



Faculty Handbook for Instructor Training Program (ITP)

This handbook is a comprehensive guide for ITF Faculty Instructors regarding the Instructor Training Program. It provides detailed policies, procedures, and resources to support your teaching experience.

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Mission Statement

The mission of the United Association (UA) Training Department & International Training Fund is to equip United Association locals with educational resources for developing the skills of their apprentices and journeyworkers. By thus facilitating the training needs of the membership, we maximize their employability and prepare them for changes in the industry. We are committed to making training opportunities available across North America, allowing members to acquire new skills and remain competitive regardless of geography. In this way, we are determined to meet the needs of the piping industry and enhance employment opportunities for our members while remaining fiscally responsible for the fund's beneficiaries.

United Association Main Office

United Association
International Training Fund (ITF)
Three Park Place
Annapolis, MD 21401

Email: UAREgistrar@uanet.org
Office: (410) 269-2000

Washtenaw Community College Campus

Great Lakes Regional Training Center
4800 E. Huron Drive
Ann Arbor, MI 48105

Office: (734) 973-3300

Important Contact Information during ITP week

Carrie King, UA Registrar
Morris Lawrence Building, ML 123
Phone: (734) 677-5390 or (734) 677-5391

UA ITP Helpdesk
Morris Lawrence Building Front Desk
Phone: (734) 477-8989 (x8989 from any campus phone)

WCC Public Safety
(734) 973-3411

Code of Conduct

By accepting assignment for, or attending **any** ITF sponsored event, you agree to have read and accepted the "ITF Code of Conduct", and, if applicable, the "ITF INAC Code of Conduct."

The ITF reserves the right to proceed with any and all actions to enforce this Code of Conduct or otherwise ensure safe and appropriate behavior. Enforcement actions may include penalties ranging from warnings to removal from the event. In each case, the Business Manager (and, if applicable, Training Coordinator) of the participant will be informed of such infractions and any covered costs related to the participant's attendance at the event may no longer be subject to support from the ITF.

Faculty Meeting

On the Saturday of ITP week, there is a mandatory faculty meeting in the Towsley Auditorium of the Martin Lawrence (ML) building. Please inform the Registrar's office if you cannot attend this meeting, and we will provide you with any vital information that was shared.

Please consult the Calendar of Events for the exact time and location. One-day faculty presenters are exempt from this requirement.

Course Schedule

During the 2025 Instructor Training Program, courses operate on the following schedule:

Sunday-Wednesday

AM session	8:00 AM – 12:05 PM
Lunch	12:05 PM – 1:00 PM
PM session	1:00 PM – 5:05 PM

Thursday

AM session	7:00 AM – 11:05 AM
PM session	N/A (Graduation ceremony)

Friday

AM session	N/A
PM session	7:00 AM – 11:05 AM

ITF Instructor Website

Logging In

You may access the website by [clicking here](#) or by manually navigating to <https://itfinstructor.uanet.org/>. The login format is below:

Username: Last Name, First Initial

Example: Carrie King = kingc

Password: teachitf (unless changed)

Verify/Edit Profile

Please verify your personal and contact information here. This updates your faculty page information, which is how the ITF will contact you throughout the year. If anything appears to be incorrect and you are unable to fix it, please reach out to the Registrar's office.

Class Rosters & Attendance

Utilize this tab to enter grades and attendance for each student in your course. Every course and section will be displayed as tabs above the rosters for you to click through. For safety and security reasons, it is vital that you enter attendance immediately at the start of your Sunday class. This allows the ITF to better determine absences for the event or other outlier situations. Please also refer to the *Attendance & Tardiness Policy* on Page 5.

Please enter the attendance for each student in your class by clicking on their name in the appropriate course/section they're in. If there is any conflict here, please inform the Registrar's office: UAREgistrar@uanet.org.

