



Chicago  
Industrial  
Arts & Design  
Center

education • access • community for 3D object makers

## **Fall 2017 Class Catalog**

**Class Term:**

**September 11 – November 19**

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# CIADC Fall 2017 Class Catalog

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## **Casting & Molding**

**Fall 2017 Class Term:**

**September 11 – November 19**

## Intro to Mold Making & Casting (CST110-05)

Explore multiple materials and mold making processes commonly used to cast 3D functional, decorative, or sculptural works. Understand the benefits of casting compared to other methods of creating objects. Learn the fundamental design considerations used in choosing one casting material over another. New students will create an assigned series of objects with casting materials including: plaster, wax, aluminum, and bronze, and learn the appropriate mold making process for each material and design of object. Finishing techniques will also be discussed. Returning students may immediately start on independent projects with instructor guidance. Group demonstrations, class discussions, and one-on-one attention are used throughout the course to assist each student with their creative casting goals.

Class Title:	Intro to Mold Making & Casting (CST110-05)
Class Cost:	\$258.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	5 weeks
Location:	CIADC, 3rd Floor
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	CST110-SA1-05A-FA17
Class Meets:	Saturday, 9am–12pm
Start Date:	September 16
Instructor:	John Kurman

Class Code:	CST110-SA1-05B-FA17
Class Meets:	Saturday, 9am–12pm
Start Date:	October 21
Instructor:	John Kurman

## Beginning/Continuing Mold Making & Casting (CST210-10)

Learn the fundamental methods used to cast functional, sculptural, or decorative objects safely with a variety of materials. Understand the benefits of casting versus direct fabrication as it applies to creating objects. Beginning students will explore cold and hot cast materials through assigned projects using mold making options suitable for 1) the cast material, 2) casting multiples, and 3) the object design (function and/or aesthetic) before embarking on independent projects. Continuing students may immediately work on independent projects with instructor guidance. Joining cast pieces to create an assembly, and finishing techniques will also be covered. Group demonstrations, class discussions, and one-on-one attention are used throughout the course to assist each student with their creative casting goals.

Available Casting materials: concrete, plaster, wax, plastic, aluminum, bronze

Mold making processes: single use plaster, reusable silicone, resin-bonded sand, investment for the lost wax process

Class Title:	Beginning/Continuing Mold Making & Casting (CST210-10)
Class Cost:	\$515.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	10 weeks
Location:	CIADC, 3rd Floor
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	CST210-WE4-10-FA17
Class Meets:	Wednesday, 7pm-10pm
Start Date:	September 13
Instructor:	Micki LeMieux

## Metal Finishing: Abrasive, Coloring, Protecting (FMF560-02)

Explore metal finishing and gain an understanding how to affect the look and feel of your metal object after it has been fabricated or cast. Using Runfola's "Patina: 300+ Coloration Effects for Jewelers & Metalsmiths" book as a guide, students will investigate abrasive techniques to alter the texture of the surface, patinas and dyes to change the color of the surface, and protective sealers to keep the finished surface from changing. Safe metal finishing practices will be stressed throughout. All work during this class will be done on sample pieces to include steel, aluminum, and bronze, however, the techniques covered apply to any metal.

Class Title:	Metal Finishing: Abrasive, Coloring, Protecting (FMF560-02)
Class Cost:	\$120.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a not a Core Class and cannot be used in lieu of the Department STUC for Studio Access
Duration:	2 weeks
Location:	CIADC, Lower Main Level
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Assigned project materials and supplies included. Additional materials/supplies can be purchased in class. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC.

### Sections:

Class Code:	FMF560-TU1-02-FA17
Class Meets:	Tuesday, 9am-12pm
Start Date:	October 17
Instructor:	Matt Runfola

Class Code:	FMF560-TU4-02-FA17
Class Meets:	Tuesday, 7pm-10pm
Start Date:	October 17
Instructor:	Matt Runfola



## **Fabricated Metalworking & Forging**

**Fall 2017 Class Term:**

**September 11 – November 19**

## Intro to Metalworking & Forging (FMF110-05)

Learn the fundamental steps used to fabricate any functional, decorative, or sculptural object from metal. Explore a variety of methods to cut, manipulate, join, and finish, and gain an understanding of the functional and aesthetic reasons to choose. New students will learn safety, tool use, material properties, and fabrication processes through assigned projects. Returning students may immediately start on independent projects with instructor guidance. Group demonstrations, class discussions, and one-on-one attention are used throughout the course to assist each student with their creative metalworking goals.

Group topics covered: saw and shear cutting, forging, hot-working and cold-working, torch welding, brazing, surface protection.

Class Title:	Intro to Metalworking & Forging (FMF110-05)
Class Cost:	\$258.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	5 weeks
Location:	CIADC, Lower Main Level
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	FMF110-SA1-05A-FA17
Class Meets:	Saturday, 9am-12pm
Start Date:	September 16
Instructor:	Quentin Shaw

Class Code:	FMF110-SA1-05B-FA17
Class Meets:	Saturday, 9am-12pm
Start Date:	October 21
Instructor:	Quentin Shaw



## Beginning/Continuing Metalworking & Forging (FMF210-10)

Learn the fundamental steps used to fabricate any functional, decorative, or sculptural object from metal. Explore a variety of methods to cut, manipulate, join, and finish, and gain an understanding of the functional and aesthetic reasons to choose. New students will learn safety, tool use, material properties, and fabrication processes through assigned projects before embarking on personal work. Returning students may immediately start on independent projects with instructor guidance. Group demonstrations, class discussions, and one-on-one attention are used throughout the course to assist each student with their creative metalworking goals.

Group topics covered: saw, shear, torch, and plasma cutting, forging, hot-working, and cold-working, torch, stick, MIG, and TIG welding, torch brazing, mechanical fasteners and cold connections, abrasive finishes, surface colorations, and surface protection.

