Ivy Tech Community College of Indiana

POLICY TITLE
Apprenticeship

POLICY NUMBER
8.6

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created September 1999/Revised December 2011/Effective Spring 2012; revised October 2017/effective immediately

PURPOSE
The College has a number of Apprenticeship programs at the associate degree level. Due to the selective admissions nature and other characteristics of these programs, it is important that their administration be as close as possible to the operations of the other associate degree programs of the College. The following defines how the Apprenticeship programs will be operated, by whom, and what their relationship will be to other programs and services of the College.

ORGANIZATIONAL SCOPE OR AUDIENCE
Workforce Alignment faculty, staff and students

DEFINITIONS
Apprenticeship program: Combines on-the-job training with academic instruction for those entering the workforce

Campus Academic Officer: Person responsible to the institution's chancellor with oversight of all educational affairs and activities, including research and academic personnel

POLICY
Due to the special nature of the apprenticeship curricula, management of each degree program should be a collaborative effort between the campus’ chief academic officer, Dean of the School of Technology, Workforce Alignment Executive Director, and the apprenticeship faculty and staff. However, final responsibility for apprenticeship programs must rest with the campus academic officer of the degree granting institution. Every effort should be made to recognize the primacy of trade skills and technical knowledge in apprenticeship programs as well as the requirement of the College to maintain academic standards in the general education core courses that comprise the associate of applied science degree. In a global sense, apprenticeship management is a
partnership in trust and cooperation that brings into focus the value of mastering applied skills, and appropriate academic scholarship.

**PROCEDURE**

A. **Curriculum Management**

1. The College recognizes that apprenticeship programs for the building craft trades are based on an established and validated national trade curriculum which requires a minimum number of classroom and on-the-job training hours. These hours in turn convert into a commensurate number of credit hours that, in most cases, exceed the total recommended under curriculum reform guidelines. Total semester hours for apprenticeship degree programs exceeding the 60 to 66 hour limit should be accepted as exceptions.

2. Administration of the apprenticeship curriculum is the responsibility of the campus academic officer.

3. The campus academic officer will review course schedules and submit them for publication and for entry into the Banner system.

4. The apprenticeship enrollment manager or Workforce Alignment (WA) designee will act as the communication link between the campus academic officer and the Joint Apprenticeship Training Committee (JATC). Joint meetings should be held at least once a semester to review and discuss curricular matters. The enrollment manager should maintain ongoing contact with the campus academic officer, student affairs, the Technology School chair, and other functional areas of the College as necessary.

5. Curriculum modifications, course substitutions, test-out verifications, grade changes, transfer credit and other documentation affecting student progress will be submitted to the campus academic officer for approval. The apprenticeship enrollment manager will facilitate movement of forms and other correspondence between the JATC and the College in a timely manner.

6. Apprenticeship students who may wish to transfer to a four-year institution at some time in the future have the option (either during their program or after graduation from the AAS program) to take Ivy Tech general education courses in lieu of apprenticeship mathematics, English, science, and humanities or social studies courses. Such students may also earn credit for such general education courses through test-out procedures or through transfer of previously earned college credits.

7. All Ivy Tech program prefixes in construction trade apprenticeship programs should use trade-specific prefixes in order to avoid any ambiguity that may exist between courses taught specifically in the apprenticeship programs and those taught as part of other technology AAS and AS degrees.

8. Updated copies of curriculum outlines, student progression schedules, and other official course documentation are to reside with the campus academic officer. The apprenticeship enrollment manager or Workforce Alignment designee will facilitate the movement of materials between the JATC and the campus office of instruction.

B. **Program Management**
Program management activities and documentation should follow or parallel the College’s policies and practices as stated throughout ASOM. The apprenticeship enrollment manager or Workforce Alignment designee will play an important role in expediting these policies in cooperation with the campus academic officer and the JATC. Such program management activities include the following:

1. Faculty Loading—All apprenticeship faculty paid by the College will follow faculty loading policy. JATC faculty are paid according to local JATC policies. Their teaching loads for the purpose of the apprenticeship programs are to be determined by the JATC in consultation with the campus Workforce Alignment Executive Director or apprenticeship enrollment manager.
2. Class scheduling will be a shared responsibility between the JATC, Workforce Alignment and the apprenticeship enrollment manager, and will follow the progression needs of the apprenticeship students.
3. Standards of progress verification, grade changes, transfer credit and other documents affecting student progress should be directed to the campus academic office for approval. The apprenticeship enrollment manager will facilitate movement of forms between the JATC and the College in a timely manner.
4. Faculty absence from class: the JATC is responsible for monitoring faculty compliance with the teaching schedule.
5. Advising: JATC faculty serve as advisors for apprenticeship students.
6. Advisory committees: The major responsibility of any JATC is to facilitate trade training through apprenticeship programs and the JATCs upgrade and revise curricular content on a regular basis.
7. Grading of apprenticeship students must follow the College’s policies and procedures. Typically, Workforce Alignment Office collects grade rosters from the JATC and forwards them to the Registrar’s Office that has responsibility for storage and maintenance. See grading policies.
8. Apprenticeship students who are nearing the completion of degree requirements are to be notified in a timely manner to complete an application for graduation. Apprenticeship students will be verified for graduation per the recommendation of the apprenticeship enrollment manager and the campus academic officer. Program completion will be entered into Banner by the Registrar’s Office.
9. Other policies in relation to program management must be followed including:
   a) FERPA
   b) Safety
   c) Non-Discrimination
   d) Degree/Certificate Requirements and Standards for Graduation
   e) Attendance Expectations and Reporting Status
   f) Graduation Ceremony
   g) Credit for Prior Learning
   h) Credit Transfer Awarding/Dual Credit
   i) Veterans
   j) Ratio of Contact to Credit Hours
   k) Student and Faculty Health and Wellness
   l) Repair of Privately Owned Equipment
C. Program Faculty
All faculty employed by the JATC or by Ivy Tech Community College will conform to the College policy on Faculty Credentials. Due to the applied, integrated, and non-transferable nature of apprenticeship mathematics and science courses, their instructional objectives are best met by having JATC journeymen as instructors. All faculty employed by the JATC or by Ivy Tech to teach general education, excluding those non-transferable courses in mathematics and science, will meet credentialing requirements as outlined in current policy.

1. JATC will provide credential information to Ivy Tech on its entire faculty with updates each semester as necessary. Campus Workforce Alignment Executive Directors will be responsible for reporting the JATC credential approval process to the regional academic officer and for providing the approval documentation when requested. The JATC faculty credential information will be kept on file at the campus responsible for administering the degree.

2. When substitute faculty are needed due to the unavailability of a regular JATC instructor, the substitute will be hired and contracted by whichever entity, JATC or Ivy Tech, hired and contracted the original faculty member requiring the substitute.

D. Program Effectiveness
Apprenticeship degree programs will participate in assessment and planning activities as appropriate.

1. Apprenticeship degree programs will engage in program review according to the established College cycle in order to identify strengths and weaknesses and to provide a basis for recommendation to improve program effectiveness. Modification of the process may be necessary due to the special structure and operation of programs. The apprenticeship enrollment Workforce Alignment designee, in cooperation with the JATC, will conduct the review and report results to the chief academic officer.

2. Apprenticeship programs will engage in technical and general education outcomes assessment activities for program graduates. Each apprenticeship program should identify a technical outcomes assessment instrument.

3. All faculty teaching apprenticeship courses should undergo an evaluation of teaching performance every semester. The student evaluation instrument or parallel evaluation instrument or process should be employed. Information gathered from this activity is to be used by faculty and the local JATCs to improve teaching effectiveness.

4. Apprenticeship degree programs should undergo curriculum review according to the College’s established review cycle. It is recognized that apprenticeship program faculty on different campuses already communicate with each other and are actively engaged in curriculum improvement. The establishment of a regular review process will bring greater consistency in curriculum and course content.
and will aid in identifying valid differences in course content for some technical
courses. It is recommended that the apprenticeship enrollment manager
Workforce Alignment designee be part of the JATC review of curriculum.

E. Program Admissions and Enrollment

The registration of apprenticeship students must follow the College’s policies and
procedures. The campuses must administratively handle the admission process in a
manner consistent with the intake of degree-seeking students. Individuals enrolled
in the College’s apprenticeship degree programs will be granted Ivy Tech student
status. This status becomes official when fees are satisfied. Because the College
subcontracts the majority of apprenticeship program classes, students in the
apprenticeship programs are not eligible for federal financial aid, per a decision of
the U.S. Department of Education. Students of Ivy Tech will be granted the rights
and privileges of student status and will be expected to adhere to the
responsibilities that are provided in the College Catalog and Policy and Procedural
Manuals. Apprenticeship students must follow the College’s admissions process as
indicated in the Policy and Procedures manual.

Per 26.SSM Tasks – 3.A, all prospective students pursuing a degree or certificate
are required to:

● Submit an application for admission
● Participate in College assessment process or the assessment process
determined appropriate by the JATC (Note: apprenticeship students opting
to take Ivy Tech general education courses will participate in standard
College assessment employing ACCUPLACER testing).
● Comply with international student requirements
● Submit other necessary specific data if applicable

REFERENCES
ASOM – www.ivytech.edu/policies

RESOURCE PERSON
Executive Directors of Workforce Alignment