Institute of American Indian Arts

Handbook for Online Certificate Students

PRESIDENT'S MESSAGE

Dear Students,

As the Institute of American Indian Arts (IAIA) celebrates its 56th anniversary as the birthplace of contemporary Native arts, we continue to build on our illustrious history, which resulted in the emergence of a new art movement and a truly unique institution. At IAIA, Native students take pride in their heritage while their artistic creativity is nurtured and encouraged to flower. The United States Congress acknowledged IAIA's valuable contributions when it chartered IAIA in 1986 as the only federal college charged with the responsibility for supporting and fostering scholarship and research in Native arts and cultures. In essence, Congress acknowledged that Native arts and cultures are this country's only Indigenous art and cultural forms, a contribution of tremendous importance to the richness of this nation.

This is the context for IAIA's compelling mission to empower creativity and leadership in Native arts and cultures—manifested in thousands of alumni who have achieved renowned success as artists, writers, scholars, and filmmakers.

IAIA's commitment to offering high-quality programs is validated by our accreditation from both the Higher Learning Commission (HLC), a regional accreditor, and the National Association of Schools of Art and Design (NASAD), a specialized, professional accrediting agency for art and design disciplines. IAIA has the distinction as the only fine arts college or department in New Mexico that is NASAD accredited.

The Studio Arts Program is our largest in terms of enrollment and for what IAIA is most renowned. The Studios in the Academic Building, one of the first buildings constructed on campus 17 years ago, is undergoing a renewal initiative. The studio and classroom equipment, furniture, work stations, lighting, and flooring will be updated or replaced.

IAIA's enrollment has grown to 500 full-time equivalent students, representing a 40 percent increase over the past five years. With enrollments generally decreasing at colleges across the country, IAIA continues to be a very attractive choice for students interested in a world-class, contemporary Native arts education. Our continued growth is due to a combination of factors, including expanded programming, new initiatives in recruitment and retention, and low tuition and fee charges that make IAIA one of the best values for fine arts education in the country.

In 2013, IAIA launched its first graduate program—an MFA in Creative Writing. More than 95 students have graduated with their MFAs and the number of our graduates who have had major works published has increased. Two of our recent alumni have been on the New York TimesTM Best Sellers List in 2018.

In addition to the MFA in Creative Writing, a performing arts program, eliminated in the 1990s due severe budget reductions, reemerged in 2014 as a minor. At the same time, IAIA launched a successful fundraising campaign to build a $9.5 million Performing Arts and fundraising campaign to build a $9.5 million Performing Arts and Fitness Center that opened in January 2018. The newest building on campus will enhance IAIA's ability to expand academic programs in both performing arts and in fitness – thus permitting the college to create the first bachelor's program in performing arts in the country offered exclusively from an Indigenous perspective. The IAIA Museum of Contemporary Native Arts (MoCNA), an integral component of our mission, has assumed a leading role in raising the profile of contemporary Native art in national

and international venues and is the only museum in the world focusing exclusively on exhibiting, collecting, and interpreting the most progressive work of Native American artists. The Museum's collection of more than 8,000 contemporary Native artworks is the largest and most noteworthy collection in the world.

IAIA also has entered into strategic partnerships with Disney Imagineering, Margaret A. Cargill Philanthropies, National Museum of the American Indian, Great Lakes higher Education Corporation, Marist College, Stagecoach Foundation, Intercultural University of the State of Mexico, Southwester Association for Indian Arts (SWAIA), and others to provide our students with additional opportunities for scholarships, enhanced programming, increased student internship opportunities, an expanded artist-in-residence program, and international student exchange programs.

A recent IAIA student success initiative, the "15 to Finish—4 for 3 Program" creates financial incentives to encourage students to complete their degrees in a timely fashion—four years instead of five or more. A senior year tuition and book fee waiver will be awarded to students who maintain satisfactory progress over four years by completing at least 15 credits per semester.

Thank you for joining the IAIA community. The IAIA administration, faculty, and staff are committed to providing you with the support you need to achieve your academic goals. We wish you the best of luck at IAIA.

Wado, (Thank You)
Dr. Robert G. Martin (Cherokee), IAIA President

OUR VISION
To be the premier educational institution for Native arts and cultures.

OUR MISSION

To empower creativity and leadership in Native arts and cultures through higher education, lifelong learning, and outreach.

OUR MISSION OBJECTIVES

• Preparing our students for success and leadership reflecting Native cultures and values.
• Providing culturally based programs that fulfill the physical, social, emotional, intellectual, and spiritual needs of our students.
• Offering the highest quality educational programs incorporating innovative teaching, critical inquiry, and intergenerational
learning.
• Providing training and outreach as a 1994 land grant institution that promotes tribal sovereignty and self-determination.
• Serving as a national center of excellence in contemporary Native arts and cultures through exhibitions, research, Indigenous
exchange, and other educational programs.