Class Title:	Beginning/Continuing Metalworking & Forging (FMF210-10)
Class Cost:	\$515.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	10 weeks
Location:	CIADC, Lower Main Level
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	FMF210-MO4-10-FA17
Class Meets:	Monday, 7pm-10pm
Start Date:	September 11
Instructor:	Olivia Juarez

Class Code:	FMF210-WE4-10-FA17
Class Meets:	Wednesday, 7pm-10pm
Start Date:	September 13
Instructor:	Olivia Juarez

## Continuing Metalworking & Forging (FMF310-10)

Advance in the fabrication methods used with functional, decorative, or sculptural metal objects. Learn to translate concept to design, choosing the material and process that best suit the form and function desired. Students work on independent projects throughout the course with one-on-one attention given. Group demonstrations and exercises, class discussions, and critiques will be used to assist each student with their creative metalworking goals.

Class Title:	Continuing Metalworking & Forging (FMF310-10)
Class Cost:	\$515.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	10 weeks
Location:	CIADC, Lower Main Level
Skill Level:	Continuing
Prerequisite:	FMF200-level Core Class
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	Open to Students who have completed at least one previous FMF200-level Core Class. Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	FMF310-WE1-10-FA17
Class Meets:	Wednesday, 9am-12pm
Start Date:	September 13
Instructor:	Matt Runfola

## Metal Finishing: Abrasive, Coloring, Protecting (FMF560-02)

Explore metal finishing and gain an understanding how to affect the look and feel of your metal object after it has been fabricated or cast. Using Runfola's "Patina: 300+ Coloration Effects for Jewelers & Metalsmiths" book as a guide, students will investigate abrasive techniques to alter the texture of the surface, patinas and dyes to change the color of the surface, and protective sealers to keep the finished surface from changing. Safe metal finishing practices will be stressed throughout. All work during this class will be done on sample pieces to include steel, aluminum, and bronze, however, the techniques covered apply to any metal.

Class Title:	Metal Finishing: Abrasive, Coloring, Protecting (FMF560-02)
Class Cost:	\$120.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a not a Core Class and cannot be used in lieu of the Department STUC for Studio Access
Duration:	2 weeks
Location:	CIADC, Lower Main Level
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Assigned project materials and supplies included. Additional materials/supplies can be purchased in class. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC.

### Sections:

Class Code:	FMF560-TU1-02-FA17
Class Meets:	Tuesday, 9am-12pm
Start Date:	October 17
Instructor:	Matt Runfola

Class Code:	FMF560-TU4-02-FA17
Class Meets:	Tuesday, 7pm-10pm
Start Date:	October 17
Instructor:	Matt Runfola



**Integrated Technology & Design**

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## Intro to SketchUp: 3D Computer Aided Design (ITD115-05)

Learn the 3 main benefits to using 3D computer aided design software: ease of translating visual concept to a digital scaled design, rendering the 3D digital design for realistic presentation, and outputting the 3D digital design as shop drawings, or to computer numeric controlled (CNC) machines.

SketchUp is a popular, free, and easy to use 3D CAD platform used by many. New students will learn through simple assigned exercises. Returning students may immediately start on independent projects with instructor guidance. Group demonstrations, class discussions, and one-on-one attention are used throughout the course to assist each student with their creative designing goals.

Class Title:	Intro to SketchUp: 3D Computer Aided Design (ITD115-05)
Class Cost:	\$258.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	5 weeks
Location:	CIADC, 1st Floor
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	ITD115-SA1-05A-FA17
Class Meets:	Saturday, 9am-12pm
Start Date:	September 16
Instructor:	Colin Sherrell

Class Code:	ITD115-SA1-05B-FA17
Class Meets:	Saturday, 9am-12pm
Start Date:	October 21
Instructor:	Colin Sherrell

## Design of Object: Proportions and Planning (ITD530-03)

Turn ideas into reality more easily with this design process workflow class. Learn to transition from concept to scaled proportions, and ultimately to dimensioned plans, for more effective work time in the shop, no matter the material or process used. Use the design process to identify important functional and aesthetic criteria affecting shop process choice.

Through assigned hands-on exercises and discussion, students will see how using sketching, scaled drawings, scaled models, and full-size templates can aid in object making. A brief introduction to computer aided design (CAD) will also be given, highlighting the benefits over manual methods.

Class Title:	Design of Object: Proportions and Planning (ITD530-03)
Class Cost:	\$180.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a not a Core Class and cannot be used in lieu of the Department STUC for Studio Access
Duration:	3 weeks
Location:	CIADC, 1st Floor
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Assigned project materials and supplies included. Additional materials/supplies can be purchased in class. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC.

### Sections:

Class Code:	ITD530-TU4-03-FA17
Class Meets:	Tuesday, 7pm-10pm
Start Date:	September 12
Instructor:	Erik Newman

## Photographing 3D Objects: Digitally Documenting Your Work (ITD520-02)

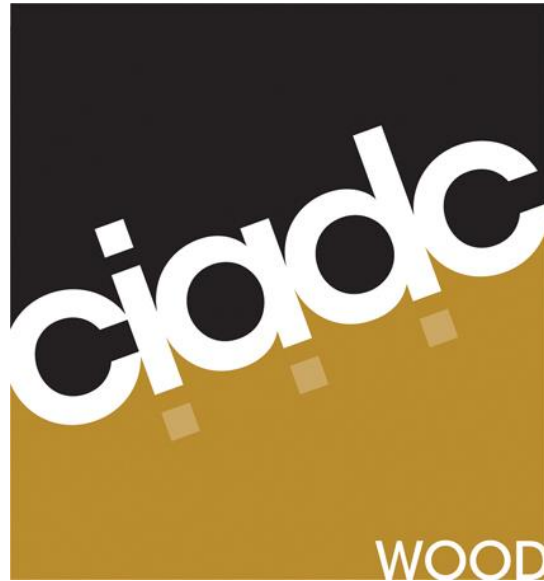
Learn to document 3D work using CIADC's available studio photography equipment and software. This demonstration-based class will discuss the importance of both the digital shoot and the digital edit in achieving images suitable for web, email, or print. Students will be introduced to the basics of composition, lighting, and digital camera settings to successfully capture quality images. Simple Photoshop editing techniques for size, resolution, and image enhancement will be covered.

