

Youth Builders Handbook



**The Apprentice School
Newport News Shipbuilding
A Division of HII**

4101 Washington Avenue, Newport News, VA 23607

www.as.edu

(757) 380-3809

The State Council of Higher Education for Virginia has certified the school to operate in Virginia.

The Apprentice School is accredited by the Commission of the Council on Occupational Education. Inquiries regarding this accreditation status should be addressed to: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790 / Email: www.council.org

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GENERAL INFORMATION

The Purpose of the Youth Builders Handbook

The purpose of the Youth Builders (YB) handbook is to specify the logistics, procedures, and policies of the YB pre-apprenticeship program at The Apprentice School.

Youth Builders Program Mission Statement

The mission of the Youth Builders program is to provide an opportunity for high school juniors and seniors to explore maritime industry trades to enter and succeed in The Apprentice School's registered apprenticeship program while providing a pathway to high paying careers at Newport News Shipbuilding.

Program Goals

The goals of the YB program are to:

- Provide students a pre-apprenticeship program in the field of shipbuilding
- Encourage students to attend a state registered apprenticeship program
- Provide students an early start to earning postsecondary credits towards an AAS Maritime Technology degree
- Help students reduce tuition expenses and time required to complete an AAS Maritime Technology degree
- Support future labor demands within the shipbuilding industry

The benefits of the YB program:

- Improved job readiness
 - Resume building experiences
 - Interview practice workshops
 - Waived Apprentice School application fee
- Enhanced pathway to paid apprenticeship

Student Eligibility and Admission Requirements

YB program applicants must:

- Be a high school or home-schooled rising junior or senior

- GPA of 2.0 or higher (with grade of C or better in math and science classes)
- Have taken or are on track to take Algebra I, Geometry, and Algebra II by their junior year
- Completed application including meeting the essay requirements.
- Demonstrate competence in reading, writing, and math based on prior performance in related courses
- Provide parental or guardian written consent
- Submit official transcripts and application by the published due date

Course Eligibility

Students will take either Math Enrichment or Mathematics I depending on eligibility status. Students who enroll in Mathematics I may receive transfer credit at the students' discretion.

Credit Awarded

The credits earned through The Apprentice School will be applicable to AAS Maritime Technology degree awarded by The Apprentice School provided a grade of 'C' or higher is earned. The transferability of credits earned at The Apprentice School to other post-secondary institutions is determined by the institution to which the student transfers.

Tuition and Fees

There is no tuition cost for students who are accepted into the program. Prior to the beginning and throughout the entirety of the program, students are required to have unencumbered access to a laptop computer, which must meet The Apprentice School's minimum requirements.

Program Coordination

The general coordination and scheduling of the YB program at The Apprentice School is the responsibility of the YB coordinator who reports to the manager, Academics, Admissions, Student Affairs, and Night School.

Withdrawal and Drop Procedures

Attendance is essential to performing well in the YB classes. Excessive absences, sporadic attendance, failure to complete assignments, or inadequate performance may result in the YB student being withdrawn from the course.

Students who wish to drop courses from the YB program must notify the YB coordinator who then will communicate the drops to the YB liaison.

At the discretion of The Apprentice School, YB students who are juniors and who are unsuccessful in Math Enrichment or receive a grade less than a 'C' in Mathematics I may have the opportunity to repeat the course should they remain in the YB program an additional year.

Grades

All Mathematics I grades will be entered weekly into The Apprentice School's Moodle website. Students are responsible for monitoring their grades through their personal Apprentice School Moodle account. Final course grades will be updated by 3:30 P.M. on the day following the last day of retesting for the period.

Transcripts

Students will be provided updated, unofficial copies of their academic transcripts at the end of each course. A request for an official transcript is available online at as.edu. There is no fee for this service.

Course Grades

Course grades are determined by evaluating student performance on all course assessments. Individual grades are numerical. In order to receive transfer credit from The Apprentice School, students must earn a 'C' or better grade in the course.

<u>GRADE</u>	<u>AVERAGE</u>	<u>MEANING</u>
A	93-100	Excellent
B	85-92	Above average
C	77-84	Average
D	70-76	Below average
F	Below 70	Failure

Instructors will not give extra credit work or assignments. The Apprentice School's curriculum is based on a criteria-referenced evaluation system, which requires a student to meet a specified minimum standard. All course assessments are used to determine each student's final grade; therefore, no assessment grade will be dropped.

Missed Classes

If a student is absent from class, the student is responsible for contacting the instructor to obtain the handouts, notes, assignments, and additional help.

If the missed class immediately precedes a class in which an assessment is scheduled or an assignment is due, the student is expected to take the assessment and/or turn in the assignment as scheduled unless prior arrangements have been made with the instructor.

Any questions related to adherence to this policy should be brought to the attention of the manager, Academics.

Missed Tests, Quizzes, and Assignment Deadlines

1. If a student is absent from class the day a **test** is given, one of the following is applicable:
 - a. If the test is made up within eight business days excluding Friday, it will be considered as a first test opportunity and the earned grade will be recorded.
 - b. If the test is not made up within eight business days excluding Friday, the test will be treated as a failed test and a zero will be recorded.
2. If a student is absent from class the day a **quiz** is given, one of the following is applicable:
 - a. A student may choose not to make up a missed quiz,.
 - b. A student may choose to make up the quiz. The student must contact the instructor in order to arrange a time and date to make up the quiz within eight business days excluding Friday.
3. If a student is absent from class the day an **assignment** is due, the student is responsible for contacting the instructor at the first available meeting to determine the schedule for making up missed assignments.