OUR CORE VALUES

• Collaboration: Joining together for student success
• Excellence: Upholding high standards for students, faculty and staff
• Creativity: Encouraging fearless expression in art and life
• Respect: Fostering an understanding of cultures, perspectives and identities
• Integrity: Demanding honesty, accountability and responsibility to one's community, oneself and the world at large
• Sustainability: Being effective stewards of IAIA's financial, human, physical, and natural resources in ways that minimize impact
on the environment and ensure the future viability of IAIA

OUR HONOR STATEMENT

• We respect and value cultural and individual diversity.
• We honor honesty, integrity, creativity, originality, knowledge, skill, and excellence.
• We encourage personal expression and communal dialogue.
• We promote self-determination as innovative individuals and members of an
international Indigenous community.

HANDBOOK FOR ONLINE CERTIFICATE STUDENTS

This handbook provides an overview for admitted online students pursuing certificates at IAIA. This handbook is a subset of the main IAIA catalog, which can be found at www.iaia.edu. Please also take the time to view the welcome video and other 'how-to' videos related to academic technology, located on the website at this address http://iaia.screenstepslive.com/s/15709/m/62254/l/643104

CERTIFICATE PROGRAMS

Certificate Programs require one year of study for 24-30 credits. IAIA offers three certificates:

• **Certificate in Museum Studies**
• **Certificate in Business and Entrepreneurship**
• **Certificate in Native American Art History**

MINIMUM TECHNICAL REQUIREMENTS

To complete an online degree program or take courses completely from your home computer, your computer system will need to meet some basic minimum requirements to be able to use Blackboard, our online learning management system. It is the student's responsibility to meet minimum technical requirements.

SYSTEM
- Computer less than 5 years old
- Operating System: Windows 7, Windows 8 or Mac OS X
- Video: SVGA monitor, minimum resolution of 1024 x 768
- Internet speed: Broadband connection
- Sun Java Runtime Environment (JRE): JRE v1.6.x or higher
- JavaScript: Enabled Cookies: Enabled
- Microsoft Silverlight Adobe Reader
- Word Processing Software that can save to Word .docx file format (Microsoft Office for PC or Mac, Open Office, etc.)

DIGITAL PROGRAMS OVERVIEW

IAIA requires students to access several digital programs to complete different tasks. Students use Microsoft Outlook 365 for campus email; EMPOWER for course registration, account inquiry and payments, and grade posting; and Canvas for online course delivery. Students access these systems at once by logging in to the Portal. Instructions for logging in to the Portal and all other systems for the first time can be found at the website link above. For technical assistance, please contact the Academic Technology staff at 505-424-5797.

ENROLLMENT / REGISTRATION

REGISTRATION
• Certificate students can log in to EMPOWER to register for courses beginning on the first day of preregistration until the first day of classes. Students will be issued a PIN number by their Advisor. Registering with the PIN allows the registration to be "pending."

• Student registrations are not official until the advisor has approved the registration through EMPOWER. Students must press the "Submit Preferred Order and Notify" button on the registration screen to ensure the advisor receives an emailed request to approve the registration.

• Preregistered students must have a signed payment plan in place (by August 4 for the fall semester and January 4 for the spring semester) or the student's course schedule will be dropped. Students awarded financial aid in an amount that covers the cost of attendance are not required to submit a payment plan.

CHANGES IN ENROLLMENT
ADD/DROP
Courses may be added, dropped, or changed from CR (credit) to AU (audit) through the first week of classes. Courses may be dropped within the first two days during the summer session. See Academic Calendar for dates.

To add/drop a course, a student must communicate with their advisor. Changes may be made directly in EMPOWER by the advisor. Changes from CR (credit) to AU (audit) are processed in the Registrar's Office.

WITHDRAWAL FROM A COURSE
Students may officially withdraw from a course before the last day to withdraw (see Academic Calendar). The student's advisor must sign the Course Withdrawal Form before it is filed in the Registrar's Office. The withdrawal will be recorded as a "W" on the student's transcript. Withdrawing from a course impacts the student's completion rate and can impact financial aid. Please see the Financial Aid section on Satisfactory Academic Progress (SAP) for additional information regarding academic standing, academic progress, and completion rates.

INSTRUCTOR-INITIATED WITHDRAWAL
Faculty may initiate student withdrawal from a class for only the following three reasons:
• Lack of attendance according to the Attendance Policy
• Behavioral violation according to the Studio and Classroom Conduct Policy
• Non-participation in fully online classes
WITHDRAWAL FROM THE COLLEGE
Withdrawal from IAIA has both an academic and a financial impact on a student. A student who is planning to withdraw must complete a Withdrawal Form to withdraw officially from IAIA. The

student must also participate in an exit interview with the Retention Director. Withdrawing from a course impacts the student's completion rate. Please see the Financial Aid section on Satisfactory Academic Progress (SAP) for additional information regarding academic standing, academic progress, and completion rates.

Students who register for courses and decide not to attend IAIA, but who fail to properly withdraw from the school before the last day to add/drop classes will be charged tuition and may be given a grade of F. Students need to notify the Registrar to drop the preregistered courses should they decide not to attend the semester.

See Tuition Refund and Financial Aid Refund policy. The Withdrawal Form can be obtained from the Registrar's Office.