Class Title:	Photographing 3D Objects: Digitally Documenting Your Work (ITD520-02)
Class Cost:	\$120.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a not a Core Class and cannot be used in lieu of the Department STUC for Studio Access
Duration:	2 weeks
Location:	CIADC, 1st Floor
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Students completing this class qualify to use the CIADC studio photography equipment and software during Open Studio Access times (normal fees apply). Please contact CIADC to schedule the equipment. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC.

### Sections:

Class Code:	ITD520-TU1-02-FA17
Class Meets:	Tuesday, 9am-12pm
Start Date:	October 3
Instructor:	Matt Runfola

Class Code:	ITD520-TU4-02-FA17
Class Meets:	Tuesday, 7pm-10pm
Start Date:	October 3
Instructor:	Matt Runfola



## **Woodworking**

**Fall 2017 Class Term:**

**September 11 – November 19**



## Intro to Woodworking (WDW110-05)

Learn the fundamental techniques of wood construction used to create any functional, decorative, or sculptural object. Explore a variety of methods to cut, shape, join, and finish wood, and gain an understanding of the functional and aesthetic reasons to choose. New students will learn safety, tool use, material properties, and construction processes through assigned projects. Returning students may immediately work on independent projects with instructor guidance. Group demonstrations, class discussions, and one-on-one attention are used throughout the course to assist each student with their creative woodworking goals.

Group topics covered: table saw, bandsaw, jointer, planer, primary hand and power tools.

Class Title:	Intro to Woodworking (WDW110-05)
Class Cost:	\$258.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	5 weeks
Location:	CIADC, 2nd Floor
Skill Level:	All levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	WDW110-SA1-05A-FA17
Class Meets:	Saturday, 9am-12pm
Start Date:	September 16
Instructor:	TBD

Class Code:	WDW110-SA1-05B-FA17
Class Meets:	Saturday, 9am-12pm
Start Date:	October 21
Instructor:	TBD

## Beginning/Continuing Woodworking (WDW210-10)

Learn the fundamental techniques of wood construction used to create any functional, decorative, or sculptural object. Explore a variety of methods to cut, shape, join, and finish wood, and gain an understanding of the functional and aesthetic reasons to choose. New students will learn safety, tool use, material properties, and construction processes through assigned projects before embarking on personal work. Returning students may immediately work on independent projects with instructor guidance. Group demonstrations, class discussions, and one-on-one attention are used throughout the course to assist each student with their creative woodworking goals.

Group topics covered: table saw, bandsaw, jointer, planer, primary hand and power tools, steam bending, tool sharpening, advanced joinery methods including mortise and tenons, wood finishes.

Class Title:	Beginning/Continuing Woodworking (WDW210-10)
Class Cost:	\$515.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	10 weeks
Location:	CIADC, 2nd Floor
Skill Level:	All levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	WDW210-MO4-10-FA17
Class Meets:	Monday, 7pm-10pm
Start Date:	September 11
Instructor:	Erik Newman

Class Code:	WDW210-WE1-10-FA17
Class Meets:	Wednesday, 9am-12pm
Start Date:	September 13
Instructor:	TBD

## Continuing Woodworking (WDW310-10)

Advance in the construction methods used with functional, decorative, or sculptural wooden objects. Learn to translate concept to design, choosing the material, process, and technique that best suit the form and function desired. Students work on independent projects throughout the course with one-on-one attention given. Group demonstrations and exercises, class discussions, and critiques will be used to assist each student with their creative woodworking goals.

Class Title:	Continuing Woodworking (WDW310-10)
Class Cost:	\$515.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	10 weeks
Location:	CIADC, 2nd Floor
Skill Level:	Continuing
Prerequisite:	WDW200-level Core Class
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	Open to Students who have completed at least one previous WDW200-level Core Class. Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	WDW310-WE4-10-FA17
Class Meets:	Wednesday, 7pm-10pm
Start Date:	September 13
Instructor:	Erik Newman

## Wood Joinery (WDW560-02)

Explore various joinery commonly used for constructed wooden objects. Deepen your understanding of the functional and aesthetic reasons to choose one technique over another. This hands-on class will give students the opportunity to explore a variety of joints on sample material, including: mortise and tenon, finger, hand-cut dovetail, and biscuit.

Class Title:	Wood Joinery (WDW560-02)
Class Cost:	\$120.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a not a Core Class and cannot be used in lieu of the Department STUC for Studio Access
Duration:	2 weeks
Location:	CIADC, 2nd Floor
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Assigned project materials and supplies included. Additional materials/supplies can be purchased in class. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC.

### Sections:

Class Code:	WDW560-TU4-02-FA17
Class Meets:	Tuesday, 7pm-10pm
Start Date:	October 17
Instructor:	Erik Newman

## Wood Finishing Techniques (WDW530-02)

Explore wood finishes and deepen your understanding of the visual effects sanding, coloring, and sealing has on wood. Investigate how various surface finishes affect the look and feel of a finished object. Students will work with oil, shellac, and polyurethane as well as stain and dye application on wood samples. Safe finishing approaches will be emphasized. Students will create small samples of finishes on wood for future reference.

Class Title:	Wood Finishing Techniques (WDW530-02)
Class Cost:	\$120.00
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a not a Core Class and cannot be used in lieu of the Department STUC for Studio Access
Duration:	2 weeks
Location:	CIADC, 2nd Floor
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Assigned project materials and supplies included. Additional materials/supplies can be purchased in class. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC.

### Sections:

Class Code:	WDW530-TU4-02-FA17
Class Meets:	Tuesday, 7pm-10pm
Start Date:	November 7
Instructor:	Erik Newman



## **Teen Classes**

**Fall 2017 Class Term:**

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## Casting for Teens: Ages 12-15 (CST610-05)

Casting is a multi-step, indirect process to create objects. First, a mold is created with a hollow “cavity” of the desired shape or form. Next, the cast material is poured into the mold cavity. This cast material can be cold (like plaster) or hot (like molten aluminum). The material takes on the exact shape of the mold cavity and hardens. The cast object then can be removed from the mold. The casting process is widely used in both art and industry.

