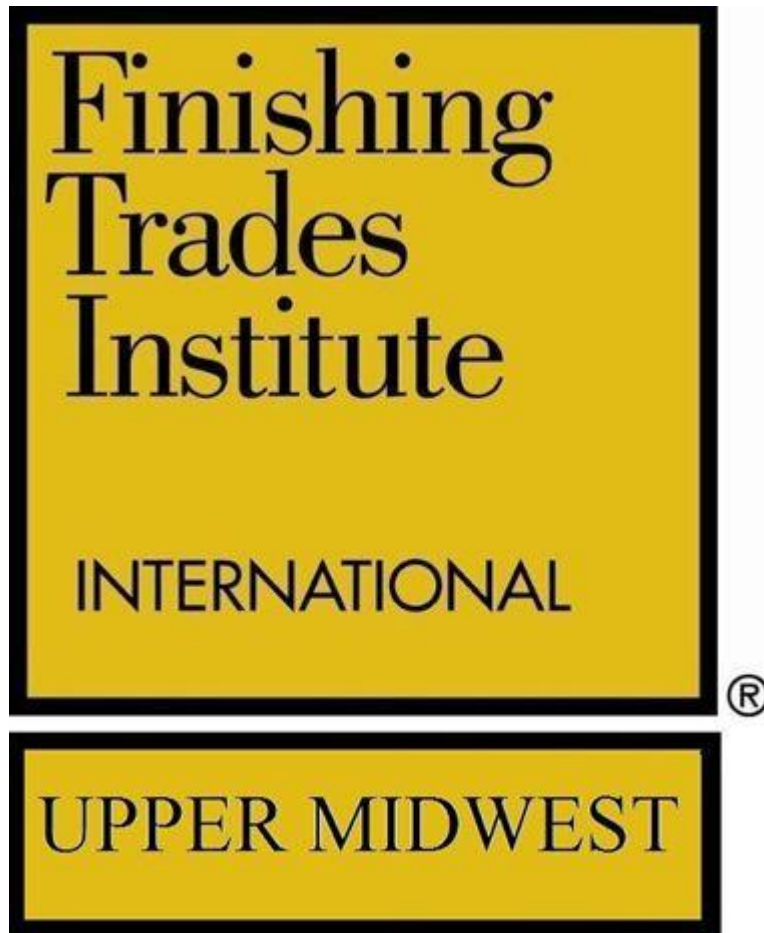


**Student Handbook
&
Course Catalog**



2018/2019

*Campus:
3205 Country Drive, Suite #150
Little Canada, MN 55117
651-379-9600*

Revised 7/15/2018

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DISCLAIMER

The procedures and policies set forth in this Handbook are subject to revision from time to time. The most up-to-date available versions of the policies and procedures are contained in the electronic version of this document which may be accessed online at our website www.ftium.edu

Introduction

Welcome to the Finishing Trades Institute of the Upper Midwest (FTI~UM). We are happy to have the opportunity to provide you the best education and training programs in our industries. Our curriculum will provide you with the latest techniques and information enabling you to be the best in the field.

The FTI apprenticeship is over 100 years old and you stand in the tradition of a long line of journey workers and apprentices who have made us the standard for excellence in our industries. We hope you enjoy the programs and experiences that are described in the coming pages.

Patrick Rome

Director

Mission Statement

Finishing Trades Institute of the Upper Midwest is an educational institute dedicated to developing professional tradespeople, advancing their skills and certifying their qualifications in the Upper Midwest. Our learners include commercial and industrial painters, drywall finishers, glaziers, and glassworker.

The FTI-UM Statement of Goals:

To supply all signatory contractors with highly skilled workers including apprentices, journeypersons, supervisors, project managers, etc.

- To facilitate a unique learning environment with varying instructional objectives and technologies.
- To provide activities and resources that fosters a positive, comprehensive training environment.
- To provide career advancement through a combination of classroom instruction as well as shop and field experiences.
- To provide continuing education and training in the form of Journeyperson Continuing Education classes.

Apprentice development and progression is achieved by partaking in classes such as Health and Safety, Blueprint Reading, Mathematics, and Leadership and Foreperson Training to name a few.

With a state of the art training center, we specialize in complete training for Coatings Applicator Specialists, Commercial Painter and Wall Coverers, Drywall Finishers, Glaziers, and Glassworkers. Men and women are afforded comprehensive curriculum and unequaled training.

We also now offer an Associate of Applied Science Degree in Construction Technologies to apprentices that will supplement their required training by completing some additional general education courses.

It is impressed upon our students the realization that acquiring vital trade specific skills is necessary in securing and maintaining fair wages, health and pension benefits, and favorable working conditions.

The FTI~UM's vision is unparalleled. Our comprehensive training programs are a collaborative effort designed to supply our union contractors and associations the most uniquely qualified workforce, now and into the future.

Accreditation and Licensure

The FTI~UM has standards of apprenticeship on file with the Minnesota Department of Labor and Industry Division of Apprenticeship. Inquiries regarding this registration should be addressed to:

Terry Frauly
Minnesota Department of Labor & Industry
Division of Apprenticeship
443 Lafayette Road N
St. Paul, MN 55155

The FTI~UM is currently accredited with the Council on Occupational Education (November 2014). Inquiries regarding this accreditation status should be addressed to:

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

Registration Disclosure MOHE

Finishing Trades Institute of the Upper Midwest is a registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions

Campus

The FTI~UM has been in its current facility since 2004. The school is conveniently located off Interstates 694 & 35E in Little Canada, MN. The school is forty-seven thousand fifty-five (47,055) square feet and has 5 classrooms, 4 offices, 2 cubicles, a computer lab and a learning resource center. There is also a student break room. There is thirty thousand five hundred (30,500) square feet of lab space divided into four shop areas for safety, paint, glazing and drywall.

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Calendar – Recognized Holidays

August 27, 2018	Fall Semester Begins
November 21-23, 2018	Thanksgiving Holiday- Break
December 24, 2018 - - January 2, 2019	Christmas / New Year Holidays – Break
January 8, 2019	Spring Semester Begins
May 24, 2019	Spring Semester Ends
May 22, 2019	Graduation

Hours of Operation

FTI Office open as follows:

Monday through Friday from 7:00 a.m. - 4:30 p.m. except for legal holidays.
Evening building hours vary due to class scheduling needs.

Emergency Procedures/Closing

Fires: All Students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers throughout the School. In case of fire, call the emergency operator by selecting a line and dialing 911 immediately. Give the operator the precise location of the fire and he or she will alert the fire department.

Emergency Evacuation: When a fire alarm sounds please proceed to the closest exit and assemble in the far parking lot for a head count.

Police: To summon the police, select a line and dial 911, and the operator will alert the police department.

Theft: If a theft has taken place, please report it immediately to the administrative office or to a Coordinator / Instructor.

Accidents and Illness: When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by selecting a line and dialing 911.

In the event anyone becomes injured or ill at the School, emergency response should be contacted. Emergency personnel will make determinations as to the needed medical attention and transportation.

Incident Reports

A complete report of every incident, no matter how minor, should be made to the Dean of Trades or the President within 48 hours. Copies of incident reports can be obtained from the administrative office. For non-emergencies related to police, fire, and rescue, please contact the local coordinator, and then file an incident report as described above. Any incident involving serious injury should be reported at any time during the day or night to emergency response at (911) then file an incident report as described above. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

Inclement Weather Policy

If the campus is closed, students will be responsible for all assigned work, and classes will be rescheduled. When applicable the FTI follows the closing schedule of the St. Paul College.

