

**Student Handbook
&
Course Catalog**



2020-2021

3205 Country Drive, Suite 150

Little Canada, MN 55117

651-379-9600

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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 (FTIUM). 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. 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.

The COVID-19 pandemic has created new opportunities for all at FTIUM to be flexible with scheduling and learning while maintaining a high standard for safety for students, staff, and stakeholders. FTIUM has purchased additional personal protective equipment and hygiene products, reduced class sizes, and increased social distancing. We understand that the pandemic continues for this school year and request that all student adhere to the new safety policies. Throughout this pandemic, FTIUM commits to continue the highest level of learning that is safely possible.

The 2020-2021 school year brings a visit to FTIUM from the Council on Occupational Education for the reaffirmation visit for FTIUM's accreditation. The accreditation process allows FTIUM to evaluate the school's areas of strength and areas of improvement. We excitedly look forward to their visit and your cooperation in this matter.

John M. Burcaw

Chief Administrative Officer
Director of Academic Education

Thomas Aasheim

Director of Technical Education

Welcome

Welcome to the Finishing Trades Institute of the Upper Midwest. As a member of International Union of Painters and Allied Trades (IUPAT) District Council 82, 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 IUPAT and their partner employers. It is the sincere hope of the trustees, directors, 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.

Your education is primarily funded by the work of union men and women represented by the IUPAT District Council 82 through direct contributions from employers. Every member of District Council 82 and their partner employers have committed to your education, 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.

Mission Statement

Finishing Trades Institute of the Upper Midwest (FTIUM) 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, glassworkers, sign technicians and convention workers.

The FTIUM Statement of Goals:

To supply all signatory employers with highly skilled workers including apprentices, journeymen, 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 and shop and field experiences.
- To provide continuing education and training through journeyworker Continuing Education classes.

Apprentice development and progression is achieved by partaking in classes such as Health and Safety, Blueprint Reading, Mathematics in the Trades, and Foreperson Training. With a state-of-the-art training center, we specialize in complete training for Coating Application Specialists, Commercial Painter Decorators, Drywall Finishers, Glaziers, Glassworkers, and Sign Technicians. Men and women are afforded comprehensive curriculum and unequalled training. We also offer an Associate of Applied Science Degree in Construction Technologies to students that will supplement their required training with 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 FTIUM's vision is unparalleled. Our comprehensive training programs are a collaborative effort designed to supply our union employers and associations the most uniquely qualified workforce, now and into the future.

FTIUM Information

Accreditation and Licensure

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

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

The FTIUM 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 www.council.org

Minnesota Office of Higher Education (MOHE) Exemption Disclosure

The Finishing Trades Institute of the Upper Midwest is a private institution that meets the exemption requirements under Minn. Stat. 136A.653, Subdivision 2: Educational program; nonprofit organizations as:

1. The associate degree program is sponsored by a bona fide and nonprofit trade union (and)
2. The associate degree program is conducted solely for the membership of the International Union of Painters and Allied Trades (IUPAT) District Council 82 (and)
3. The associate degree program is not available to the public on a fee basis.

The exemption expires on June 14, 2023.

Inquiries regarding exemption status should be addressed to:

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108

Campus

The FTIUM 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 five (5) classrooms, five (5) offices, three (3) cubicles, a computer lab, and a media service center. There is also a student break room. There are thirty thousand five hundred (30,500) square feet of lab space available to all programs.

FTIUM Staff and Faculty

Tom Aasheim, Director of Technical Education, A.A.S. – Mountwest CTC

John Burcaw, Chief Administrative Officer & Director of Academic Education, A.A.S. – Mountwest CTC

Patrick Rome, Director, M.S. – Capella University, B.A. – Loras College

Greg Renne, Recruitment Coordinator, A.A.S. – Mountwest CTC

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

Dave Sears, Instructor, A.A.S. – Mountwest CTC

Mark Duttenhefner, Instructor

Amy Peterson, Instructor, A.A.S. – Mountwest CTC

Tony Osborn, Instructor, A.A.S. – Mountwest CTC

Davitt Dougherty, Instructor, A.A.S. – Mountwest CTC

Dana Raabe, Educational Administrator, M.S.Ed – Walden University, B.A. – Concordia University