Learn the safety, skills, and multi-step process to cast 3D objects in many different materials. Gain an understanding of the benefits to casting compared to other methods of making objects. This hands-on class will allow students to create a series of work in materials such as plaster, foam, plastic, wax, and aluminum. New students will work on assigned projects, with creative freedom to make the finished works their own. Returning students will work on projects of their own design, with instructor guidance. Group demonstrations, class discussions (with an emphasis on safety and applications), and one-on-one attention are used throughout the course.

The aluminum pour may occur outside of class time. Students and parents will be invited to attend and watch our staff complete the mold pours.

Class Title:	Casting for Teens: Ages 12-15 (CST610-05)
Class Cost:	\$200.00
Duration:	5 weeks
Location:	CIADC, 3rd Floor
Skill Level:	All Levels
Prerequisite:	None
Ages:	12-15 (requires signed Liability Waiver Form by parent/guardian before 1 <sup>st</sup> class)
Please note:	No experience required. Attendance in the first class is mandatory. Assigned project material fees included; additional materials/supplies can be purchased in class. Open Studio Access currently not available to Teen classes. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	CST610-WE3-05A-FA17
Class Meets:	Wednesday, 4pm – 6pm
Start Date:	September 13
Instructor:	Micki LeMieux

Class Code:	CST610-WE3-05B-FA17
Class Meets:	Wednesday, 4pm – 6pm
Start Date:	October 18
Instructor:	Micki LeMieux

## Metalworking & Forging for Teens: Ages 12-15 (FMF610-05)

Fabricated metalworking involves 4 processes to create any 3D metal object: cutting, bending/shaping, joining, and finishing. Smaller pieces of metal are assembled to create the final object. Almost any item can be fabricated; it's a favorite method of making in both art and industry.

Learn the safety, skills, and fundamental processes to fabricate 3D objects out of metal. Gain an understanding of the benefits and versatility of fabricated metalworking. This hands-on class will allow students to create pieces in both steel and aluminum using both cold- and hot-processes. New students will work on assigned projects, with creative freedom to make the finished works their own. Returning students will work on projects of their own design, with instructor guidance. Group demonstrations, class discussions (with an emphasis on safety and applications), and one-on-one attention are used throughout the course.

Group topics covered: design, layout, hand and power tool use, saw and shear cutting, forging, cold-working, mechanical cold connections, surface protection.

Class Title:	Metalworking & Forging for Teens: Ages 12-15 (FMF610-05)
Class Cost:	\$200.00
Duration:	5 weeks
Location:	CIADC, Lower Main Level
Skill Level:	All levels
Prerequisite:	None
Ages:	12-15 (requires signed Liability Waiver Form by parent/guardian before 1 <sup>st</sup> class)
Please note:	No experience required. Attendance in the first class is mandatory. Assigned project material fees included; additional materials/supplies can be purchased in class. Open Studio Access currently not available to Teen classes. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	FMF610-WE3-05A-FA17
Class Meets:	Wednesday, 4pm-6pm
Start Date:	September 13
Instructor:	Olivia Juarez

Class Code:	FMF610-WE3-05B-FA17
Class Meets:	Wednesday, 4pm-6pm
Start Date:	October 18
Instructor:	Olivia Juarez



## SketchUp 3D Computer Aided Design for Teens: Ages 12-15 (ITD610-05)

SketchUp is a popular, free, and easy to use 3D CAD platform used for object design, digital rendering for on-screen realism, and outputting to 3D printers and other computer numeric controlled (CNC) machines.

New students will learn the fundamentals of 3D CAD through assigned projects, and have a chance to build physical models of the CAD designs both with simple construction techniques and 3D printing. Returning students will work on projects of their own design, with instructor guidance. Group demonstrations, class discussions (with an emphasis on applications), and one-on-one attention are used throughout the course.

Class Title:	SketchUp 3D Computer Aided Design for Teens: Ages 12-15 (ITD610-05)
Class Cost:	\$200.00
Duration:	5 weeks
Location:	CIADC, Lower Main Level
Skill Level:	All levels
Prerequisite:	None
Ages:	12-15 (requires signed Liability Waiver Form by parent/guardian before 1 <sup>st</sup> class)
Please note:	No experience required. Attendance in the first class is mandatory. Assigned project material fees included; additional materials/supplies can be purchased in class. Open Studio Access currently not available to Teen classes. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	ITD610-WE3-05A-FA17
Class Meets:	Wednesday, 4pm-6pm
Start Date:	September 13
Instructor:	Amanda VanValkenburg

Class Code:	ITD610-WE3-05B-FA17
Class Meets:	Wednesday, 4pm-6pm
Start Date:	October 18
Instructor:	Amanda VanValkenburg

## Woodworking for Teens: Ages 12-15 (WDW610-05)

Learn the joys of working wood with an emphasis on safety and proper tool use in this introductory experience. Strengthen confidence in making functional and decorative objects by hand, while developing respect for power tools and shop culture. Deepen measuring skills and become familiar with reading shop drawings and documents. Learn the basics of using hand tools and stationary power tools, including the table saw, bandsaw, planer, drill press and belt sander. New students will work on assigned projects, with creative freedom to make the finished works their own. Returning students will work on projects of their own design, with instructor guidance.

Group demonstrations, class discussions (with an emphasis on safety and applications), and one-on-one attention are used throughout the course.