FTI~UM Rules and Regulations

Welcome to the FTI~UM Training Program. As a participant in this program, you have been offered one of the most meaningful opportunities in your life: to develop the knowledge and skills that will enable you to perform at the highest levels of the professional trades represented by the International Union of Painters and Allied Trades (“IUPAT”).

The opportunity that you have been given is unique and valuable. Whether as an apprentice or at some other level of participation, not only will you have the opportunity to develop and/or expand a career in your trade, but you have been admitted to participate into the FTI~UM’s outstanding accomplished Program. It is the sincere hope of the Trustees, Director, Instructors and staff of the Apprentice and Training Program that you strive every day to make the most of this opportunity that you have been awarded. While the Program is demanding and rigorous, the benefits of your dedication will be enormous.

During your tenure in the Apprentice and Training Program, you should always bear in mind that, in addition to the grants and supplemental training funds that the Program receives, your education is primarily funded by the work of the men and women represented by the IUPAT District Council 82, through direct contributions from their pay package. Every member of District Council 82 has committed to your education, as a way to ensure the high standards and excellence of the trades represented by IUPAT, and to ensure our unique and unparalleled ability to provide the highest quality of work to our participating and valued employers. To respect the investment of District Council 82’s members, and to achieve the objectives for which this Program was developed, nothing short of your **complete** commitment, focus and **dedication** is expected – or accepted. In working for you, so that you can have this opportunity, IUPAT’s members also expect that you will work for them – in dedicating yourself to the excellence of IUPAT and our trades.

These Rules have been developed so that every participant in the Program has the opportunity to know and understand what is required of him or her in order to successfully participate in the Program. **Every participant in the Program is responsible for knowing and following the Rules of the Program, at all times.**

As a participant in the Program, you are expected to thoroughly read and follow these Rules. If you do not understand a Rule, or how it applies to you; you can contact the Director of Training or other Program official. You should not rely on information given to you by another Apprentice or a Journeyman -- even if other participants in the Program tell you what a Rule means, the only correct application of these Rules are the interpretation of the Program. Do not make the mistake of relying on anyone else, because your misplaced reliance **will not** excuse your failure to comply with the Rules, as they are interpreted and applied by the Program.

These Rules may be changed from time to time by the Program and its Trustees. It is your responsibility to know and comply with Rules, as they may be amended or otherwise changed.

DISCIPLINE

Failure to comply with the rules and policies of the training program will result in disciplinary measures including, but not limited to those outlined in this document. Potential disciplinary measures include, but are not limited to fines, and suspension or cancellation of apprenticeship. Cancelled apprentices lose all program privileges, including working privileges – *cancelled apprentices may not work for any signatory industry employer*. The FTI~UM shall at all times fully maintain its ability to, at the committee's sole discretion; take whatever disciplinary action it sees fit to promote the apprenticeship program and these rules and regulations.

TUITION

Tuition for the Associates Degree is \$2000.00. A \$500.00 down payment is required prior to the first class of the program. The remainder can be paid in full at any time. A signed promissory note is due prior to the start of the first class of each semester. Failure to make scheduled tuition payments will result in notification of the apprentice's employer and risk being dropped from the program. Students are encouraged to seek out grants to assist in paying for the AAS degree. Additional textbook fees may also apply.

REFUNDS

Refunds will be calculated on a pro-rated basis. Student must notify the school in writing on their intent to discontinue their apprenticeship/schooling in order to be eligible to receive a refund on any monies paid by the student out of pocket for tuition only. Refunds will be calculated as follows: A student will be given a 90% refund during the first week of the semester, 50% refund from weeks 2-4, a 25% refund from week 5-8 and after the start of week 9 no refund will be issued. If a student chooses to withdraw after week 12, no refund will be issued. Refunds will be disbursed within 45 days of the last day of class.

ATTENDANCE & ABSENTEEISM

All apprentices are required to be present and punctual each scheduled class day. Any absence from a training class excused or otherwise must be made up at the next available makeup day and prior to the end of the semester. Failure to make up a missed class will result in a "strike". Strikes will last for the duration of the apprenticeship, meaning *the strike count will not be reset each semester or each year*. The first strike will result in a warning. A second strike will require an appearance in front of the

FTI~UM and notification to the apprentice's employer. **A THIRD STRIKE WILL RESULT IN AUTOMATIC CANCELLATION. You will still need to make up your missed class at the next available make up day. For general education courses and students in the AAS degree, no make-up is allowed. Please speak with your instructor.**

CONDUCT

- 1) All apprentices must be prepared for school day. Those who are not (NO BOOKS, PENCILS OR PEN, NOT WEARING THE PROPER ATTIRE OR UNIFORM OR NOT HAVING ITEMS REQUIRED FOR CLASS) will be dismissed and must make up any missed time.
- 2) Any act of dishonesty will result in automatic cancellation.
- 3) Any apprentice caught defacing property of FTI~UM will be required to pay to replace damaged property and could be dropped from the program. Any offense of this matter will be reported to the Committee.
- 4) Smoking is allowed only in designated areas outside the building. Smokeless tobacco (snuff, chew, vaping and e-cigarettes) will not be allowed or tolerated in the classroom or on the training floor. If there is a need to smoke, butts will be disposed of in proper containers – NOT ON THE GROUND.
- 5) Cell phones will be shut off during class, unless prior approval is given for emergency messages use only. There will be no playing with cell phones in class or in the shop area.
- 6) Horseplay and profanity will not be allowed in FTI~UM Training Center.
- 7) Discrimination and Harassment refer to policy given out by Coordinators.
- 8) Zero tolerance of alcohol and drugs.

GENERAL SAFETY

- 1) Apprentices are required to be neat and clean in their appearances. Painting and Drywall apprentices are required to wear painter pants, work boots and an appropriated shirt.
- 2) In the shop areas, all apprentices must wear work boots and work clothes. In the welding shop, work clothes cannot have loose threads hanging from them.
- 3) Apprentice will check all scaffolding and ladders for defects and weight allowances. They will not use any that are defective. They will properly identify defective equipment and tools. They will report the defects to the instructors.
- 4) Apprentice will not use any hazardous materials until they have been instructed in the proper precautions needed when using such materials. They will use the approved protective equipment furnished for the use with such materials.
- 5) Apprentice will properly store and dispose of hazardous waste materials.
- 6) Apprentice will not create any hazards for others and will clean-up all spills as soon as possible.
- 7) Apprentice will not operate any equipment until they have been properly instructed in its safe use.
- 8) Apprentices will wear personal protective equipment as needed. Please come prepared each day with a hard hat and safety glasses.

WORK HOURS

Work hours will be reviewed on a regular basis. All apprentices must be gainfully employed at their trade in order to complete the terms of their apprenticeship.

RECORD (TIME) CARDS

- 1) ***It is the responsibility of the apprentice (not the coordinator or the instructor) to have their hour's records in on time.***
- 2) If on paper, the apprentice will have all columns added up on the right side and on the bottom. The total will be added in their proper columns. If online, follow the online instructions.
- 3) There are no OJL hours given for attending classes or when on vacation.
- 4) Make a copy for you records if on paper. The apprentice coordinator is not responsible for getting you your monthly hours every month. If online, you will have access to view them.
- 5) Paper record (time) cards shall be turned in no later than the 15th of the following month. If online they should be recorded the following week.
- 6) Hours will not be credited to an apprentice until they have been properly recorded and submitted to the training office. There will no retroactive pay raises.