Liz Fall, Educational Administrator, A.A.S. – Wisconsin Indianhead Technical College

Part Time Staff

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

Yvonne Lerew, Adjunct Instructor, Ed. M – Harvard University, B.A. – Oberlin College

David Bard, Adjunct Instructor, MA – University of MN, Duluth, B.A. – MN State University, Moorhead

Pam Kusz, Receptionist

Paul Kraitschenko, Instructor

Admissions

Application Process

- A. Apprenticeship Application Process**
 - a. Applications are accepted in person at FTIUM offices or online at ftium.edu.
 - b. The following documents must be presented:
 - i. FTIUM apprenticeship application
 - ii. Submission of one of the following:
 - 1. High School Diploma or completed High School Transcripts
 - 2. High School Equivalency: General Education Diploma (GED)
 - 3. Proof of academic progress toward achieving High School Diploma or GED within 10 months of enrollment
 - iii. Government issued identification card
 - c. IUPAT membership required for program participation
 - d. A letter of intent to hire is required from an employer before enrollment can take place.
 - e. Documentation of completion of recognized direct entry program (ie. Helmets to Hardhats, Job Corps, PSEO)
 - f. Students will then be asked to sign their apprenticeship agreement.
- B. Degree Program Application Process**
 - a. Applications are accepted in person at FTIUM offices or online at ftium.edu
 - b. The following documents must be presented in addition to those listed above:
 - i. FTIUM Associate degree application
 - ii. Submission of one of the following:
 - 1. High school diploma or completed high school transcripts
 - 2. High school equivalency: General Education Diploma (GED)
 - iii. Proof of completion of or current enrollment in DC 82 apprenticeship
 - c. IUPAT membership required for program participation

Admission for Vocational English-As-A-Second-Language Programs

Finishing Trades Institute currently does not have a vocational English as a second language (ESL) program. If a current or incoming student is in need of additional assistance with English courses or the English language, they have several options. The first is the Hubbs Center for Lifelong Learning through the Saint Paul Public School district. Other options for students include Comunidades Latines Unidas en Servicio (CLUES), Hmong American Partnership (HAP), and the Karen Organization of Minnesota (KOM).

Admissions by Exceptions

Finishing Trades Institute does not accept admissions by exception at this time.

Apprenticeship Transfer of Credit Policy

Internal Transfers Between Programs/Concentrations

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

Internal 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

Transfers from an accredited apprenticeship program will be assessed by FTIUM administration to ensure that each course is equal or greater to the apprenticeship classes at FTIUM. Transfer credits from a non-accredited apprenticeship program can be transferred to FTIUM provided the student has all credits assessed by Mountwest Community and Technical College to ensure all qualifications are met.

Degree Program Transfer of Credit Policy

Students enrolling in the AAS degree can 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. Credit transfer 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. A grade "C" (not "C-") or above must be earned. Non-graded courses (i.e. Cr/NC/Pass) are not accepted.
4. 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.
5. Transfer credit requests for courses earned prior to admission to the program must be submitted by the end of the first semester.
6. 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.
7. All advanced standing courses/tests will be evaluated on an individual basis.
8. Transfer courses will appear as a 'TR' on the official transcript from FTI.

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

Course Registration

Students enrolled in the apprenticeship programs are automatically registered for classes each semester. Anyone who wishes to take continuing education classes must register by the published deadlines listed at www.ftium.edu.

Academic Policies for Academic and Technical Programs

Work Hours

Work hours, or on-the-job learning (OJL) hours, will be reviewed for compliance with the apprenticeship standards. All apprentices must be gainfully employed at their trade in order to complete the terms of their apprenticeship.