Class Title:	Woodworking for Teens: Ages 12-15 (WDW610-05)
Class Cost:	\$200.00
Duration:	5 weeks
Location:	CIADC, 2nd Floor
Skill Level:	All levels
Prerequisite:	None
Ages:	12-15 (requires signed Liability Waiver Form by parent/guardian before 1 <sup>st</sup> class)
Please note:	No experience required. Attendance in the first class is mandatory. Assigned project material fees included; additional materials/supplies can be purchased in class. Open Studio Access currently not available to Teen classes. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	WDW610-WE3-05A-FA17
Class Meets:	Wednesday, 4pm-6pm
Start Date:	September 13
Instructor:	TBD

Class Code:	WDW610-WE3-05B-FA17
Class Meets:	Wednesday, 4pm-6pm
Start Date:	October 18
Instructor:	TBD



# **Safety and Tool Use Certification**

**Fall 2017**

## Casting & Molding Department STUC (CSTSTUC-01)

This 30-minute Casting & Molding Department Safety and Tool Use Certification (STUC) is required each term for CIADC Members who wish to use the Casting & Molding Department shop during Open Studio Access hours. Current Students enrolled in a Casting & Molding Department Core Class are exempt from needing this STUC for the current term. The STUC serves as a review with CIADC procedures, general and Department-specific safety, proper tool use, new tool orientation, and housekeeping.

You must be a current Member, and have taken at least one previous Core Class in the Department of the STUC prior to registering for this STUC.

**Access Members must purchase a discounted 5-OSA -or- 10-OSA Punch Card, valid for the current term, before completing the STUC.**

Class Title:	Casting & Molding Department STUC (CSTSTUC-01)
Duration:	30-minutes
Location:	CIADC, 3rd Floor
Skill Level:	Continuing
Prerequisite:	Current Member; and previous completion of a Core Class in the Casting & Molding Department
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	Members taking the Casting & Molding STUC who wish to use the Metalworking shop for cutting, grinding, welding, finishing, etc. during Open Studio Access must also take the Metalworking Department STUC (excepting current Student Members enrolled in a Metalworking Department Core Class).  The Department STUCs are not instructional time. Please choose our Classes to learn new tools, processes, and for instructor guidance. Scheduled STUC dates are free; alternative STUC dates are available for a fee.

### Sections:

Class Code:	CSTSTUC-SA1-01A-FA17
Class Cost:	\$0.00
Class Meets:	Saturday, 11am-11:30am
Start Date:	September 9
Instructor:	John Kurman

Class Code:	CSTSTUC-ALT-01-FA17
Class Cost:	\$30.00
Class Meets:	Alternate Date
Start Date:	Please contact CIADC for Scheduling
Instructor:	John Kurman

## Metalworking & Forging Department STUC (FMFSTUC-01)

This 30-minute Metalworking Department Safety and Tool Use Certification (STUC) is required each term for CIADC Members who wish to use the Metalworking Department shop during Open Studio Access hours. Current Students enrolled in a Metalworking Department Core Class are exempt from needing this STUC for the current term. The STUC serves as a review with CIADC procedures, general and Department-specific safety, proper tool use, new tool orientation, and housekeeping.

You must be a current Member, and have taken at least one previous Core Class in the Department of the STUC prior to registering for this STUC.

**Access Members must purchase a discounted 5-OSA -or- 10-OSA Punch Card, valid for the current term, before completing the STUC.**

Class Title:	Metalworking & Forging Department STUC (FMFSTUC-01)
Duration:	30-minute
Location:	CIADC, Lower Main Level
Skill Level:	Continuing
Prerequisite:	Current CIADC Member; and previous completion of a Core Class in the Fabricated Metalworking & Forging Department
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	The Department STUCs are not instructional time. Please choose our Classes to learn new tools, processes, and for instructor guidance. Scheduled STUC dates are free; alternative STUC dates are available for a fee.

### Sections:

Class Code:	FMFSTUC-SA1-01A-FA17
Class Cost:	\$0.00
Class Meets:	Saturday, 12pm-12:30pm
Start Date:	September 9
Instructor:	Matt Runfola

Class Code:	FMFSTUC-ALT-01-FA17
Class Cost:	\$30.00
Class Meets:	Alternate Date
Start Date:	Please contact CIADC for Scheduling
Instructor:	Matt Runfola

## Technology & Design Department STUC (ITDSTUC-01)

This 30-minute Technology & Design Department Safety and Tool Use Certification (STUC) is required each term for CIADC Members who wish to use the Technology & Design Department shop during Open Studio Access hours. Current Students enrolled in a Technology & Design Department Core Class are exempt from needing this STUC for the current term. The STUC serves as a review with CIADC procedures, general and Department-specific safety, proper tool use, new tool orientation, and housekeeping.

You must be a current Member, and have taken at least one previous Core Class in the Department of the STUC prior to registering for this STUC.

**Access Members must purchase a discounted 5-OSA -or- 10-OSA Punch Card, valid for the current term, before completing the STUC.**

Class Title:	Technology & Design Department STUC (ITDSTUC-01)
Duration:	30-minutes
Location:	CIADC, 1st Floor
Skill Level:	Continuing
Prerequisite:	Current CIADC Member; and previous completion of a Core Class in the Integrated Technology & Design Department
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	The Department STUCs are not instructional time. Please choose our Classes to learn new tools, processes, and for instructor guidance. Scheduled STUC dates are free; alternative STUC dates are available for a fee.

### Sections:

Class Code:	ITDSTUC-SA1-01A-FA17
Class Cost:	\$0.00
Class Meets:	Saturday, 10:30am-11am
Start Date:	September 9
Instructor:	Matt Runfola

Class Code:	ITDSTUC-ALT-01-FA17
Class Cost:	\$30.00
Class Meets:	Alternate Date
Start Date:	Please contact CIADC for Scheduling
Instructor:	Matt Runfola

## Woodworking Department STUC (WDWSTUC-01)

This 30-minute Woodworking Department Safety and Tool Use Certification (STUC) is required each term for CIADC Members who wish to use the Woodworking Department shop during Open Studio Access hours. Current Students enrolled in a Woodworking Department Core Class are exempt from needing this STUC for the current term. The STUC serves as a review with CIADC procedures, general and Department-specific safety, proper tool use, new tool orientation, and housekeeping.

You must be a current Member, and have taken at least one previous Core Class in the Department of the STUC prior to registering for this STUC.