The FTI~UM maintains full authority to depart from the discipline procedures contained in these rules in order to ensure the success of the training program.

Student Safety

Promotion of good health for all FTI~UM students has always been our concern. For all FTI~UM students, good health is essential to achieving educational goals.

It is the policy of the FTI~UM that all accidents and incidents which results in personal injury or illness, and/or damage to FTI~UM property shall be properly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, incidents, and accidents are properly managed in a timely fashion, and that all causes (direct and contributory) are thoroughly identified and that the appropriate actions are taken.

SCOPE

This policy applies to all students, employees and visitors at any location at which work, study or any other FTI~UM sanctioned activity is being conducted.

PURPOSE

This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of the Training Center community or visitors. Injuries and incidents must be reported and investigated in order to fulfill legal requirements, ascertain compliance with applicable regulations and policies, and assist the Training Center in taking steps to remedy hazardous conditions to prevent recurrence.

DEFINITIONS

Student – an individual who has contracted with and is registered as an apprentice or journey person.

Visitor – an individual who is present on FTI~UM Training Center premises.

Accident – a sudden and unforeseen event attributable to any factor which caused (a) an injury to a member of the Training Center community while he/she was carrying out FTI~UM activities or (b) material damage to Training Center property.

Incident – an event or a situation attributable to any factor which could cause (a) an injury or illness to a member of the Training Center community or (b) material damage to Training Center property.

Illness – An unhealthy condition of body or mind; sickness.

Injury – arising out of or in the course of an accident, or a disease, suffered by a student, employee, or a visitor as a result of the work / study / environment or activities performed in the course of employment, study or work.

Employee – a person who is employed by the FTI~UM in either a part time or full time capacity.

POLICY

Internal Reporting

- All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, before leaving the Training Center premises, either to his/her Instructor, Coordinator, or an authorized representative.

Investigation

- The primary responsibility for investigation of an injury or incident lies with the craft instructor/coordinator or an authorized representative.
- The authorized representative is responsible for writing the investigation report, which shall include:
 - An account of the injury or incident;
 - Recommendations for remedial actions to prevent recurrence; and
 - The names of the departments, services, and persons to which the recommendations have been forwarded for follow up.

All reports are located in each administrative office.

A copy of the investigation report shall be sent to the Director of Training.

REPORTING PROCEDURES FOR INJURY / INCIDENT REPORTING AND INVESTIGATION POLICY

Responsibilities of students, employees and visitors

- A student, employee or visitor who is a victim of an injury or who has suffered an illness or disease shall:
- Immediately report the injury to the authorized representative;
- Complete and sign the Injury, Illness or Accident Report as soon as possible following the occurrence.

All reports are located in each administrative office.
Responsibilities of Instructors, Coordinators or Administrators

An instructor, coordinator or administrator should:

- Ensure that the victim gets immediate medical attention if required;
- Call 911 for Emergency Medical Services if necessary;
- Obtain the names of any witnesses;
- Ensure that anyone who is a victim of an injury, illness or accident completes and signs the appropriate reporting form;
- Investigate the injury

Campus Security

In addition to the health of our students, the safety and security of our students, their property and campus property is of primary concern. The following policies are in effect to ensure this security.

- 1) All Faculty, staff and students are to report the loss or damage of school equipment to the Director of Training or Craft Coordinator. An incident report form should be used for this purpose.
- 2) No guns, knives or other weapons are permitted on the campuses or in the parking lots at any time. Any student found to possess these items on campus or at their assigned work place will be immediately dismissed.
- 3) Students are to report any threats or attacks made by fellow students to the Director of Training or a Craft Coordinator. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed.
- 4) Any other incidents or actions will threaten the harmony or the security of the campus, should be reported immediately to the Dean of Trades or a Craft Coordinator.

Counseling Services

The FTI~UM does not provide any direct counseling services. We encourage students to seek any assistance that they require. To this end, a list of community counseling resources is available through TEAM. The student should consult the IUPAT DC82 Benefits Office regarding potential coverage for counseling services.

Drug Free Workplace and Campus

The unlawful sale, purchase, distribution, possession or use of any controlled substance or the unlawful possession and use of alcohol is prohibited in or on the school owned or controlled property, or within a 200- foot perimeter of school property. No staff member/student is to report to work/class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a staff member/student shall be reason for referral for treatment for a drug/alcohol use disorder or for disciplinary action up to and including termination of employment or expulsion from the School. Such action will be in accordance with the applicable collective bargaining agreements and other policies and procedures; or referral for prosecution consistent with local, state, and federal law. To comply with federal Drug - free Schools/Campuses Act, the School will provide an annual notice regarding its drug prevention program to students and staff and conduct a biennial review of the program.

Harassment and Discrimination Policy

PURPOSE

The FTI~UM is committed to maintaining a school and workplace free from harassment and discrimination. The purpose of this document is to explain FTI~UM policy and procedures with regard to harassment and discrimination in the workplace.

POLICY STATEMENT

It is the policy of the FTI~UM to promote and maintain a school and work environment in which all students and employees are treated with respect and decency, and to maintain an atmosphere free of harassment, discrimination, intimidation or coercion, and to abide by all federal and state laws prohibiting such conduct. No form of discriminatory, harassing or disrespectful conduct (as described below) by or toward any employee or student of the FTI~UM will be tolerated. The supervisory and management personnel of the FTI~UM are responsible for implementing this policy and their success in their jobs depends, in part, on its successful implementation.

POLICY DEFINITIONS

Discrimination: Discrimination on the basis of race, creed, religion, sex, sexual or affectional preference, color, national origin, ancestry, familial status, age, disability, marital status, status with regard to public assistance or any other class protected by law. Discrimination of a protected class is a violation of Title VII of the Civil Rights Act and/or state human rights law and is also a violation of FTI~UM policy. The FTI~UM prohibits discrimination based on membership in a protected class with respect to hiring, termination, discipline, compensation, benefits or any other term or condition of employment.

Harassment: Sexual harassment and harassment on the basis of membership or perceived membership in a protected class (e.g. racial harassment, religious harassment) is also a violation of Title VII of the Civil Rights Act and/or state human rights laws and a violation of Company policy. Any suggestion explicitly or implicitly, that sexual contact is a term or condition of employment, or that submission or rejection of such conduct is used as a basis for employment decisions, or any conduct which has the purpose or effect of "unreasonably" interfering with an individual's performance on the job or any conduct that creates any intimidating, hostile or offensive work environment will not be tolerated.

Some examples of conduct, which may be considered harassment, include but are not limited to:

- a. Any indication, expressed or implied, that a student's position or an employee's job security, job assignment, conditions of employment, employment benefits, or opportunities for advancement are dependent upon or related to granting sexual favors or submitting to sexual contact of any kind.
- b. Any adverse action taken against an employee or student for refusing to grant sexual favor or engage in sexual conduct;
- c. Unwelcome requests for sexual contact or social contact unrelated to institute business;
- d. The use of offensive or demeaning terms or names with sexual connotations or based on membership in a protected class;
- e. Offensive or demeaning jokes or remarks involving sex or membership in a protected class;
- f. The deliberate or careless dissemination of display of offensive or demeaning materials (such as cartoons, articles, pictures, etc.) of a sexual nature or relating to membership in a protected class.