Hours Tracking

- 1) **It is the responsibility of the student (not the coordinator or the instructor) to have their training hours recorded monthly.**
- 2) Login to your student portal to log your training hours.
- 3) There are no OJL hours given for attending classes or when on vacation.
- 4) You will have access to view your time through the student portal.
- 5) Your hours should be submitted to the portal every month.
- 6) Hours will not be credited to a student until they have been properly recorded and submitted to the training office. **You must request your raise via a message through the portal. There will no retroactive pay raises.**

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

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.

Grading System

Non-Degree Programs

- 1) A minimum of 70% (C) is required for passing.
- 2) It is the responsibility of the student, not the instructor, to keep current in his/her work.

In 2020, the FTIUM submitted apprenticeship standards making each of its programs time based. At the end of each semester, however, 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.

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 FTIUM uses a competency-based approach in all classes that are non-academic or part of the degree completion program. Students are given an 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. 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.

Graduation

Graduation is held in May of each year. Students will be notified that they have been approved for graduation.

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.

Student Transcripts

Student records, including transcripts, are protected by FERPA. Only a student may request a copy of their transcript. Transcripts can be produced upon student request. All requests must be completed in person at the office of FTIUM. Official paper transcripts will be given in a sealed envelope to the student or mailed directly to the requested institution. For security reasons, FTIUM does not fax or email transcripts. Transcripts will not be released if the student has a financial or academic hold.

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 and/or Director of Technical Education and/or Director of Academic Education. Once the request is received, a staff member will permit them access to their record within the confines of the FTIUM offices.

Student Services

Computer Services

The FTIUM has a media services room 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**
- **Engaged in for any purpose that is illegal or contrary to FTIUM 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 FTIUM. However, the FTIUM 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.

Veteran's Services

The School is pleased to participate in the Veteran's Benefits program. The Program Coordinator 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

Library/Media Services

The FTIUM 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 journals and periodicals related to the finishing industry and construction trades, and a variety of videos and CDs related to craft specialization and labor history. The school also has access to numerous online databases in the construction field.

Academic Advising Services

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

Counseling Services

The FTIUM 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.

Continuing Education Programs

The FTIUM is pleased to offer a variety of courses and certificate programs for the journeyworker 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 at www.ftium.edu.

Financial Information

Tuition

Tuition for the Associate of Applied Degree (AAS) will be charged at a rate of \$400 per class. Payment for each AAS class is due before the start of each course. If a payment plan is needed, a student must set up a payment plan with the FTIUM offices, and all tuition, even with a payment plan, must be paid in full by the end of the current semester. Before tuition is accepted, an AAS student must be in good standing with the union. Talk to the FTIUM office for specific questions.

Refunds

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 for out-of-pocket tuition. Refunds for the Associate's degree will be calculated on a prorated basis.

Refunds will be calculated as follows: A student will be given a 90% refund during the first week of the semester unless the student has not been on campus prior to enrollment, 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. Refunds will be disbursed within 45 days of the last day of class.

If FTIUM must cancel an Associate's program course, tuition will be refunded within 45 days of the planned start date. Also, FTIUM will not keep any tuition for cancelled courses. If an enrolled student does not begin courses, a full refund will be given within 45 days of the start date.

Scholarships

FTIUM has the opportunity to offer multiple scholarship options to its students. The Douglas M. Nelson scholarship is available to degree program students. The Building Trades Credit Union also offers two different scholarships to students and degree program students. Through International Union of Painters and Allied Trades, FTIUM is proud to announce the S. Frank "Bud" Raftery scholarship and the A.L. "Mike" Monroe/Ralph D. Williams, III Sports Scholarship. Questions about all scholarship options should be directed to the FTIUM administrative offices.

Student Conduct and Behavior

Attendance and Absenteeism

All students 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. For apprenticeship make up classes, formal approval must be finalized with the respective coordinator. Failure to make up classes may result in the cancellation of your apprenticeship.

For general education courses and students in the AAS degree, no make-up is allowed. Please speak with your instructor.