**Access Members must purchase a discounted 5-OSA -or- 10-OSA Punch Card, valid for the current term, before completing the STUC.**

Class Title:	Woodworking Department STUC (WDWSTUC-01)
Duration:	30 minutes
Location:	CIADC, 2nd Floor
Skill Level:	Continuing
Prerequisite:	Current CIADC Member; and previous completion of a Core Class in the Woodworking Department
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	The Department STUCs are not instructional time. Please choose our Classes to learn new tools, processes, and for instructor guidance. Scheduled STUC dates are free; alternative STUC dates are available for a fee.

### Sections:

Class Code:	WDWSTUC-SA1-01A-FA17
Class Cost:	\$0.00
Class Meets:	Saturday, 11:30am-12:00pm
Start Date:	September 9
Instructor:	Erik Newman

Class Code:	WDWSTUC-ALT-01-FA17
Class Cost:	\$30.00
Class Meets:	Alternate Date
Start Date:	Please contact CIADC for Scheduling
Instructor:	Erik Newman



## **Fall 2017 Holiday Immersion Weeks**

**Week A: December 11 – 15**

**Week B: December 18 - 22**



## Cross-Department Immersion Week (CIADC910-01)

CIADC's Immersion classes are designed for those who are not able to commit to a typical 5-week or 10-week class and/or for those who want the continuity of the Monday – Friday schedule. Be immersed and grow in your creative object making!

Do you have a project in mind and need access and/or instructor guidance in two or more of the following areas during the same class times: Casting, Metalworking, or Woodworking? Are you already comfortable with the materials, processes, and tools you need? Then the Cross-Department Immersion class is perfect for you!

Geared towards the individual who can work independently, but who also sees benefits to having an instructor available in each Department Studio to learn tips and tricks, to obtain an object view, or to push through a design problem. Move from one Department Studio to another as needed during the class times. Sit in on demos and instruction in any of the Department Immersion classes.

Class Title:	Cross-Department Immersion Week (CIADC910-01)
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	1 week, Monday-Friday
Location:	CIADC, Multiple Departments
Skill Level:	Continuing
Prerequisite:	Must have successfully completed at least 1 Core Class in each Department wishing to use
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	CIADC910-MF1-01A-FA17-WI18
Class Cost:	\$258.00
Class Meets:	Monday – Friday, 9am-12pm
Start Date:	December 11
Instructor:	Multiple

Class Code:	CIADC910-MF12-01B-FA17-WI18
Class Cost:	\$515.00
Class Meets:	Monday – Friday, 9am-4pm (incl. 1-hour lunch break)
Start Date:	December 18
Instructor:	Multiple

## Casting Immersion Week (CST910-01)

CIADC's Immersion classes are designed for those who are not able to commit to a typical 5-week or 10-week class and/or for those who want the continuity of the Monday – Friday schedule. Be immersed and grow in your creative object making!

Learn the fundamental methods used to cast functional, sculptural, or decorative objects safely with a variety of materials. Understand the benefits of casting versus direct fabrication as it applies to creating objects. Beginning students will explore cold and hot cast materials through assigned projects using mold making options suitable for 1) the cast material, 2) casting multiples, and 3) the object design (function and/or aesthetic) before embarking on independent projects. Continuing students may immediately work on independent projects with instructor guidance. Joining cast pieces to create an assembly, and finishing techniques will also be covered. Group demonstrations, class discussions, and one-on-one attention are used throughout the course to assist each student with their creative casting goals.

Available Casting materials: concrete, plaster, wax, plastic, aluminum, bronze

Mold making processes: single use plaster, reusable silicone, resin-bonded sand, investment for the lost wax process

Class Title:	Casting Immersion Week (CST910-01)
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	1 week, Monday-Friday
Location:	CIADC, 3rd Floor
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	CST910-MF1-01A-FA17-WI18
Class Cost:	\$258.00
Class Meets:	Monday – Friday, 9am-12pm
Start Date:	December 11
Instructor:	TBD

Class Code:	CST910-MF12-01B-FA17-WI18
Class Cost:	\$515.00
Class Meets:	Monday – Friday, 9am-4pm (incl. 1-hour lunch break)
Start Date:	December 18
Instructor:	John Kurman

## Metalworking & Forging Immersion Week (FMF910-01)

CIADC's Immersion classes are designed for those who are not able to commit to a typical 5-week or 10-week class and/or for those who want the continuity of the Monday – Friday schedule. Be immersed and grow in your creative object making!

Learn the fundamental steps used to fabricate any functional, decorative, or sculptural object from metal. Explore a variety of methods to cut, manipulate, join, and finish, and gain an understanding of the functional and aesthetic reasons to choose. New students will learn safety, tool use, material properties, and fabrication processes through assignments before embarking on personal work. Returning students may immediately start on independent projects with instructor guidance. Group demonstrations, class discussions, and one-on-one attention are used throughout the course to assist each student with their creative metalworking goals.

Processes covered: saw, shear, torch, and plasma cutting, forging, hot-working, and cold-working, torch, stick, MIG and TIG welding, torch brazing, mechanical fasteners and cold connections, abrasive finishes, surface colorations, and surface protection.

Class Title:	Metalworking & Forging Immersion Week (FMF910-01)
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	1 week, Monday-Friday
Location:	CIADC, Lower Main Level
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	FMF910-MF1-01A-FA17-WI18
Class Cost:	\$258.00
Class Meets:	Monday – Friday, 9am-12pm
Start Date:	December 11
Instructor:	TBD

Class Code:	FMF910-MF12-01B-FA17-WI18
Class Cost:	\$515.00
Class Meets:	Monday – Friday, 9am-4pm (incl. 1-hour lunch break)
Start Date:	December 18
Instructor:	TBD

## Woodworking Immersion Week (WDW910-01)

CIADC's Immersion classes are designed for those who are not able to commit to a typical 5-week or 10-week class and/or for those who want the continuity of the Monday – Friday schedule. Be immersed and grow in your creative object making!

Learn the fundamental techniques of wood construction used to create any functional, decorative, or sculptural object. Explore a variety of methods to cut, shape, join, and finish wood, and gain an understanding of the functional and aesthetic reasons to choose. New students will learn safety, tool use, material properties, and construction processes through assigned projects before embarking on personal work. Returning students may immediately work on independent projects with instructor guidance. Group demonstrations, class discussions, and one-on-one attention are used throughout the course to assist each student with their creative woodworking goals.

