection, in whole or in part, of credit for previous training is the decision of the IEC Training Director. If the student does not agree with the judgment of the Training Director about placement in school. The student and the employer may request in writing to have their position heard by the Training Committee. The Training Committee meets once a month.

11.3 Transcript request can be made at www.emilygriffith.org.

12.0 ATTENDANCE AND MAKE-UP CLASSES:

12.1 Attendance is mandatory, and it is the responsibility of the student to attend and participate in class. The instructors, the IEC Training Office and the employing contractors will closely monitor attendance. All State and Federal requirements will be adhered to in its entirety.

12.2 A sign-in sheet will be issued for each class. This sign-in sheet is to be signed by the student each night. Any student signing for another student will be subject to dismissal from the school. If the attendance sheet is not signed for each class, that student will be considered absent. First and second year classes will record attendance on the sign-in sheet twice a night (for example: 6:30 and 8:30 p.m. or at a time designated by instructor). Third and fourth year students will sign an attendance sheet once a night (at 6:30 p.m.).

12.3 It is the responsibility of each student to insure they have signed the proper sign-in sheet(s). If your signature does not appear on the sign-in sheet(s), you will be marked absent for that class. **If you do not want to be marked absent, make sure you sign the proper attendance sheet at the appropriate start time. Disagreements with attendance records need to be addressed with the IEC Training Office staff within the semester in question.**

12.4 Each student is required to complete a minimum of 144 hours of regularly scheduled classes each year. The school year consists of 36 regularly scheduled class sessions. Students who miss any classes during the school year will be required to make-up those classes before the end of one month from date of absence. There will be no make-up classes at the end of the year! It is the student's responsibility to attend the scheduled make up classes. Students attending a make up class are expected to come prepared, participate and pass any quizzes or exams administered.

12.5 All students who attend make-up classes will be required to pay a fee of \$25.00. At the make-up session attended. Make up classes will be scheduled once a month or as the need dictates. Make up classes are considered a regular schedule class. If the apprentice does not attend a scheduled Make up class it will be considered an absence.

12.6 Students who have accumulated more than three absences during the school year **may** be dropped from the program immediately. The contractor will be notified via phone or email or other communication regarding the second and third absence. The apprentice and the contractor must appear before the IEC training Committee after three (3) absences to have their position heard as to why the apprentice should be allowed to continue in the apprenticeship program. Any student dropped from the program but is otherwise in good standing with IEC may re-enroll to repeat the entire school year.

12.7 Students who have not made up classes per these guidelines by the end of the scheduled school year will finish the year with an “incomplete” as their grade.

12.8 Military service in the event a student is called to active, inactive or reserve duty in the armed forces they must first and foremost present a formal set of orders to be included within their student records. Class dates specified within the orders as presented will be excused with the following conditions.

1. When a student is Off Duty they are required to attend all regularly scheduled classes and maintain their class work schedules.

2. On Duty students are required to attend a minimum of one class per month during their duty schedule if possible.

3. On Duty students are required to present all homework on a regular basis during their On-Duty schedule. (this can be accomplished in many ways.)

4. On Duty students are required to demonstrate proficiency in their studies by passing quizzes and exams per established IEC Western Colorado Policies and Procedures. It is understood and granted that military service to the United States of America is paramount and we will make every effort to work with enlisted persons. Please accept that the IEC Western Colorado commitment to the standards we promote are important as well. When a student is called to Active Duty their commitment to the IEC Western Colorado is forgiven. That semesters tuition is returned in full to the payer and the student is invited to return, under the tuition schedules in place upon departure, into the beginning of the semester in which they left upon completion of their military service.

13.0 ATTENDANCE REPORTS:

13.1 An attendance report will be sent via fax, e-mail, or text, weekly to contractors with students in the apprenticeship program who have missed a class. The report details the attendance of their students for that week. If an apprentice is absent it is their responsibility to contact their teacher for all homework and or reading assignments that need to be completed by the next scheduled class

13.2 The Apprentice Absentee Report includes student name, class identification, current sessions missed.

13.3 It is the instructor’s responsibility to notify member contractors of any students absence on a timely basis and keep member contractors apprised of any lack of performance by students in their classroom.