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, suspension, or cancellation of apprenticeship. Cancelled students lose all program privileges, including working privileges – **cancelled students may not work for any signatory industry employer.** The FTIUM shall always fully maintain its ability to, at the Board's sole discretion, take whatever disciplinary action it sees fit to promote the apprenticeship program and these rules and regulations.

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 student is to report to work or class or any school activity while under the influence of illegal drugs or alcohol. If a student reports to FTIUM classes under the influence of drugs or alcohol, he/she will be sent home for the day. Any 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.

Grievances

If an applicant or a student believes an issue exists that adversely affects his or 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, students may seek resolution through the applicable Grievance and Arbitration procedures contained in the Articles of the CBA.

The FTIUM 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 FTIUM 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
Phone: 651-379-9600**

If the student believes the FTIUM did not resolve the issue to his or her satisfaction, the student may appeal to the Registration Agency.

Any student or applicant for apprenticeship who believes he or 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 or 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 FTIUM 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 FTIUM 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 FTIUM will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

In matters where the student believes that the FTIUM 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
Phone: 770-396-3898 or 800-917-2081
www.council.org

Harassment and Discrimination Policy

PURPOSE

The FTIUM is committed to maintaining a school and workplace free from harassment and discrimination. The purpose of this document is to explain FTIUM policy and procedures about harassment and discrimination in the workplace.

POLICY STATEMENT

It is the policy of the FTIUM 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 FTIUM will be tolerated. The supervisory and management personnel of the FTIUM are responsible for implementing this policy and their success in their jobs depends, in part, on its successful implementation.

POLICY DEFINITIONS

Discrimination: Discrimination based on 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 is 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 FTIUM policy. The FTIUM 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 based on 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:

- 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.
- Any adverse action taken against an employee or student for refusing to grant sexual favor or engage in sexual conduct.
- Unwelcome requests for sexual contact or social contact unrelated to institute business.
- The use of offensive or demeaning terms or names with sexual connotations or based on membership in a protected class.
- Offensive or demeaning jokes or remarks involving sex or membership in a protected class.

- The deliberate or careless dissemination or 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 FTIUM employees and students including but not limited to, the following positions: full-time, part-time, student, 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 FTIUM's investigation into allegations concerning discrimination or harassment, appropriate disciplinary action will result if the FTIUM concludes that such disciplinary or harassing conduct occurred. Appropriate disciplinary action will also result if the FTIUM 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 FTIUM deems appropriate up to and including immediate discharge from employment or the program.

PROCEDURE

All employees and students should always be careful to treat their co-workers, subordinates, supervisors, and fellow students with respect and decency always. 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 an FTIUM Program Coordinator or Director of Technical Education. Supervisors who become aware of harassing or discriminatory conduct by employees or students must immediately report the incident(s) to the FTIUM Directors. In any case, all complaints of such conduct will be promptly investigated by the FTIUM.

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

Student Expectations

- 1) I will be prepared for the school day by bringing all materials including books and writing utensils.
- 2) I will wear the proper attire or uniform to school each day to be allowed in class.
- 3) I understand that plagiarism or cheat may result in a cancellation of my apprenticeship.
- 4) I will not deface the property of FTIUM otherwise I will be required to pay to replace any damaged or destroyed property and may be dropped from the program.
- 5) I understand that smoking is allowed only in designated areas outside the building, and I will place all butts in proper containers.
- 6) I will not use any form of tobacco or vaping in the classroom or on the training floor.
- 7) I will only use my cell phone during class when approved by my instructor.
- 8) I know that horseplay and profanity is not allowed in the FTIUM Training Center.

- 9) I will follow the discrimination and harassment policy as detailed in this document to protect myself and others.

Safety and Security

Campus Emergency Plan

All students are urged to acquaint themselves with the locations of exits, emergency paths, fire alarm switches, fire escapes, first aid kits, and fire extinguishers throughout the school. These emergency drawings are located in every classroom, office, and on the training floor.