Included Individuals: The guidelines of this policy apply to all FTI~UM employees and students including but not limited to, the following positions: full-time, part-time, apprentice, journeyman, staff, clerical, supervisory and management positions. The policy applies not only to conduct between an employee and their supervisor, but also to conduct between employees and students, such as customers and suppliers. Further, this policy applies not only to conduct between male and female employees and students, but also to conduct between employees and students of the same sex.

Disciplinary Action: Upon the conclusion of the FTI~UM's investigation into allegations concerning discrimination or harassment, appropriate disciplinary action will result if the FTI~UM concludes that such disciplinary or harassing conduct occurred. Appropriate disciplinary action will also result if the FTI~UM determines that suspected discrimination or harassment was reported and the required investigation or subsequent reporting was not performed. In either case, such disciplinary action may include any and all responses the FTI~UM deems appropriate up to and including immediate discharge from employment or the program.

PROCEDURE

All employees and students should be careful to treat their co-workers, subordinates, supervisors, and fellow students with respect and decency at all times. Any employee or student who feels he or she is being subjected to discrimination or harassment in any form, or who believes he or she has witnessed

discrimination or harassment in any form, should promptly report the conduct to their supervisor. If the employee's or student's supervisor is the perpetrator of the conduct, the conduct should be reported to any other supervisor or to a FTI~UM's Training Coordinator or Director of Training. Supervisors who become aware of harassing or discriminatory conduct by employees or students must immediately report the incident(s) to the FTI~UM's Director of Training. In any case, all complaints of such conduct will be promptly investigated by the FTI~UM.

No retaliation of any kind will occur because you have reported an incident of suspected discrimination or harassment.

The Family Education Rights and Privacy Act of 1974

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulate a wide range of privacy related activities including:

- Management of student records maintained by the School
- Regulations regarding who has access to student records
- For which purposes access to student records is granted

School officials will release educational information upon receipt of a signed, dated, written consent of the student which must specify the records that may be disclosed and identify the party to whom the disclosure may be made, including:

- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, Section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances.
- In connection with Financial Aid, to organizations who are conducting studies that are on behalf of educational agencies;
- To Federal or State educational authorities;
- To accrediting organizations;
- In compliance with a lawfully issued subpoena;
- In connection with a health or safety emergency.

Non-School individuals (including parents except as described above) *may not have access* to educational records other than Directory Information unless authorization from the student is obtained or a lawful subpoena/court order is issued to the School. Examples of records not released are grades; grade point average; the specific number of hours/credits enrolled, passed, or failed; Social Security Number; student ID number; name of parents or next of kin; and/or residency status.

Students may complete a form authorizing the Administrator's Office to permit non-School individuals to view the student's academic record.

Transfer of Credit Policy

Students enrolling in the AAS degree have the opportunity to have their transcripts evaluated if they attended any post-secondary school in the past to determine if any of the credits would transfer. The following conditions must be met:

1. Form to be completed and submitted prior to student attending first day of the course in which credit is being sought.
2. Students must obtain **Official transcripts** (student issued transcripts not accepted) from an accredited institution to be considered for transfer. (Official transcripts must contain seal, signature or delivered in sealed envelope)
3. Credits cannot be from courses taken more than five years prior.
4. A grade “C” (not C-) or above must be earned. Non-graded courses (Cr/NC/Pass) are not accepted.
5. The course must be part of a regular degree seeking program at the originating university/college. Workshops, Continuing Education Courses and In-Service Training are not accepted as transfer credit.
6. Transfer credit requests for courses earned prior to admission to the program must be submitted by the end of the first semester
7. All transfer requests will be reviewed by school personnel and the student will be notified within two weeks after receipt of the official transcripts on what courses were accepted.
8. All advanced standing courses/tests will be evaluated on an individual basis.
9. Transfer courses will appear as a TR on the official transcript from FTI.

Additionally, at the student’s request, a DD214 can be reviewed and evaluated to determine if credit can be given for COM111 Effective Communication.

Veteran’s Benefits

The School is pleased to participate in the Veteran’s Benefits program. The Office Manager can assist you in the certification of your benefits agreement. For further information, students should contact the Veterans Administration at www.gibill.va.gov/education/benefits.htm

Academic Services

The FTI~UM has developed unique programs and curriculum designed to achieve the highest standards of performance in our industries. The successful completion of these programs will enable the student to have a successful career and multiple opportunities within the industry.

Enrollment and Admissions

- A. Applications are accepted in person at our offices.
- B. Upon completion of
 - a. Application
 - b. Submission of High School Diploma or GED **AND**
 - c. Proof of a government issued driver's license or identification card

candidates are required to secure a job placement prior to acceptance into one of our programs. *1

- C. A "letter of intent" is required from an employer before enrollment can take place.
- D. Students with all completed documentation will then be asked to sign their apprenticeship agreement.
- E. Students wishing to pursue the AAS degree will need to fill out the additional application form.
- F. Additional requirements may apply for some programs:

Registration

Students enrolled in the apprenticeship programs are automatically registered for classes each term. Anyone who wishes to take continuing education classes must register by the published deadlines listed on the FTI~UM website.

Transfers

Internal Transfers Between Programs/Concentrations-Degree Programs

Internal transfers will be given credit for Core Competencies and general education courses where applicable. Concentration classes are non-transferable.

Transfers between Non-degree/Degree Programs

Transfers between a non-degree and degree program will be allowed. Credit will be given for completed courses in all areas.

External Transfers

Applicants who successfully complete the application process for apprenticeship and have successfully completed the Painter Job Corps Program or are entering through recognized preparatory programs (including the Helmets to Hardhats Program, other Veterans Programs, and Native American Programs) shall be evaluated, in terms of their prior experience, through assessments. They will then be placed within the program at the point that corresponds with their proven experience. Students may transfer up to 45 credits from an accredited college into the AAS program. In addition, all general education courses considered for transfer must meet the guidelines including course description, content, semester hour conversion, and grade requirements.

Graduation

A graduation ceremony is held in May of each year. Students will be notified that they have been approved for graduation at least 7 days prior to the ceremony.

Withdrawal Policy/Leaves of Absences

Students who wish to withdraw from the program should send a request in writing to their coordinator. A leave of absence may be granted for personal or medical reasons at the discretion of the coordinator. If the coordinator believes that the student should be granted a leave of absence, the student will be notified in writing. Students who withdraw from the school are subject to the repayment of their student loans in accordance with the policies of the US Department of Education and the lender. All students are considered probationary from 360 days from the date of a signed apprenticeship agreement.

Continuing Education Programs

The FTI~UM is pleased to offer a variety of courses and certificate programs for the journey worker in the field. Whether you are interested in updating your skills, learning something new or working towards advancement, these courses are designed with you in mind. A schedule of currently offered classes is posted on the FTI~UM website.

Grading/Review

GRADES-Non Degree Programs

- 1) A minimum of 70% (c) is required for passing.
- 2) Any student who fails a class is responsible for paying back the apprentice committee their portion of the tuition fee/fees and retaking the class that they failed prior to moving to the next semester. There will be no graduation until all monies owed are paid in full.
- 3) It is the responsibility of the apprentice not the instructor to keep current in his/her work.

In 2010, the FTI-UM submitted apprenticeship standards making each of its programs competency based. At the end of each semester an Apprenticeship Advancement Review Form is issued which indicates a student's progress in a check list format. Each competency is recorded complete as follows.