14.0 GRADES:

14.1 Student grades will be based on a combined average of four different factors: exam, quiz, homework scores and attendance. This grade is referred to as the combined average and is calculated as follows:

Mid-term calculation is:

Mid-Term Exam score = 30%

Quiz scores = 30%

Homework/Lab scores = 30%

Attendance = 10%

Finals calculation is:

Mid-Term Final score = 25 %

Final Exam score = 25%

Homework/Lab scores = 25%

Quiz scores = 25%

Attendance +/- 10 points

14.2 To pass from one semester to the next the student must have a minimum combined average grade of 70%. (for example: from first year, first semester to first year, second semester).

14.3 To pass from one year to the next, the student must receive a minimum grade of **70% for the combined average second semester grade and a 70% on the final exam.**

14.4 Students that fail any quarter or semester final exam or are below 70% on the combined average grade will be allowed to take a “make-up” exam **one time** only. (See section 17.0 for more information on re-testing). Make up exam fees will apply per these policies.

14.5 Letter grades will be assigned to each overall percentage grade according to the following table:

100% - 93% = A = Exceptional

92% - 85% = B = Very good

84% - 75% = C = Good

74% - 70% = D = Poor

Below 70% = F = Very poor – Failing

14.6 *Any student that fails a semester must retake that year in its entirety to continue in the Western Colorado IEC program.*

15.0 GRADE REPORTS:

15.1 Grade reports are sent to the contractors twice every semester. The 1st Semester Mid-Term grades and the 1st Semester Final grades. The 2nd Semester Midterm grades and the 2nd Semester Final grades.

15.2 All grades are reported and due to Emily Griffith Technical College within 10 days after the end of semester.

15.3 Mid-Term grade reports will be handed out to the students in class and are sent to the contractors.

15.4 IEC will send the grade reports to the contractor on record as the student’s employer. The student will then receive the semester final grades from their employer. Final grades for the year will be given to the student during graduation ceremony. **It is the responsibility of the student to keep IEC informed of changes to their address, employer, telephone number, by written notice, emailed or texted to the IEC office Staff.**

16.0 EXAMS:

16.1 All exams will be created and maintained by that year’s instructor. It is the Instructor’s responsibility to insure the accuracy of the exams they present.

16.2 Students that are absent for a Mid-Term Exam will be required to take and pass the exam before the next weeks scheduled class. **If a student that did not take a Mid-Term Exam attends subsequent class sessions without first taking the Mid-Term detailed above, the student will receive a zero for the exam.**

16.3 Students absent for a Final Exam must take the exam by scheduling an appointment with their instructor. Any student that needs to make up the Final Exam must complete it within five working days from the originally scheduled Final Exam. **There will be a \$45 per hour exam fee for special Mid-Term or Final Exams scheduled outside of IEC Office hours. Any class fees are required to be paid before the exam is given.**

16.4 All exams are open book exams. The National Electrical Code book and a calculator should be used to gain proficiency with these tools.

16.5 Each exam is numbered. The student needs to record their exam number on the answer sheet (all exams are not alike) and make sure that all other information on the answer sheet is completed. It is the responsibility of the student to insure their exam is returned to the instructor following the examination. **The student will be held responsible for a lost or missing exam and may receive a zero for the exam if it is not returned to the instructor.**

16.6 Some Exams and quizzes will be administered through Turing Technology software rapid response system. The hand - held devices “clickers” will be used to key in answers to the instructor and into the software.

17.0 RE-TESTING:

17.1 Re-testing for the Mid-Term Exam is allowed under these Policies and Procedures. Re-testing for Final Exams is allowed as well, schedule any retests through your instructor before the next class period. See Section 16.2 and 16.3.

17.2 **Any student that receives less than 70% on the combined average score for any semester will be allowed to retake the exam one time.** The re-test must be done during regular IEC Office hours and must be scheduled through your instructor. All re-tests must be completed before the next scheduled class or within one week at years end. Any retest is subject to a \$45 per hour fee for the instructor time to administer.

17.3 **The student must successfully pass the Final Exam and have a passing semester average to pass to next year’s class.** Any student who does not receive a grade of 70% or better on the will receive an “incomplete” grade for that year’s school work and will be required to repeat the entire school year.