Fires: In case of fire and if the fire alarm has not been triggered, pull the nearest fire alarm. call the emergency operator by selecting a line and dialing 911 immediately. Give the operator the precise location of the fire in the building and provide the emergency services the FTIUM address:

3205 Country Drive, Suite 150
Little Canada, MN 55117

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

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

Criminal Activity: If you witness or become aware that a criminal act has occurred, please report it immediately. For an emergency, please call the emergency operator by selecting a line and dialing 911. Report to the administrative office or to a Coordinator or Instructor for a non-emergency. If possible and safe to do so, observe on-going criminal activity until response personnel arrive. Avoid disturbing any potential physical evidence that may be at the scene.

Medical Emergency: 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. State the current address 3205 Country Drive, Suite 150, Little Canada, and describe the symptoms of the victim. Stay on the line until you are told to hang up. Render any first aid appropriate to your level of training. Automatic External Defibrillators are located throughout the building.

Severe Weather: If you are notified by an instructor, craft coordinator, or administrator to take shelter because of severe weather, go immediately to the nearest stairway or lower level restroom. Stay away from doors, outer walls, and any windows. Avoid the training floor and other places with wide-span roofs. Use your arms to protect your head and neck. Stay sheltered until the "all clear" message is received.

Hazardous Material: If a spill of a hazardous material occurs, you must report the spill to the nearest instructor or craft coordinator. If the spill is too large to contain or clean up safely, refer to the medical emergency routine. Evacuate the area and confine the spill area until spill can be cleaned up or emergency personnel arrive.

Pandemic/Epidemic: FTIUM follows all federal, state, and local guidance before closing or reopening the school. It follows all procedures for personal protective equipment and protection for students, faculty, staff, and visitors.

In any of these emergency situations, FTIUM employees and faculty, to the best of their ability, should ensure students and visitors are aware of these procedures and help anyone who may require assistance to reach a safe shelter site.

Incident Reports

A complete report of every incident, no matter how minor, should be made to the Director of Technical Education or program coordinator within 24 hours. Blank copies of 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

In case of inclement weather students will still need to make up the day they missed. If school closes, we will determine a day to make up that class. Closing will be determined by the Director of Technical Education and Director of Academic Education based on road and weather conditions.

General Safety

FTIUM prides itself on teaching and implementing important safety procedures for all students and staff.

- 1) Students are required to be neat and clean in their appearances. Painting and Drywall students are required to wear painter pants, work boots and an appropriated shirt.
- 2) In the shop areas, all students must wear work boots and work clothes. In the welding shop, work clothes cannot have loose threads hanging from them.
- 3) Students 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) Students 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) Students will properly store and dispose of hazardous waste materials.
- 6) Students will not create any hazards for others and will clean-up all spills as soon as possible.
- 7) Students will not operate any equipment until they have been properly instructed in its safe use.
- 8) Students will wear personal protective equipment as needed. Please come prepared each day with a hard hat and safety glasses.

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 Technical Education or Program 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 workplace will be immediately dismissed.
- 3) Students are to report any threats or attacks made by fellow students to the Director of Technical Education or a Program 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 Director of Technical Education, Director of Academic Education, or a Craft Coordinator.

Student Health and Safety Plan

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

It is the policy of the FTIUM that all incidents shall be properly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, 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 FTIUM 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 journeyman.

Visitor – an individual who is present on FTIUM 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 FTIUM 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 FTIUM 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
 - The names of the departments, services, and persons to which the recommendations have been forwarded for follow up

All reports are in each administrative office. A copy of the investigation report shall be sent to the Director of Technical Education.

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

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

Calendars

Calendar

August 31, 2020

September 7, 2020

November 23-27, 2020

December 21, 2020 -

January 1, 2020

January 4, 2021

May 28, 2021

May 26, 2021

Fall Semester Begins

Labor Day

Thanksgiving Holiday- Break

Winter Holidays – Break

Spring Semester Begins

Spring Semester Ends

Graduation

Hours of Operation

FTI Offices are open from 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.