Yes - This grade applies when the student has achieved a grade equivalent of 80% or better for the prescribed assessment.

No- If a required course is failed, the course must be repeated or an equivalent one taken. No Credit is accrued with a grade of F. When a student repeats a course or takes an equivalent after failure, both grades will be recorded on the permanent record.

GRADES-Degree Programs

Students will receive a letter grade of A, B, C or F for each course taken. A grade of 70% or higher is required to pass all courses. Students must repeat all courses not passed successfully. If a course is repeated, both grades will be recorded on the permanent record.

The grading scale will consist of the following:

A = 90-100%

B = 80-89%

C = 70-79%

F = 69% and below

Satisfactory Academic Progress

The FTI-UM uses a competency based approach to all classes that are non-academic or part of the degree completion program. Students are given ample opportunity to complete each competency. Students, who are unable to meet a competency after several efforts, will be given additional support to meet the competency. If a faculty member feels that a student will be unable to meet the required competencies, that student will be notified and given 90 days to meet the competency or be dismissed from the program. Students are expected to meet 80 percent of the competencies for that program each year. Students who fall below this standard will be notified and required to do remedial work until they meet this standard.

Advisement

Staff is available for consultation on student progress, professional development and remediation requirements. Please check posted office hours to meet with a faculty member or call to schedule an appointment.

The coordinator and the staff are available to provide general advisement on available services, financial aid, partnership programs and continuing education opportunities. Schedule an appointment to discuss these services.

Computer Services

The FTI has a computer lab which is open to students according to the hours posted. Whether using this service on your own time or during class, the following rules apply.

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- **Discriminatory or harassing;**
- **Derogatory to any individual or group;**
- **Obscene, sexually explicit or pornographic;**
- **Defamatory or threatening;**
- **In violation of any license governing the use of software; or**
- **Engaged in for any purpose that is illegal or contrary to FTI~UM policy or business interests.**

Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the FTI~UM. However, the FTI~UM reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other FTI policies. Students should not assume electronic communications are completely private. Accordingly, if students have sensitive information to transmit, they should use other means.

Library/Media Services

The FTI~UM maintains a curricular support library on campus, which functions as a resource center for the courses offered. Within this library, we maintain online all required and supplemental texts and readings for all courses, as well as print materials including a

collection of reference guides, collections of journal, periodicals related to the finishing industry and construction trades and a variety of videos and CD-ROMs related to craft specialization and labor history. The School also has access to numerous online data bases in the construction field.

Student Records

Students wishing to obtain a copy of their student records can do so by requesting it in writing and submitting it to the Coordinator, Office Manager, and/or Dean of Trades. Once the request is received, the Office Manager will permit them access to their record within the confines of the FTI~UM offices.

Grievances

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration procedures contained in the Articles of the CBA.

The FTI~UM will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within thirty (30) days of violations. The FTI~UM will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is:

Finishing Trades Institute of the Upper Midwest
3205 Country Drive, Suite 150
Little Canada, MN 55117
651-379-9600

If the apprentice believes the FTI~UM did not resolve the issue to his/her satisfaction, the apprentice may appeal to the Registration Agency.

Any apprentice or applicant for apprenticeship who believes he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of the apprenticeship program, may personally or through an authorized representative contact the Federal Equal Employment Opportunity Commission (EEOC), or the Registration Agency.

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Employer and FTI~UM involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred and eighty days (180) from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in case of complaints filed directly with the review body designated by the FTI~UM to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

The FTI~UM will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

In matters where the student believes that the FTI~UM has violated its enrollment agreement or other administrative issues, students may register a final appeal with the:

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
www.council.org

770-396-3898 or 800-917-2081

Registration Disclosure MOHE

Finishing Trades Institute of the Upper Midwest is a registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Course Sequencing and Frequency of Offerings

All programs operate under a cohort system. Each cohort is offered a minimum of once per year. Students who miss significant amounts of class must repeat the sequence in the following year or semester. Completion of Program of Study is required for completion. The majority of FTI-UM programs including the Associate of Applied Science Degree in Construction Technologies are expected to take 3 years to complete. This timetable could be extended depending upon the student taking time off, following scheduled course recommendations, etc. The one exception to this would be our 2 year non-degree Drywall Program.

There are 2 semesters in each year -Spring and Fall. After each semester, an apprentice advances upon completion of assessments. Apprentices split their time between the classroom, lab and OTJ learning. All coursework and OTJ hours must be completed to graduate from the program and the school. Apprentices may take more than 6 semesters to complete the program, since so much of the programs are focused on OTJ learning and hours.

Students who are interested in obtaining an Associate Degree must also complete the required General Education courses.

DEGREE PROGRAMS

Associate of Applied Science Degree: CONSTRUCTION TECHNOLOGIES

The Associate of Applied Science Degree in Construction Technologies is designed to incorporate general education courses that provide increased skill development, a fundamental knowledge base and a broader understanding in the areas of humanities, social science, math, and natural science as a part of a well-rounded addition to the technical instruction. The program is designed to be completed in as little as 3 years with the additional OTJ training requirements. At least one general education course will be offered each semester.

Classroom instruction, lab exercises, practical hands on learning experience, and on the job training experience are incorporated and included in the learning process. Safety is emphasized throughout each phase.

Our Associate Degree has 5 different concentrations available to our apprentices – Glazier, Coating Application Specialist, Drywall Finisher, Glassworker and Painter. Each concentration represents a finishing trade and they share a core curriculum.

Core Curriculum Required for All Areas of Concentration

Course Number	Course Name	Instructional Hours	Credits
HUMANITIES			
ENG101	Effective Writing	45	3
COM111	Effective Communication	45	3
SOCIAL SCIENCE			
POL115	Politics and the Community	60	3
MATH			
MAT199	General Math	30	2
NATURAL SCIENCE			
ENV115	Environmental Science	45	3
IT101	Intro to Computers	45	3
INTERNSHIP			
CON120	Internship 1	2000	5
CON130	Internship 2	2000	5
CON140	Internship 3	2000	5
TOTAL CORE		6270	32

Area of Concentration: Glazier

A Glazier is responsible for selecting, installing, replacing, and removing all types of glass. Work in the glazing field can involve both residential and commercial projects. Residential projects may include replacing a home's window glass to improve energy efficiency, installing glass mirrors, shower doors and fitting glass for tabletops and display cases. Commercial interior glazing projects include installing items such as heavy, decorative room dividers or security windows. Other glazing projects may involve replacing storefront windows for establishments such as supermarkets, auto dealerships or banks. In the construction of large commercial buildings, glaziers build metal framework extrusions and install glass panels or curtain walls.

Skills needed to become a Glazier include manual dexterity, eye-hand coordination, physical fitness, and a good sense of balance. The ability to solve arithmetic problems quickly and accurately also is required.

Course Number	Course Name	Instructional Hours	Credits
SFT110	Safety in the Trades	60	4
CON100	Intro to the trades	30	2
AMG101	Structural Glazing	30	2
ARC133	Architectural Drawings and Blueprints	60	4
AMG120	Special Topics in Glazing I	45	3
AMG220	Special Topics in Glazing II	45	3
AMG221	Entrances and Hardware	60	4
AMG141	Welding I	45	3
AMG241	Welding II	30	2
TOTAL		405	28

Area of Concentration: Coating Application Specialist

Coating Application Specialists apply techniques to prepare substrates for coating and lining application. Techniques may include removal of rust, mill scale and previously applied hazardous coatings utilizing industry-specific tools and techniques. Industrial Specialists apply/install protective coatings and linings to steel and concrete on complex structures, such as bridges and towers; waterfront structures, such as locks and dam, metal and manufacturing facilities.