ONLINE ATTENDANCE

To stay in compliance with state and federal regulations, IAIA is required to maintain accurate attendance records in all courses. Online courses are no different from classroom courses in this regard; however, participation must be defined in a different manner. Student "attendance" in online courses will be defined as active participation in the course as described in each course syllabus.

Online courses will, at a minimum, have weekly mechanisms for student participation, which can be documented by any or all of the following methods: student tracking in Canvas (Performance Dashboard, Course Statistics, Grade Center), submission/completion of assignments, and communication with the instructor. The learning management system used to facilitate online courses has a sophisticated tracking and reporting system that is available to your instructor. Your online activity will be monitored.

Unless otherwise specified in your course syllabus, you are required to log in to each online course by midnight Monday, Mountain Time, during the week in which the course officially begins and to complete the initial introductory discussion postings required in the course. You must log in at least two additional days during the first week of the course and complete all assigned online assignments and assessments. You must log in a minimum of three separate days each subsequent week of the course to meet attendance requirements and complete all assigned coursework.

If you fail to meet these attendance requirements in one week of the course, you will be given an absence for that week. You are allowed one absence per course. If possible, contact the instructor in advance and make arrangements to complete the required assignments. Acceptance of late work is at the discretion of the instructor. If you fail to meet the attendance requirements for a second week in the course, you may be withdrawn from the course.

Students who do not log in to the course within the drop/add period for the semester will be dropped from the course. (Drop/add and withdrawal dates are listed in the published Academic Calendar and the course syllabus).

Students who fail to maintain active participation in an online course as defined in the course syllabus will be processed in accordance with the College's current attendance policy.

NETIQUETTE

Online Etiquette

- Before posting your question to a discussion board, check if anyone has asked it already and received a reply or check the FAQs.
- Stay on topic. Don't post irrelevant links, comments, thoughts or pictures.
- Don't write anything that sounds angry or sarcastic even as a joke, because without hearing your tone of voice, your peers might not realize you're joking. Don't type in ALL CAPS! If you do it will look like you are screaming.
- Respect the opinion of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. If you reply to a question from a classmate, make sure your answer is accurate!
- Don't bad mouth others or call them stupid. You may disagree with their ideas but don't mock the person. Be forgiving. If your classmate makes a mistake, don't badger him or her for it. Just let it go.
- Be brief. If you write a long dissertation in response to a simple question, it's unlikely that anyone will spend the time to read through it all.
- Run a spelling and grammar check before posting anything to the discussion board.
- Educatorstechnology.com

STUDENT SUCCESS CENTER SERVICES

- Orientation (Support for students' transition to college)
- IAIA Community Pantry
- Early Alerts
- Talking Circle
- IAIA Mentorship Program
- Learning Lab (tutoring center)
- Accuplacer Placement Testing
- Student Accounts
- Financial Aid
- Scholarship Services
- Career Services
- Disability Support Services
- Alpha Chi National Honor Society

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Institute of American Indian Arts does not discriminate against qualified individuals due to a disability in its programs, services, or activities. We are committed to providing access and reasonable accommodations to students, faculty, and staff with disabilities in compliance with the Americans with Disabilities Act of 1990 (as amended), Section 504 of the Rehabilitation Act of 1973, and corresponding state and federal law.

The ADA Office has been designated to coordinate the College's overall compliance with the ADA. The Office maintains the College's self-evaluation plan, develops strategies for compliance, coordinates the College's accommodation processes, and monitors implementation efforts. The Office also handles inquiries about compliance and complaints relating to access

and accommodations. Additional information is available by contacting Jeminie Shell, the ADA Coordinator, at adaoffice@iaia.edu.

LEARNING LAB
IAIA's Learning Lab provides free individual and group tutoring on a drop-in and appointment basis for current IAIA students. The Lab offers professional Math Specialists (tutors) and Writing Specialists (tutors). Additionally, the Lab offers peer Tech Tutors for computer support.

Online students, please contact the Retention Director at 505-424-5707 to schedule a time to Skype with a Leaning Specialist.

CAREER SERVICES
IAIA's Career Services provides a variety of free services to current students and alumni promoting student readiness for professional careers through web-based employment searches and present-day approaches to marketing yourself. Services include, but are not limited to, online career assessment, internships, resume building and resume editing. Career Services does not secure employment for students; however, it provides information and guidance for off-campus employment searches.

SERVICES
- Career fairs
- Financial literacy coaching
- Graduate school preparation
- Internships
- Interviewing strategies
- Job search strategies
- Off-campus job postings
- Resume and cover letter writing assistance

Please contact the Career Advisor at 505-424-2319.

CONTACT INFORMATION
(Area Code 505)

Paul Moore, Registrar
shudson@iaia.edu
428-5954
Registrar's FAX
424-5786

STUDENT SUCCESS CENTER

Student Success Center FAX
424-0909

Nena Martinez-Anaya, Chief Enrollment & Retention Officer
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Esteban Moreno, Student Accounts Coordinator
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424-5732

Leah Boss, Financial Aid / Scholarship Advisor
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Jeminie Shell, Retention Director (Disability Support Services, Learning Lab/Tutoring Coordinator)
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ACADEMIC PROGRAMS

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