Course Catalog

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. Most FTIUM programs including the Associate of Applied Science Degree in Construction Technologies typically 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 two (2) semesters in each year – Spring and Fall. After each semester, an student advances upon completion of assessments. Students 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. Students may take more than six (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 PROGRAM

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.

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

Core Curriculum

Course Number	Course Name	Instructional Hours	Credits
CORE CLASSES			
	Finishing Trades Core	45	3
	Concentration Emphasis I	75	5
	Concentration Emphasis II	75	5
	Concentration Emphasis III	75	5
	Concentration Emphasis IV	75	5
	Concentration Emphasis V	75	5
HUMANITIES			
ENG101	Effective Writing	45	3
COM111	Effective Communication	45	3
SOCIAL SCIENCE			
POL115	Politics and the Community	45	3
MATH			
MAT199	Survey of Mathematics	45	3

NATURAL SCIENCE			
ENV115	Environmental Systems Science	30	2
IT101	Introduction to Computers	45	3
INTERNSHIP			
CON120	Internship I	2000	5
CON130	Internship II	2000	5
CON140	Internship III	2000	5
TOTAL CORE		6675	60

NON-DEGREE PROGRAMS

Apprenticeship Programs

Recognized and registered with the Department of Labor - students completing these programs will receive a Certificate of Apprenticeship. The apprenticeships offered are Glazier, Glassworker, Coating Application Specialist, Drywall Finisher 3-year, Drywall Finisher 2-Year, Commercial Painter Decorator, and Sign Technician. See course sequencing below.

Glazier Program

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
	Finishing Trades Core	45
	Environmental Systems Science	30
	Emphasis I	75
	Emphasis II	75
	Emphasis III	75
	Emphasis IV	75
	Emphasis V	75
CON120	Internship I	2000
CON130	Internship II	2000
CON140	Internship III	2000
TOTAL		6450

Glassworker Program

Glassworkers fabricate aluminum doors and windows, insulated glass units, show doors, mirrors, and glass tabletops. They 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 student 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
	Finishing Trades Core	45
	Environmental Systems Science	30
	Emphasis I	75
	Emphasis II	75
	Emphasis III	75
	Emphasis IV	75
	Emphasis V	75
CON120	Internship I	2000
CON130	Internship II	2000
CON140	Internship III	2000
TOTAL		6450

Coating Application Specialist Program

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 through the IUPAT/FTI Industrial Coating and Lining Application Specialist Certification Program.

Course Number	Course Name	Instructional Hours
	Finishing Trades Core	50
	Environmental Systems Science	30
	Emphasis I	80
	Emphasis II	80
	Emphasis III	80
	Emphasis IV	80
	Emphasis V	80
CON120	Internship I	2000
CON130	Internship II	2000
CON140	Internship III	2000
TOTAL		6480

Drywall Finisher 3-Year Program

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
	Finishing Trades Core	45
	Environmental Systems Science	30
	Emphasis I	75
	Emphasis II	75
	Emphasis III	75
	Emphasis IV	75
	Emphasis V	75
CON120	Internship I	2000
CON130	Internship II	2000
CON140	Internship III	2000
TOTAL		6450

Drywall Finisher 2-year Program (Outside of Metro)

Course Number	Course Name	Instructional Hours
	Finishing Trades Core	45
	Environmental Systems Science	30
	Emphasis I	75
	Emphasis II	75
	Emphasis III	75
CON120	Internship I	2000
CON130	Internship II	2000
TOTAL		4300

Commercial Painter Decorator Program

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 employers, or building maintenance employers. 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 and business owners, employers, interior designers, and architects.