17.4 Any student that retakes a Final Exam (either first or second semester) **cannot** receive a score on that exam that is higher than is necessary to allow the student to pass to the next semester. For example: If a student receives a 66% on the combined average grade for a semester, the student is entitled to retake the exam one time regardless of the Final Exam score. If a score on the re-test needs to be an 80% to bring the combined average grade to a 70% and the student scores a 90% on the re-test, the Final Exam grade will be shown as an 80% (the minimum needed to get the overall grade to 70%).

18.0 QUIZZES:

18.1 All quizzes will be supplied by the instructors and graded by the instructors for their class. There will be a minimum of eight quizzes each semester. Eight Quizzes per semester will need to be turned into the administrative office for review and record keeping. The quizzes will be returned to the instructor.

18.2 Because of the complex nature of the upper level apprenticeship classes, all exams in third and fourth year will be supplied and graded by the instructor for that class. There will be a minimum of eight quizzes per semester. Eight Quizzes per semester will need to be turned into the administrative office for review and record keeping. The quizzes will be returned to the instructor.

18.3 Quizzes are part of the class. If a student is absent when a quiz is given, the quiz can be made up at the discretion of the teacher. Missed quizzes will be given a zero for a grade. Highest score possible for a Make -up quiz is a 70%.

HOMEWORK:

18.4 It is the responsibility of each student to obtain the homework assignment for the next week's class from their instructor.

18.5 The homework assigned for any given week will be as presented in the IEC Student Manual. However, each individual instructor can make changes, additions, or deletions for the published homework assignments as is fitting and proper for their class for that lesson.

18.6 It is the responsibility of the student to turn in their homework assignments on time and complete. Make-up for missed homework assignments is strictly a decision of the individual instructor. Some instructors may allow a student to make-up missed homework assignments and others may not. The decision of the instructor is final concerning homework assignments. No make-up homework will be accepted after the Mid-Term Exam for the first half of the semester. Make-up homework for the second half of the semester must be submitted before the semester Final Exam.

19.0 HOME STUDY

19.1 Home study for the school year 2018 -2019 are not allowed. Unless prior and special circumstances are approved.

20.0 SCHOOL CLOSURES:

20.1 In the event of severe winter weather there is really no way of letting individual students know if classes are cancelled. The radio station KMTS at 99.1 F.M. offers the ability to broadcast closures throughout the valley, tune to this station in the event of severe winter weather. Instructors will make every effort to contact your contractors and inform them of class status. If you have doubts about the class status call your employer before heading out.

20.2 Make-up for any classes that were cancelled will be held at a time and place to be decided by the IEC Training Staff. The IEC Training Staff will give a two-week notice of the make-up class when possible. The IEC Training Staff will attempt to schedule the make-up class to the satisfaction and convenience of all parties concerned. This will depend on the number of classes that had to be cancelled, the date of the school closing, and other factors beyond the control of the school staff. The decision of the IEC Training Staff will be final.

20.3 If the school needs to be closed for reasons other than weather, the IEC staff will attempt to contact each employer with employees in the apprenticeship school. No attempt will be made to notify individual students and it will be the responsibility of the contractor to notify their individual employees of the school closing.

21.0 PERFECT ATTENDANCE AWARDS:

21.1 Any student, regardless of year or grades, can earn a "Perfect Attendance Award." Those students with perfect attendance will receive a certificate. Perfect attendance is defined as "attending all regularly scheduled classes". Make up classes will not count as a perfect attendance

21.2 To qualify for this award, the student must not have missed any regularly scheduled classes or any make-up classes that were held because of school closure.

21.3 Perfect attendance also means the student was present for all possible class time, including, no late arrivals or early departures. See Section 12 for more information.

21.4 Perfect Attendance certificates and awards will be handed out and acknowledged at the Graduation ceremony. The perfect attendance student must be present to accept the award.

22.0 TOP STUDENT AWARDS:

22.1 The instructor of each class in the school will present the name of their top student to the Training Committee who will approve all nominees prior to graduation. The top students will be honored at the graduation ceremony.

22.2 The top student is based on several factors, including grades, attendance, class participation, and other factors that make this individual outstanding according to the instructor and the IEC Training Committee.

22.3 The selection process for the top student will be determined by the individual instructor then approved by the Training Committee.

22.4 The top students attending the graduation will receive their award during the program. The top students must be present to accept the award.