In today's environmentally-conscious culture, the Coating Application Specialist must also be careful to protect the environment surrounding the work site to ensure that hazardous debris such as lead-based paint and abrasive blasting media is properly contained and disposed of according to stringent federal, state and local regulations. This often requires the rigging of intricate containment systems and work platforms.

Students will learn to apply their theoretical knowledge and skills to the corrosion protection of steel and concrete on complex industrial structures through course work in Health and Safety Awareness for Application Specialists, surface preparation and coating materials properties, and application. Specialty application course work in plural component and thermal spray will further assist students in expanding their skills. Students will have their capabilities verified thru the IUPAT/FTI Industrial Coating and Lining Application Specialist Certification Program.

Course Number	Course Name	Instructional Hours	Credits
SFT110	Safety in the Trades	60	4
CON100	Intro to the trades	30	2
SFT210	Health and Safety Awareness for the Industrial Applicator	30	2
CAS100	Intro to Industrial Coatings	15	1
CAS141	Corrosive Theory and Control	40	3
CAS142	Surface Preparation I	30	2
CAS143	Surface Preparation II	45	3
CAS241	Spray Applications	15	1
CAS242	Airless Spray Applications	30	2
CAS243	Composition and Types	15	1
CAS245	Quality Control and Assurance I	45	3
CAS290	Special Topics in Industrial Coatings	20	2
CAS295	Quality Control and Assurance II	30	2
TOTAL		405	28

Area of Concentration: Commercial Painter

Painters apply decorative and protective finishes in residential, commercial, institutional and industrial settings. They prepare a variety of surfaces (wood, masonry, drywall, plaster, concrete, synthetics, stucco and metal) prior to the application of materials such as paint, high performance coatings, waterproofing, fireproofing, varnish, shellac, wall coverings and special decorative finishes.

Painters can be employed by construction companies, painting contractors, or building maintenance contractors. They work on projects such as home interiors and exteriors, residential high rises, wall covering work, industrial tanks and plants, bridges, airports, institutions, marine and offshore projects, and other commercial and industrial projects.

Painters must have an eye for detail, the ability to plan work, and knowledge of many types of finishes, their properties and their applications. They must be able to calculate areas and relate such calculations to required material. Good communication and customer service skills are required by Painters who often interact with home/business owners, contractors, interior designers and architects.

Course Number	Course Name	Instructional Hours	Credits
SFT110	Safety in the Trades	60	4
CON100	Intro to the trades	30	2
PNT100	Intro to Painting and Decorating	35	3
PNT110	Surface Preparation	40	3
PNT120	Brush and Roller Applications I	45	3
PN121	Spray Painting I	45	3
PNT133	Introduction to Wall Coverings	60	4
PNT290	Special Topics in Commercial Painting	45	3
PNT291	Special Decorative Finishes	45	3
TOTAL		405	28

Area of Concentration: Drywall Finisher

Drywall finishers (or tapers) prepare unfinished interior drywall panels for painting by taping and finishing joints and imperfections. Drywall finishers also use joint compound to give many decorative finishes to ceilings, textured walls through spray application.

Drywall consists of a thin layer of gypsum between two layers of heavy paper; it is used on walls and ceilings in most buildings today because it is faster to apply than plaster and gives a professional finish when completed. Good math and communication skills are needed for these types of jobs.

Course Number	Course Name	Instructional Hours	Credits
SFT110	Safety in the Trades	60	4
CON100	Intro to the trades	30	2
DRY100	Fundamentals of Drywall Finishing	60	4
DRY101	Materials of the Drywall Trade	30	3
DRY141	Specialties of the Drywall Trade I	60	4
DRY241	Specialties of the Drywall Trade II	60	4
DRY243	Filling and Angle Tapes	60	4
DRY245	Automatic Taping Tools	45	3
TOTAL		405	28

Area of Concentration: Glassworker

Glassworkers fabricate aluminum doors and windows, insulated glass units, show doors, mirrors and glass tabletops. Custom fabricate glass, mirror, shower and bath enclosures and architectural aluminum. These finished products are shipped to residential and commercial buildings for installation by the glaziers. Typically glassworkers work in a production or fabricating facility environment working with glass and metal working equipment. This program allows an apprentice to develop his/her skills to cut, edge, polish, bevel, and notch glass and mirror.

Skills needed to become a Glassworker include manual dexterity, eye-hand coordination, physical fitness, and a good sense of balance. The ability to solve arithmetic problems quickly and accurately also is required.

Course Number	Course Name	Instructional Hours	Credits
SFT111	Safety in the Glassworkers	60	4
CON100	Intro to the trades	30	2
AMG100	Glass Cutting and Fabrication	45	3
ARCH133	Architectural Drawings and Blueprints	50	4
AMG121	Special Topics in Glassworkers I	40	3
AMG222	Special Topics in Glassworkers II	60	4
AMG223	Entrances and Hardware	45	3
AMG 141	Welding	30	2
AMG241	Welding II	45	3
TOTAL		405	28

NON-DEGREE PROGRAMS

Additional OTJ training hours are also required for these non-degree programs.

Sign and Display Technician/Installer Program

Sign and Display craftspeople design, fabricate, construct, paint and install interior and exterior signage of all types. This includes lettering for windows and vehicles, plastic and neon signs, as well as for trade shows, office complexes, shopping plazas and other locations and for various purposes. Signs are crafted to meet the requirements of the customer using innovative and high-quality workmanship to create aesthetically pleasing signs made of materials such as metal, vinyl, glass, Plexiglas, wood, neon and plastic and learn to use state of the art equipment to perform such jobs as computerized letter fabrication, welding, neon bending, computer routed lettering, screen printing and more.

Sign and Display workers learning their trade through an apprenticeship program will receive relevant classroom training as well as on-the-job training and experience. The on-the-job training may include tasks such as cutting, painting, stenciling on various substrates as well as using tools and screen printing equipment, computer software, installation methods and other materials of the trade.

Course sequencing on page 30

Drywall Finisher – 2 year program

Drywall finishers (or tapers) prepare unfinished interior drywall panels for painting by taping and finishing joints and imperfections.

Drywall consists of a thin layer of gypsum between two layers of heavy paper; it is used on walls and ceilings in most buildings today because it is faster to apply than plaster and gives a professional finish when completed. Good math and communication skills are needed for these types of jobs.

Course sequencing on page 31

Certificate of Apprenticeship Programs

Recognized and Registered with the Department of Labor, students completing these programs will receive a Certificate of Apprenticeship in one of the following areas – Glazier, Glassworker, Coating Application Specialist, Drywall Finisher, or Commercial Painter.