Group topics covered: table saw, bandsaw, jointer, planer, primary hand and power tools, steam bending, tool sharpening, advanced joinery methods including mortise and tenons, wood finishes.

Class Title:	Woodworking Immersion Week (WDW910-01)
Member Discount:	CIADC Members receive a 15% discount on tuition; use Promo Code <b>memberdiscount</b> at Checkout
CIADC Core Class:	This class is a Core Class and used in lieu of the Department STUC for Studio Access during the term
Duration:	1 week, Monday-Friday
Location:	CIADC, 2nd Floor
Skill Level:	All Levels
Prerequisite:	None
Ages:	18+ (16-17 w/ signed Liability Waiver Form by parent/guardian)
Please note:	No experience required. Attendance in the first class is mandatory. Project material fees not included. Open Studio Access and Advanced Studio Access times available for additional fee. Natural fiber clothing, long pants, and closed-toe shoes are required while working at CIADC. Complete information given during class #1.

### Sections:

Class Code:	WDW910-MF1-01A-FA17-WI18
Class Cost:	\$258.00
Class Meets:	Monday – Friday, 9am-12pm
Start Date:	December 11
Instructor:	TBD

Class Code:	WDW910-MF12-01B-FA17-WI18
Class Cost:	\$515.00
Class Meets:	Monday – Friday, 9am-4pm (incl. 1-hour lunch break)
Start Date:	December 18
Instructor:	TBD



Chicago  
Industrial  
Arts & Design  
Center

education • access • community for 3D object makers

**CIADC Policies, Liability Waiver and Photo  
Release**



# Chicago Industrial Arts & Design Center

education • access • community for 3D object makers

## **Policies of the Chicago Industrial Arts & Design Center**

### **Mission and General Info**

The Chicago Industrial Arts & Design Center (CIADC) is a 501(c)(3) not-for-profit, charitable organization, with a mission to provide education, working access, and community to 3D object makers working with materials and processes requiring specialized skills, industrial workspace, and shop tools. CIADC offers programming in four departments: **Casting & Molding**, **Fabricated Metalworking & Forging**, **Integrated Technology & Design**, and **Woodworking**.

### **Safety**

At CIADC, safety is priority #1. We know from experience that people can learn, be creative, use shop tools in an industrial space and have fun, all while being safe and allowing others to work safely in the same space.

CIADC has general and department-specific safety protocols that everyone must follow. Each term everyone must participate in a safety review, either during the first class or a department specific safety and tool use certification. CIADC's goal with this review is to make safety measures and responses to accidents second-nature.

Work activity is monitored for safety and proper tool use by an instructor during class time and by a monitor during open studio access. Our instructors and monitors are the voice of CIADC during these times and everyone must follow their safety and tool use directions. In addition, when working outside of class, students and members may only use tools and processes with which they have had training and can use safely and properly.

Failure to follow CIADC's safety protocols, working in an unsafe manner, or using tools in a manner that could cause premature wear or breakage will not be permitted. Such conduct can result in sanctions, including suspension or expulsion from CIADC and forfeiture of tuition and fees, as determined by CIADC. The Executive Director will make the final decision on appropriate sanctions. In addition, CIADC reserves the right to hold any person that engages in misconduct of this type responsible for resulting damages.

### **Code of Conduct**

In order to provide students, members, staff and visitors with a safe, respectful and inclusive environment CIADC has adopted the following Code of Conduct:

CIADC will not tolerate disruptive conduct or behavior. Accordingly, students, members and staff shall not engage in conduct that: (1) threatens the safety or comfort of any student, member, staff or visitor; (2) is a danger to

(rev111416)

themselves or any other person at our facility; or (3) interferes with CIADC's ability to conduct classes, studio access, or other CIADC programs.

Some examples of unacceptable behavior are, without limitation:

- being in class or on the premises under the influence of drugs or alcohol
- sexual harassment, inappropriate touching, verbal abuse, physical violence or threat of physical violence;
- disruptive behavior in class, which undermines the instructor's authority, or which interferes with other students' or members' ability to participate effectively; or
- damaging the property of CIADC, or its students, members, staff, or visitors.

Violations of the Code of Conduct can result in sanctions, including suspension or expulsion from CIADC and forfeiture of tuition and fees, as determined by CIADC. The Executive Director will make the final decision on appropriate sanctions.

### **Age Requirements**

CIADC offers teen-specific programming (ages 12-14, and 15-17) and adult programming (ages 16 and older) in each of its four departments. Students enrolled in teen-specific programming are only allowed to work during teen-specific hours as designated by CIADC.

### **Core Class or Instruction Module Cancellations**

CIADC classes and instruction modules require a minimum enrollment level. If the minimum enrollment is not met, CIADC may cancel that program. If the decision is made to cancel, CIADC will contact the enrolled students to discuss alternatives.

The amount paid for tuition for any CIADC-cancelled programming will, at the election of the student, be 1) transferred in-full to another available class or module during the same term, 2) applied in-full as tuition credit for future programming within a 12-month period, or 3) refunded in-full via the same method as original payment. All refunds will occur within 3 weeks of the cancellation date. Tuition credits are not redeemable for cash. Tuition credits for CIADC-cancelled programming may be transferred to another individual only with written notice to CIADC.

CIADC reserves the right to change instructors or class structure, or to cancel programming, for any reason, without incurring any obligations (except with respect to giving refunds or credit for tuition for CIADC-cancelled programming as described above).

### **Building Closings**

No programming will be held on national holidays, or during extremely inclement weather, as determined by the Executive Director. Generally, CIADC follows the decisions of the Chicago Public Schools regarding weather related closings. Notice of unscheduled facility-wide closings will be given by email to affected students/members and will be on our website. Make-ups for closures will be offered at the end of the term during make-up week.