At this time, the ITF requires grades to be entered in two places: the ITF Instructor Website and Canvas LMS. The Instructor website reports directly to the ITF's system and student transcripts, while Canvas LMS reports to the WCC grading system. The ITF is actively working to consolidate these systems.

Document Uploads (Deadline: June 28th, 2025)

You may utilize this tab if you want hard-copy documents printed for your course during ITP week. Print jobs during ITP may not be possible, so please plan accordingly.

Classroom Resources / Supplies (Deadline: June 1st, 2025)

This tab is for you to detail any other classroom resources or supplies you need during the week. Your submission goes to Washtenaw Community College (WCC) staff, who will assist in arranging your requests.

This is where you should request computer lab time.

Administrative Forms

Included are WCC HR documents, expense forms, hotel lists, shipping request forms, etc. Please review these documents to find anything pertinent to you.

All instructors must review one of the HR letters from WCC included in this section that best pertains to them. One is for first-time UA Faculty at ITP, and one is for returning faculty. If you have taught a Regional course but have not taught during ITP, you would be considered "First-Time UA Faculty."

Shirt Orders (Deadline: May 26th, 2025)

Please scroll to the bottom of this page, enter your shirt selection, and use the "Save/Add Shirt" function to submit it. These will be available for pick-up on ITP's Registration Day.

If you prefer, you may also select the "I do not want to order shirts this year" option at the bottom.

Please refer to the deadline on the website.

Paychecks

Direct deposits are deposited on the last day of the program. Please contact the WCC Payroll office to make any changes to your direct deposit information: (734) 973-3597.

If you are a "First-Time UA Faculty" (first time teaching *at ITP*), then it is particularly important to complete your WCC HR document in the Administrative Forms tab of the ITF Instructor website before the deadline so that payment can be completed smoothly.

Grading

A – A student performs at 90-100% level

B – A student performs at 80-89% level

C – A student performs at 70-79% level

D & F – A student performs at a level that is lower than 69% or lower. If this grade is received in a required course, it must be repeated, or an equivalent one must be taken in its place. Only the highest grade will be counted when a student repeats a course or takes an equivalent. No credit is accrued with a grade of D or F.

N – This is used for record-keeping purposes for students who do not complete a course for an excused reason.

If a student has an unexcused absence, instructors may deduct up to 15% from their final grade per day missed.

At this time, the ITF requires grades to be entered in two places: the ITF Instructor Website and Canvas LMS. The Instructor website reports directly to the ITF's system and UA/ITF student transcripts, while Canvas LMS reports to the WCC grading system. The ITF is actively working to consolidate these systems, and we thank you for your patience.

Attendance & Tardiness Policy

Due to the condensed and in-person nature of the coursework during ITP week, students are required and expected to attend each day. Instructors should notify the Registrar's Office of any noteworthy absences by email, and daily attendance should be updated on the ITF Instructor website under Class Rosters. Extended absences are unable to be excused.

The Registrar's Office may request a tardiness be excused on the first day of class, for example, due to unexpected travel delays. In these cases, the ITF will contact the instructor(s) with the request.

If a student appears too ill to complete the coursework appropriately, Faculty Instructors may excuse them from class at their discretion.

Classroom Visitors

UA General Officers and ITF staff may visit classrooms throughout the week.

Guests may visit classrooms throughout the week *strictly* with the accompaniment of an ITF representative. This will be most applicable for several hours on Industry Day.

Student Safety

The health and safety of all students are essential to achieving educational goals. All injuries, incidents, illnesses, or accidents involving students, employees, or visitors must be reported before leaving UA/ITF/WCC premises. The individual(s) involved should notify their instructor, coordinator, director, or an authorized representative.

For the Instructor Training Program (ITP), up-to-date information will be provided in the faculty meeting on registration day. Typically, at least one medical emergency occurs each year. It is vital that you attend this meeting to receive the most current information regarding appropriate responses to a medical emergency on campus and in your classroom.