Retesting

In the event a student scores below a 77 on one or more tests in a class, the student may retake one of those tests to improve that test's score up to 77 percent maximum. A student may wish to obtain a written assignment from his or her instructor as practice for feedback prior to taking the retest. Any retest given must be completed by the retest day designated by the instructor.

Assignments

Students will have assignments regularly to provide the essential practice necessary to reinforce learning and to sharpen skills.

1. Completed assignments are due the date and time indicated by the instructor. Assignments that are not turned in will result in a zero. Classwork may be collected and graded in lieu of, or in addition to, quizzes.
2. Course collaboration with instructors or fellow students to assist understanding is encouraged on assignments (e.g., classwork) except where expressly prohibited by an instructor.
3. A student must show all his or her work, including the appropriate equations, any necessary unit conversions, the values for the variables in the equations, and the answer with the correct units in order to receive credit for problems involving math calculations. A student must provide adequate math work to justify his or her final answers to the satisfaction of the grading instructor.

Cheating

Cheating is unethical and, therefore, prohibited. If it is determined that cheating occurred, then the student will receive an 'F' for the course letter grade, a zero for the course numeric grade, and will be removed from the program. Please refer to the Academic Ethics Guidelines for The Apprentice School and the Honor Pledge distribution from orientation.

Calculators

Only school approved calculators are allowed for use on tests and quizzes. The student is responsible for bringing this calculator to courses where calculators are required. Calculator error or malfunction will not be accepted as an excuse for failing a test or quiz. These situations can be avoided by securing an extra calculator for use during instructional and testing situations.

Special Accommodations

Students requiring accommodations must provide supporting documentation to Dr. Garry Carter at garry.carter@hii-nns.com. Accommodations will mirror those offered to apprentices who are employees of the company and physically attend classes at the school.

YB ADMINISTRATORS

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ACADEMIC ETHICS GUIDELINES FOR THE APPRENTICE SCHOOL

Youth Builders Students should always act with integrity, not because others say we should, but because integrity is an integral characteristic to building “good ships” and good shipbuilders.

The following definitions are presented to give a better idea of varying situations that would compromise integrity at The Apprentice School.

1. **Plagiarism** – examples include, but are not limited to:
 - a) Quoting another’s words without including quotation marks, an in-text citation, AND a citation in a works cited list.
 - b) Paraphrasing another’s words without in-text citation AND citation in a works cited list.
 - c) Using your own words from another assignment without in-text citation AND citation in a works cited list.
2. **Cheating on graded assignments** – examples include, but are not limited to:
 - a) Using materials not specifically authorized by the course instructor while working on the assignment.
 - b) Using information from others while working on the assignment.
 - c) Receiving information about an assessment prior to working on the assignment.
 - d) Giving information to others prior to or while they are working on the assignment.
3. **Improper use of internet** – examples include, but are not limited to:
 - a) Looking up information on the internet not specifically authorized by the course instructor while working on any graded assignment.
 - b) Sending or having sent information from the internet not specifically authorized by the course instructor while working on any graded assignment.
 - c) Buying, selling, giving, or receiving part or all of a graded assignment from the internet.
 - d) Using any software or digital application tools such as ChatGPT, AI, Easy Bib, etc. to generate assignments or Works Cited pages and other citations not specifically authorized by the course instructor while working on any graded assignment.
4. **Improper use of electronic devices** – examples include, but are not limited to:
 - a) Using any other calculator than the one approved for use in World Class Shipbuilder Curriculum classes.

- b) Using a phone app not specifically authorized by the course instructor while working on any graded assignment.
 - c) Using any other electronic device to receive or provide information not specifically authorized by the course instructor while working on any graded assignment.
5. **Unauthorized collaboration** – examples include, but are not limited to:
- a) Sending or having sent information from the internet not specifically authorized by the course instructor while working on any graded assignment.
 - b) Taking possession of another’s work not specifically authorized by the course instructor while working on any graded assignment.
6. **Alteration of graded assignments** – examples include, but are not limited to:
- a) Making changes to graded assignments to reflect a higher grade.
7. **Forgery and falsification** – examples include, but are not limited to:
- a) Attempting to represent someone else’s work as your own.
8. **Lying** – examples include, but are not limited to:
- a) Turning in a graded assignment that is not your own.
 - b) Failing to be truthful when asked about graded assignments.
 - c) Failing to report others’ cheating in a timely manner.

HONOR PLEDGE DISTRIBUTION

As you pursue your academic course work in The Apprentice School, it is important that you are aware of the school's academic ethics guidelines. The enclosed information has been an attempt to help make you aware of the honor pledge and associated definitions. You should keep this information for future reference. Please sign and date this sheet at the appropriate location by your name indicating you have received a copy of the *Academic Ethics Guidelines for The Apprentice School*. Any violation of the *Academic Ethics Guidelines for The Apprentice School* would cause you to be subject to disciplinary action up to and including removal from the program. You will be informed of any future changes and, as always, if you have questions, please contact me.

Cynthia Lear
Manager Academics
757-380-2146

Signed by Youth Builders Student _____ on _____.

Print name _____