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### CIADC Cancelled Single Class Sessions

If CIADC cancels a class or instruction module session date(s) due to a scheduling conflict, instructor illness, etc., CIADC will contact the affected students as soon as possible. A make-up will be offered at the regularly scheduled day/time during the make-up week. If more than one make-up is needed, the instructor will schedule make-ups on dates that work for the majority of the students. CIADC make-ups are considered part of the term, and no refunds or credits will be given for unattended make-ups by students.

### Student Cancellations

If a student cancels or drops a class or instruction module after registering, CIADC will refund tuition (subject to a processing fee) based on the following schedule:

#### Tuition Refund Schedule (student-cancelled or student-dropped)

	<b>Cancelled 7 or More Days Before the Start Date<sup>1, 2</sup></b>	<b>Cancelled 4 to 6 Days Before the Start Date<sup>1, 2</sup></b>	<b>Cancelled 3 or Fewer Days Before the Start Date -or- Dropped Anytime On or After the Start Date<sup>1, 2</sup></b>
<b>Core Class</b> (1/2-term to full-term in length, or equivalent)	Tuition Refunded, Minus a Processing Fee Equal to 50% of Tuition	Tuition Refunded, Minus a Processing Fee Equal to 50% of Tuition	NO REFUND
<b>Instruction Module</b> (less than 1/2-term in length)	Tuition Refunded, Minus a Processing Fee Equal to 50% of Tuition	NO REFUND	NO REFUND

#### Notes:

<sup>1</sup>Student must actually inform CIADC via phone or email to cancel or drop a class or instruction module. The cancelled or dropped date will be the date/time of student’s communication with CIADC.

<sup>2</sup>Start Date is defined as the class/module scheduled 1<sup>st</sup> session meeting date and time.

**Students who cancel 7 or more days before the start date, may avoid the Processing Fee by electing to either** 1) transfer in-full to another available class or module of equal value during the same term, or 2) apply in-full tuition credit for future CIADC classes or modules (credit valid for 12-months from the cancellation date). Tuition credits are not redeemable for cash and may not be transferred.

### Student Missed Single Class Sessions

There are no refunds, credits, or make-ups for any class or module session date(s) missed by students, whether CIADC is notified in advance or not.

### Membership

CIADC also offers individual, annual memberships. Membership is not required for most programming; however, members do receive certain programming discounts, among other perks. In addition, membership is required in order for non-students to work during studio access work blocks (as described below). Membership is valid for 12-months from date of purchase, and once purchased is not refundable or transferrable. There is no reduced or prorated membership fee.



## **Studio Access**

CIADC offers studio access to students and members, allowing them to use department-specific workspaces and facilities during specified three-hour work blocks. Studio access schedules are posted at the beginning of each term. Studio access is not instruction time, but is supervised by CIADC's monitors for safety and proper tool use. Access can be purchased on a drop-in or a discounted bulk basis.

Access to a department's workspace is available to students enrolled in a "core" class in that department. It is also open to members that have completed at least one core class in the department(s) they wish to use. Additionally, the member is required to have a safety and tool use certification for each department they wish to use, which must be renewed each term.

## **Liability Waiver and Photo Release Form**

Each student and member must sign a liability waiver and photo release as a condition to having access to our facilities. The current form is available on our website. No person shall use CIADC's workspaces, tools or facilities without having first signed this form. In the case of any person under the age of 18, the form must be signed by a parent or guardian.

## **Visitor and Child Policy**

For safety and other reasons, no one is allowed in our workspaces unless they are current enrolled, or have advance permission to visit the workspaces from the Executive Director. This includes children of students or members. Visitors must check-in at the front desk upon arrival and be accompanied by CIADC staff during their visit. Visitors must follow safety and other directions from staff when observing work activity.

Children (under 16 years of age) are not allowed to wait in CIADC's administrative area, including in the reception area, while a parent or guardian works in the facility.

## **Special Needs and Accessibility**

Our lower main level is handicapped accessible. We also have an elevator to aid access from the elevated 1<sup>st</sup> floor to floors 2 and 3.

Please let us know of any special needs or health problems in advance, and we will discuss with you how to best accommodate them.

## **Policy Changes**

CIADC reserves the right to revise its policies, the Code of Conduct and any other matters described in the website or catalogs, including as to programming and fees, as it deems appropriate from time to time.

### Liability Waiver

I/we realize that participation in industrial arts classes and activities could involve possible personal injury. Despite precautions, accidents and injuries may occur. By signing this release form, I/we (the student and/or parent/guardian) assume all risks related to the use of any and all spaces used by Chicago Industrial Arts and Design Center, NFP (hereinafter "CIADC").

I/we agree to release and hold harmless CIADC, including its board, instructors, staff members, and facilities from any cause of action, claims, or demands now and in the future. I/we will not hold CIADC liable for any personal injury or any personal property damage, which may occur on the premises before, during or after classes or from use of the premises. Furthermore, I/we agree to obey the class and facility rules and take full responsibility for my/our behavior in addition to any damage I/we may cause to the facilities utilized by CIADC.

In the event that I/we should observe any unsafe conduct or conditions before, during or after my/our classes or use of the facilities, I/we agree to report the unsafe conduct or conditions to the CIADC Executive Director, CIADC instructor or CIADC staff member as soon as possible.

### Photo Release

I/we on my/our own behalf and on behalf of my/our minor child I hereby authorize CIADC to use pictures, video and recordings of myself or my/our minor child either provided by me/us or taken by CIADC or its agents to further the promotion purposes of CIADC.

I/we on my/our own behalf and on behalf of my/our minor child fully and forever release and discharge CIADC of and from any and all claims, demands, actions, causes of action, suits, controversies and liabilities of any kind and nature accruing to me or to them and arising directly or indirectly from the use of names, photographs, pictures, video or recordings. Photographs, pictures, video or recordings are to be used exclusively by CIADC and may not be sold, licensed or otherwise transferred directly by CIADC.

Student/Access Member Name: \_\_\_\_\_ Age: <18 years / 18+ years  
(print) (circle)

Student/Access Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if unable, parent/guardian signature only)

**Parent/Guardian signature is required for all students under the age of 18.**

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(print)

Relationship to You: \_\_\_\_\_ (rev041717)