Course sequencing on pages 32-36

Sign Technician Program-3yr Program

Course #	Course Name	Hours
	Core Curriculum	32
COR 1126	Rigging and Signaling	12
COR 1000	<i>IUPAT History</i>	8
COR 1003	<i>Introduction to Green Building</i>	4
COR 1004	<i>Basic Mathematics and Measurements</i>	4
COR 1005	<i>Fractions, Decimals, Percents, and Angles I</i>	4
COR 1006	<i>Fractions, Decimals, Percents, and Angles II</i>	4
COR 1010	<i>Introduction to Successful Investing</i>	8
COR 1157	CDL Permit	8
COR 1158	CDL Practical	12
COR 1161	Crane Operator Certification (Full Course with Certification)	40
COR 1200	<i>Communication Skills</i>	8
COR 1201	<i>Foreman Training</i>	4
GLZ 5301	Scales & Dimensions	2
GLZ 5302	Basics of Sketching	5
GLZ 5800	Construction Shielded Metal Arc Welding	88
SGN 8000	Signage Codes, Permits	4
SGN 8001	ADA (American Disability Act) Requirements for Signage (Braille & Tactile Signage)	5
SGN 8100	Introduction to the Sign making Trade	4
SGN 8101	Taking Signage Requests/Working with the Customer	6
SGN 8102	Portfolio Compilation (for Installers)	4
SGN 8200	Vinyl Lettering Intro - for installers	8
SGN 8300	Introduction to tools and equipment of the Sign Trade	4
SGN 8401	Sign Layout and Design - Intro (For Installers)	4
SGN 8403	Blueprint Reading: Sign Specific - Architectural Drawings	8
SGN 8404	Blueprint Reading: Perimeter Sheets - For Signage	7
SGN 8406	Blueprint Reading: Architectural Plans for Signage (Includes Site & Floor Plans)	7
SGN 8407	Signage Site Surveys	4
SGN 8408	Engraving, Routing (CNC Machining) for the Sign Industry - Intro To	4
SGN 8409	Dimensional Lettering Fabrication (Primarily Channel Letters)	4
SGN 8410	Environmental Graphic Design (Wayfinding, Fab of 3D Displays, Monument & Combination Sign Types)	8
SGN 8500	Sign Installation Techniques	8
SGN 8501	Channel Lettering (Illuminated Letters & LED Introduction)	4
SGN 8502	Sign Cabinets (Metal Fabrication & Wiring of Electrical Signs)	8
SGN 8503	Large Format Vinyl Installation - Intro To	6
SGN 8504	Vehicle Wraps Intro to	8
SGN 8505	Post & Panel Installations & Pylon Signs (Direct Immersion, bolt mount, Etc.)	8
SGN 8506	Dimensional Lettering Installation(Patterns, Stud Mount, Surface Considerations)	8
SGN 8507	Channel Lettering Installation (Raceways, Drive-it & other complex surfaces)	8
SGN 8508	LED and other Electrical Signage (Edgelit, Backlit Cabinets, Digital)	6
SGN 8509	Intro to Cabinet Installs (Anchoring, Welding, Other Considerations)	8
SGN 8510	Cabinet Installs (Anchoring, Welding Considerations) - Intermediate	8
SGN 8511	Monument Installs (Footings & Complex combination Sign Installations)	8
SGN 8512	Welding for the Sign Trade Intro	8
SGN 8600	Silk Screening - Intro To	6
SGN 8704	Dynamic Digital Signage - Intro	6
OJT	Internship – On the job training hours	6000
	Total Electives for Sign Installer Program	6432

Drywall-2yr Program

Course #	Course Name	Hours
GLZ 5003	Swing Stage	4
COR 1001	Sexual Harassment	2
COR 1002	Student Survival of the Fittest	6
COR 1004	Basic Mathematics and Measurements	4
COR 1012	Apprentice Orientation	2
COR 1101	First Aid / CPR / AED	5
COR 1107	Student EPA Lead RRP	8
COR 1125	Student Aerial Lifts	7
COR 1130	OSHA 30	30
COR 1200	Communication Skills	8
DRY 3000	Finisher Health and Safety Overview	5
DRY 3001	Health and Safety Awareness for the Drywall Finisher I	8
DRY 3002	Health and Safety Awareness for the Drywall Finisher II	8
DRY 3100	Fundamentals of the Drywall Trade	4
DRY 3101	Glossary for the Drywall Trade	4
DRY 3200	Materials of the Drywall Trade	10
DRY 3300	Tools of the Drywall Trade	10
DRY 3400	Filling Compounds	8
DRY 3401	Hand Embedding Wiping Tapes	3
DRY 3402	Filling By Hand	8
COR 1000	IUPAT History	2
COR 1005	Fractions, Decimals, Percentages, and Angles I	4
COR 1006	Fractions, Decimals, Percentages, and Angles II	4
COR 1007	Student Architectural Drawings	8
COR 1200	Communication Skills	4
DRY 3102	Pre-Job Inspection	4
DRY 3103	Job Economics for the Drywall Trade	4
DRY 3105	Drywall Finisher Special Topics	20
DRY 3200	Materials of the Drywall Trade	8
DRY 3300	Tools of the Drywall Trade	8
DRY 3400	Filling Compounds	4
DRY 3401	Hand Embedding Wiping Tapes	11
DRY 3402	Filling By Hand	15
DRY 3403	Wiping Angle Tapes	8
DRY 3404	Specialties of the Drywall Trade I	6
DRY 3500	Automatic Taping Tools	12
DRY 3501	Finishing Boxes	10
DRY 3502	Specialties of the Drywall Trade II (Ames Tools)	6
DRY 3600	Repairs and Corrections	2
DRY 3700	Texturing	4
	Total	288

Glazier – Certificate of Apprenticeship

A Glazier is responsible for selecting, installing, replacing, and removing all types of glass. Work in the glazing field can involve both residential and commercial projects. Residential projects may include replacing a home's window glass to improve energy efficiency, installing glass mirrors, shower doors and fitting glass for tabletops and display cases. Commercial interior glazing projects include installing items such as heavy, decorative room dividers or security windows. Other glazing projects may involve replacing storefront windows for establishments such as supermarkets, auto dealerships or banks. In the construction of large commercial buildings, glaziers build metal framework extrusions and install glass panels or curtain walls.

Skills needed to become a Glazier include manual dexterity, eye-hand coordination, physical fitness, and a good sense of balance. The ability to solve arithmetic problems quickly and accurately also is required.

Course Number	Course Name	Instructional Hours	Credits
SFT110	Safety in the Trades	60	4
CON100	Intro to the trades	30	2
AMG101	Structural Glazing	30	2
ARC133	Architectural Drawings and Blueprints	60	4
AMG120	Special Topics in Glazing I	45	3
AMG220	Special Topics in Glazing II	45	3
AMG221	Entrances and Hardware	60	4
AMG141	Welding I	45	3
AMG241	Welding II	30	2
CON120	Internship 1	2000	5
CON130	Internship 2	2000	5
CON140	Internship 3	2000	5
TOTAL		6405	43

Glassworker-Certificate of Apprenticeship

Glassworkers fabricate aluminum doors and windows, insulated glass units, show doors, mirrors and glass tabletops. Custom fabricate glass, mirror, shower and bath enclosures and architectural aluminum. These finished products are shipped to residential and commercial buildings for installation by the glaziers. Typically glassworkers work in a production or fabricating facility environment working with glass and metal working equipment. This program allows an apprentice to develop his/her skills to cut, edge, polish, bevel, and notch glass and mirror.

Skills needed to become a Glassworker include manual dexterity, eye-hand coordination, physical fitness, and a good sense of balance. The ability to solve arithmetic problems quickly and accurately also is required.