23.0 GRADUATION:

23.1 A graduation ceremony will be held at the end of the second semester classes to honor the work and accomplishment of the students. The exact time and place will be announced.

23.2 All graduating students are invited to the ceremony as guests of IEC and are encouraged to attend.

24.0 WIRE-OFF COMPETITION:

24.1 IEC Western Colorado will host its own local Wire Off competition to be held shortly before the school year ends and will be featured as a class, with sign in sheets and mandatory attendance per these policies. Competitions will vary by class and experience.

24.2 Winning participants in the Wire-Off Competition will receive an award and recognition at the Graduation ceremony. The winner of the 4th yr. Wire-Off may qualify for an expense paid trip to the IEC National Wire off Competition, certain criteria will apply.

24.3 Contestants to who qualify for the IEC National Wire-Off will be acknowledged at the Graduation ceremony. If for some reason an invited contestant cannot compete in the Wire-Off, the next most qualified student will be selected from the list. They will be notified by via, mail, email or text about their selection to compete in the Wire-Off Competition.

24.4 The selection of the students will be final. Selection for participation in the Wire-Off Competition will include the following criteria: recommendation of the fourth year instructors, homework, quiz and exam scores, class participation, attendance, and experience in all areas of the electrical trade (residential, commercial, and industrial). Each participant must have no more than six years in the trade.

24.5 The 4th year nominee for the IEC National Wire-Off Competition will be required to complete the IEC National application in its entirety. The apprentice must attend IEC Western Colorado Wire-Off preparation course on agreed upon dates. The Apprentice must score a 90% on all aptitude and skill tests to be eligible to compete in the IEC National Wire-Off Competition. This is a multi -week course with no cost to the student.

25.0 MATH TESTING:

25.1 Each 1st year student is required to demonstrate their math proficiency. This is an exam given the first night of Class to the 1st year students. It is not a pass or fail test. The test serves as an assessment in demonstrating the student ability to perform the curriculums required math correctly and proficiently.

26.0 FIRST AID & CPR TRAINING:

26.1 First Aid & CPR Training might be given to of all students. The First Aid & CPR Training will be scheduled depending and varying per school year. This is a multi- hour class conducted in accordance with standard First Aid & CPR practices. CPR and First Aid teaching and supply fees may apply.

27.0 FIRST NIGHT OF CLASS:

27.1 **Do not attend any other class unless you have obtained approval from the IEC Office. If you have not signed in on the sign-in sheet that has your name on it, you will be counted absent.**

27.2 The Policies and Procedures document will be handed out to each student and read and discussed during class. Each student will sign a form stating that they have received the document and have agreed to abide by the policies and procedures.

27.3 Each student must have completed an apprentice registration form and the Book Order form to attend the first night of class. The registration form provides us with the address, telephone number, etc. of all students. All 1st year apprentices will be required to provide a photo ID the first night of class to be put in the student files. All 1st year apprentices will complete and Emily Griffith Technical College Application. This form also registers the students with Emily Griffith Technical College and begins the process of obtaining an Associates Degree for the students. See Section 29.0 for more details.

27.4 When your instructor is notified, your entire class will go to the book distribution room to receive books. When you receive your books, you must sign for them. **No books will be given to any student unless the book and tuition fees have been paid in full or other payment arrangements have been made.** If the book and/or tuition payment has not been received by the second week of class, the student will not be allowed to attend class.

27.5 Please refer to section 25.0 for information regarding the required Math Assessment for first year students.

28.0 TEACHER - STUDENT CONFLICTS

28.1 In the event a conflict arises between a student and instructor these steps are to be followed. The student is to contact the instructor with his grievances, failing a resolution the student will contact his employer and the employer, or appointed representative and the student will attend a scheduled IEC Western Colorado meeting in order to air their grievances and work towards a solution.

28.2 During the time a solution is being sought the student is required to attend his scheduled class per these guidelines

29.0 EMILY GRIFFITH TECHNICAL COLLEGE:

29.1 IEC is affiliated with EGTC. All students **must** register by filling out the EGTC form. Only one form will need to be filled out for the four-year program.

29.2 Any student that graduates from the IEC Apprenticeship Program and passes the state journeyman licensing exam will be eligible to receive credit of up to 42 hours towards an “Associate of Arts Degree” in Electrical Technology.

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