

Student Guidelines

Version: 19.1 (August 2019)

The following guidelines are designed to assist Industrial Assessment Center (IAC) Directors and staff in the high priority task of ensuring that IAC students receive a positive, safe, and high-quality educational experience while participating in the IAC program. Furthermore, they provide a basis for mutual student/Director understanding of student involvement and responsibilities.

1. Student Training

1. All students must be trained on safety aspects of industrial assessments prior to being involved in any on-site assessment.
 - Students must be well trained on the use of personal protective equipment.
 - Students must be made to realize that they are responsible for their own safety.
2. Prior to going on an assessment, students must be formally trained in the proper use of any equipment and instrumentation that they will be using during the assessment.
3. All students must be briefed on the national IAC program and the role that they play in the mission of the program.
4. All students must be briefed on EERE, Best Practices, and the suite of Best Practice tools.
5. Students should be made aware of the information available in the IAC database and shown how to access and utilize this data.

2. Student Utilization

1. Students should participate in and contribute to most, if not all functions within a Center.
2. Student personnel should be involved in scheduling activities, assigning deadlines, and completing deliverables. They should also be involved in the tracking the Center's performance.
3. Students should routinely interface with the IAC database as a part of their assignments.
4. Students should be responsible for maintaining a local IAC website.
5. Student roles in individual assessments:
 - A Student Team Leader should be assigned for each assessment.
 - A Student Safety Officer should be assigned for each assessment.
 - The names of students present during the site visit and their roles should be made clear to the client and included in the assessment report.

3. Student Program Integration

1. Each center will appoint a Center Lead Student who shall serve a term of at least one year. Duties include:
 - Being the direct contact between the students, the national program, and the Technical Field Management team.
 - Distributing necessary information to other Center students.
 - Participating in national data calls.
 - Attending the meeting of Center Lead Students.
2. Newly hired students are required to immediately register with the IAC Student/Alumni Portal (located at <https://students.iac.university/>)
 - Center faculty/staff must first create a profile for the new student on <https://iac.university/> with a correct email address in order for the student to be able to register with the IAC Student/Alumni Portal.
3. Students should be briefed on and encouraged to use all aspects of the Student Portal Website.
4. Upon leaving the center, students are required to take the Exit Interview located on the student website. Center Directors are responsible for compliance with this guideline.
 - The Center Lead Student is responsible for overseeing the completion of the Entry Survey and Exit Interview for all students who currently work at the program, are newly hired, or are leaving the program during the course of their term.
5. Students are encouraged to request IAC Certificates of Participation when eligible.
 - Students should also be encouraged to apply for research awards.

4. Student Experience

1. Students should normally not specialize in any technologies or systems but should be well-rounded in their skills sets.
2. Directors should encourage student longevity within the program:
 - Where possible, students should be hired early in their educational program (perhaps during the sophomore year).
 - Graduating students should be offered graduate assistantships where appropriate.
3. Students tasks should be carefully assigned to match their current qualifications.
 - Promotions and increased responsibilities should be built into the program to reward and challenge students as they progress.
4. In the context of the IAC as part of a larger engineering education process:
 - Students should be encouraged to take appropriate technical electives.
 - Specifying an engineering course as a prerequisite for IAC employment is allowed.

- Any course which includes IAC assessments as part of their curriculum must be approved by the DOE.
5. Wherever possible, IAC center activities should be integrated within the greater engineering curriculum.

5. Employment

1. All students participating in assessment site visits must be employees of the university.
2. Undergraduate students should be paid at or near the high end of the typical university hourly rates.
3. Graduate students should be supported with full assistantships whenever possible.
4. Centers should have at least six students on payroll at any one time with at least three undergraduates.
5. Students will normally be matriculated into an ABET accredited department.
6. Students involved for special circumstances can come from other departments such as business or communications.
7. Any student that is on academic probation at their university is ineligible to work for an IAC.
 - Student must be currently progressing toward their degree to work for an IAC.