Course Number	Course Name	Instructional Hours	Credits
SFT111	Safety in the Glassworkers	60	4
CON100	Intro to the trades	30	2
AMG100	Glass Cutting and Fabrication	45	3
ARCH133	Architectural Drawings and Blueprints	50	4
AMG121	Special Topics in Glassworkers I	40	3
AMG222	Special Topics in Glassworkers II	60	4
AMG223	Entrances and Hardware	45	3
AMG 141	Welding	30	2
AMG241	Welding II	45	3
CON120	Internship 1	2000	5
CON130	Internship 2	2000	5
CON140	Internship 3	2000	5
TOTAL		6405	43

Coating Application Specialist-Certificate of Apprenticeship

Coating Application Specialists apply techniques to prepare substrates for coating and lining application. Techniques may include removal of rust, mill scale and previously applied hazardous coatings utilizing industry-specific tools and techniques. Industrial Specialists apply/install protective coatings and linings to steel and concrete on complex structures, such as bridges and towers; waterfront structures, such as locks and dam, metal and manufacturing facilities.

In today's environmentally-conscious culture, the Coating Application Specialist must also be careful to protect the environment surrounding the work site to ensure that hazardous debris such as lead-based paint and abrasive blasting media is properly contained and disposed of according to stringent federal, state and local regulations. This often requires the rigging of intricate containment systems and work platforms.

Students will learn to apply their theoretical knowledge and skills to the corrosion protection of steel and concrete on complex industrial structures through course work in Health and Safety Awareness for Application Specialists, surface preparation and coating materials properties, and application. Specialty application course work in plural component and thermal spray will further assist students in expanding their skills. Students will have their capabilities verified thru the IUPAT/FTI Industrial Coating and Lining Application Specialist Certification Program.

Course Number	Course Name	Instructional Hours	Credits
SFT110	Safety in the Trades	60	4
CON100	Intro to the trades	30	2
SFT210	Health and Safety Awareness for the Industrial Applicator	30	2
CAS100	Intro to Industrial Coatings	15	1
CAS141	Corrosive Theory and Control	40	3
CAS142	Surface Preparation I	30	2
CAS143	Surface Preparation II	45	3
CAS241	Spray Applications	15	1
CAS242	Airless Spray Applications	30	2
CAS243	Composition and Types	15	1
CAS245	Quality Control and Assurance I	45	3
CAS290	Special Topics in Industrial Coatings	20	2
CAS295	Quality Control and Assurance II	30	2
CON120	Internship 1	2000	5
CON130	Internship 2	2000	5
CON140	Internship 3	2000	5
TOTAL		6405	43

Drywall Finisher – Certificate of Apprenticeship

Drywall finishers (or tapers) prepare unfinished interior drywall panels for painting by taping and finishing joints and imperfections. Drywall finishers also use joint compound to give many decorative finishes to ceilings, textured walls through spray application.

Drywall consists of a thin layer of gypsum between two layers of heavy paper; it is used on walls and ceilings in most buildings today because it is faster to apply than plaster and gives a professional finish when completed. Good math and communication skills are needed for these types of jobs.

Course Number	Course Name	Instructional Hours	Credits
SFT110	Safety in the Trades	60	4
CON100	Intro to the trades	30	2
DRY100	Fundamentals of Drywall Finishing	60	4
DRY101	Materials of the Drywall Trade	30	3
DRY141	Specialties of the Drywall Trade I	60	4
DRY241	Specialties of the Drywall Trade II	60	4
DRY243	Filling and Angle Tapes	60	4
DRY245	Automatic Taping Tools	45	3
CON120	Internship 1	2000	5
CON130	Internship 2	2000	5
CON140	Internship 3	2000	5
TOTAL		6405	43

Commercial Painter – Certificate of Apprenticeship

Painters apply decorative and protective finishes in residential, commercial, institutional and industrial settings. They prepare a variety of surfaces (wood, masonry, drywall, plaster, concrete, synthetics, stucco and metal) prior to the application of materials such as paint, high performance coatings, waterproofing, fireproofing, varnish, shellac, wall coverings and special decorative finishes.

Painters can be employed by construction companies, painting contractors, or building maintenance contractors. They work on projects such as home interiors and exteriors, residential high rises, wall covering work, industrial tanks and plants, bridges, airports, institutions, marine and offshore projects, and other commercial and industrial projects.

Painters must have an eye for detail, the ability to plan work, and knowledge of many types of finishes, their properties and their applications. They must be able to calculate areas and relate such calculations to required material. Good communication and customer service skills are required by Painters who often interact with home/business owners, contractors, interior designers and architects.

Course Number	Course Name	Instructional Hours	Credits
SFT110	Safety in the Trades	60	4
CON100	Intro to the trades	30	2
PNT100	Intro to Painting and Decorating	35	3
PNT110	Surface Preparation	40	3
PNT120	Brush and Roller Applications I	45	3
PN121	Spray Painting I	45	3
PNT133	Introduction to Wall Coverings	60	4
PNT290	Special Topics in Commercial Painting	45	3
PNT291	Special Decorative Finishes	45	3
CON120	Internship 1	2000	5
CON130	Internship 2	2000	5
CON140	Internship 3	2000	5
TOTAL		6405	43

Administration and Faculty

Christine Storms, President & Chief Administrative Officer, MBA-Grand Canyon University,
B.S. - Metro State University

Tom Aasheim, Director of Training/Dean of Trades, A.A.S., Mountwest CTC

Patrick Rome, Director, B.A. - Loras College

Jessica Perez, Office Administrator, B.S. - Metropolitan State University

Jean Fusco, Student Services Coordinator, MA, B.A. – Saint Mary's University,

Brian Hagberg, Glazier and Glassworker Coordinator, A.A.S., Mountwest CTC

Dave Sears, Painter and Health and Safety Instructor

Ed Kane, Painting Instructor

Kevin Hoeft, Sign Instructor

Paul Kirtschenko, Sign Instructor

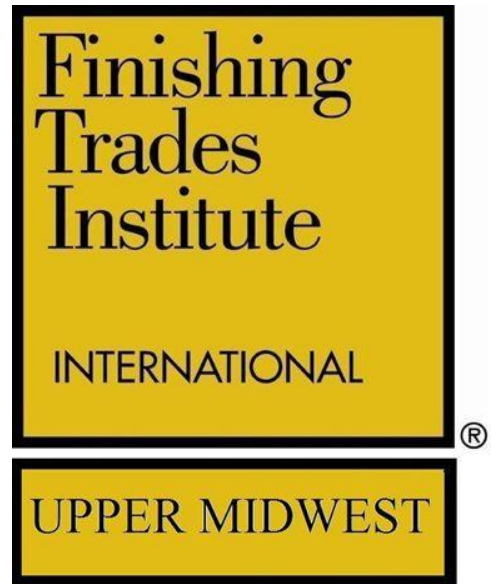
Amy Peterson, Drywall Finisher and Health and Safety Instructor, A.A.S., Mountwest CTC

Tony Osborne, Glazier Glassworker Instructor

Davitt Dougherty, Commercial Painter instructor

Sara Shore, Adjunct Instructor, MBA-Globe University, B.A. - Gustavus Adolphus College

Richard Greiman, Adjunct Instructor, MBA – University of Minnesota, B.S. Mankato State



Acknowledgement

I have read the 2018/2019 Student Handbook and Course Catalog including the rules and regulations of the Finishing Trades Institute of the Upper Midwest. I fully understand the rules and regulations. I agree to abide by the rules and regulations. I understand the potential consequences of failing to comply with the rules and regulations.

Print Name

Date

Signature