Course Number	Course Name	Instructional Hours
	Finishing Trades Core	45
	Environmental Systems Science	30
	Emphasis I	75
	Emphasis II	75
	Emphasis III	75
	Emphasis IV	75
	Emphasis V	75
CON120	Internship I	2000
CON130	Internship II	2000
CON140	Internship III	2000
TOTAL		6450

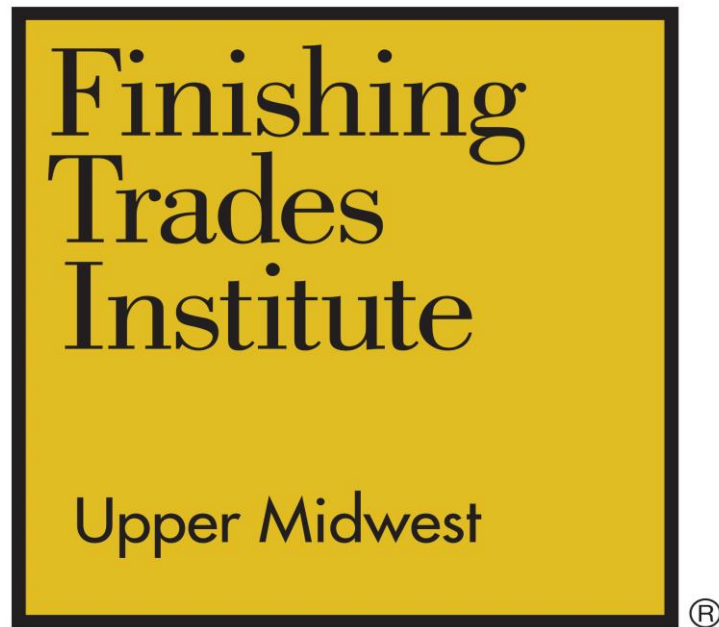
Sign Technician Program

The Sign Technician program focuses on the many facets of the trade so that students are efficient and effective at all specialties.

Sign technicians learn how to design, fabricate, construct, paint, and install signs and displays using innovative and high-quality workmanship, state-of-the-art equipment, and computer software. Students master the use of materials like plastic, metal, vinyl, neon, and wood in signage. They learn with classroom and hands-on learning about screen-printing, stenciling, welding, and neon bending. Students also learn blueprint reading, surface preparation, along with safe practices and health and safety regulations.

Course Number	Course Name	Instructional Hours
	Finishing Trades Core	45
	Environmental Systems Science	30
	Emphasis I	75
	Emphasis II	75
	Emphasis III	75
	Emphasis IV	75
	Emphasis V	75
CON120	Internship I	2000
CON130	Internship II	2000
CON140	Internship III	2000
TOTAL		6450

Acknowledgement



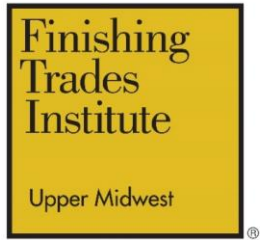
I have read the 2020-2021 Student Handbook and Course Catalog including the rules and regulations of the Finishing Trades Institute of the Upper Midwest. I fully understand the rules and regulations. I agree to abide by the rules and regulations. I understand the potential consequences of failing to comply with the rules and regulations.

Print Name

Date

Signature

Non-Professional Talent Release



FTIUM frequently uses pictures, video, and sound recording to market and recruit for the apprenticeship and degree programs. All students are encouraged to release and consent to promote the learning and experience at FTIUM for future students.

Students release and consent to the use of photographs, video, and sound recording taken of themselves as described above for advertising purposes, trade and commercial purposes, publicly or publication in any lawful manner and hereby release Finishing Trades Institute of the Upper Midwest and the assignees of Finishing Trades Institute of the Upper Midwest from any and all liability to me for such use of the aforementioned. Students declare that they have the rights for the use of their support materials, and they are free of and/or not encumbered by copyright, and/or they have secured the rights of said materials.

Students understand that Finishing Trades Institute of the Upper Midwest will rely upon this consent and release and that Finishing Trades Institute of the Upper Midwest may make commitments to others regarding the use of said materials including IUPAT District Council 82. Students understand and agree that if they wish to revoke this release, they will give Finishing Trades Institute of the Upper Midwest written notice by certified mail at the above address and that such revocation will be applicable only to the future use of such photographs for which Finishing Trades Institute of the Upper Midwest has made no commitments.

Student Name (printed): _____

Student Name (signature): _____ Date: _____