Please also refer to the ITF Code of Conduct. By adhering to these guidelines, the ITF aims to maintain a safe environment that prioritizes the health and well-being of all participants.

Campus Security

The safety and security of students, their property, and campus property are paramount. Students must adhere to established policies while attending ITF programs to ensure a secure environment.

- Any loss or damage to school equipment must be immediately reported to a Training Specialist or the Registrar's Office.
- The possession of weapons, including firearms, knives, or any other items classified as weapons, is strictly prohibited on all campuses and instructional sites. Students found with such items will face immediate dismissal.
- Threats or acts of violence against fellow students must be reported to a Training Specialist or the Registrar's Office, who will conduct a thorough investigation. Verified reports will result in the offending student's immediate dismissal.
- Similarly, any incidents or actions that disrupt the harmony or safety of the campus must be reported to a Training Specialist or the Registrar's Office for an appropriate response.

These measures are in place to create a safe and supportive learning environment for everyone.

Email: UARegistrar@uanet.org

Office: (410) 269-2000

Rules and Regulations

These rules and regulations clearly set forth the obligations that each participant in ITF programs must agree to. Every participant is responsible for knowing these rules and regulations when registering for an ITF event or training.

- Smoking is not permitted on campus or in the classroom.
- Cell phones should be silent during class, and any necessary interruption should be handled outside the classroom. If an interruption is expected, please communicate that to your instructor.
- The possession of weapons, including firearms, knives, or any other items classified as weapons, is strictly prohibited on all campuses and instructional sites. Students found with such items will face immediate dismissal.
- Students should dress appropriately for a skilled and professional craftsperson. Anything that distracts or disrupts training is unacceptable and will result in dismissal.

Depending on the event and any updated policies, the ITF, WCC, or Local Union may establish additional rules and regulations.

Drug-Free Workplace and Campus

The policy of the ITF is that all work areas, campuses, and instructional sites shall be free of controlled substances. As used herein, “controlled substances” and “illegal drugs” broadly refer to all forms of narcotics, depressants, stimulants, hallucinogens, or other drugs, including marijuana, whose use, possession, or transfer is restricted or prohibited by law. This excludes the use or possession of drugs prescribed by a physician.

Students, faculty, and staff who engage in any of the following activities while on any campus, instructional site, or other premises utilized by the ITF for the operations of its programs or while representing the ITF in any official capacity will be subject to disciplinary action up to and including dismissal.

- The possession, distribution, transportation, use, sale, purchase, transfer, or consumption of controlled substances or illegal drugs.
- The possession, distribution, transportation, use, sale, purchase, transfer, or consumption of any type of alcoholic beverage.
- Being under the influence of (1) controlled substances, (2) illegal drugs, or (3) alcohol, regardless of whether they were consumed during or out of work or school times. “Under the influence” is defined as being unable to perform work in a safe and productive manner.
- A physical or mental condition that creates a risk to the safety and well-being of the individual, other individuals, the public or school property, and having in the body any detectable level of illegal drugs, controlled substances, or alcohol.
- The felonious possession, distribution, transportation, use, sale, purchase, transfer, or consumption of controlled substances or illegal drugs.

Complaint Procedure

Instructors and students are encouraged to present any issues that may arise in the classroom. Any instructor or student has the right to present grievances regarding any matter or concern related to their participation during ITP, or other ITF programs. Please contact the UA Registrar or a Training Specialist to further a concern, complaint, or recommendation.

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Computer Services

As it relates to computer access during ITF events, the following rules apply:

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

1. Discriminatory or harassing.
2. Derogatory to any individual or group.

3. Obscene, sexually explicit, or pornographic.
4. Defamatory or threatening.
5. In violation of any license governing the use of software.
6. Engaged in for any purpose that is illegal or contrary to policy or business interests.

At its discretion, the ITF reserves the right to ensure electronic media and services are being used in compliance with the law, WCC policy, and UA/ITF policies.