

# Apprentice X Handbook



**The Apprentice School**  
**Newport News Shipbuilding**  
**A Division of Huntington Ingalls Industries**  
**4101 Washington Avenue, Newport News, VA 23607**

[www.as.edu](http://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](http://www.council.org)**

# Table of Contents

GENERAL INFORMATION .....	2
APX ADMINISTRATORS .....	8
APX MINIMUM LAPTOP REQUIREMENTS .....	10
ACADEMIC ETHICS GUIDELINES FOR THE APPRENTICE SCHOOL.....	11
HONOR PLEDGE DISTRIBUTION .....	13

# GENERAL INFORMATION

## The Purpose of the Dual Enrollment Manual

The purpose of the Apprentice X (APX) handbook is to specify the logistics, procedures, and policies of the APX pre-apprenticeship program at The Apprentice School including the institutional interactions and activities with Hampton Roads area high schools.

## Apprentice X Program Mission Statement

The mission of the Apprentice X program is to prepare high school juniors and seniors to enter and succeed in The Apprentice School's registered apprenticeship program while providing a pathway to high paying careers at Newport News Shipbuilding and earning credits toward an Associate of Applied Science (AAS) Maritime Technology degree from The Apprentice School.

## Program Goals

The goals of the APX 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 while simultaneously satisfying their high school graduation requirements
- Help students reduce tuition expenses and time required to complete an AAS Maritime Technology degree
- Support future labor demands within the shipbuilding industry

## Student Eligibility and Admission Requirements

The Virginia Board of Education *Regulations Establishing Standards for Accrediting Public Schools in Virginia* governs the student's participation in dual enrollment arrangements. The student's school principal or parent/guardian of home-schooled students must approve the cross-registration of the high school student with The Apprentice School.

APX program applicants must:

- Be a high school or home-schooled rising junior or senior
- Demonstrate competence in reading, writing, and math based on prior performance in related courses

- Possess a GPA of 2.5 or better with a 'C' or better in at least Algebra, Geometry, and Algebra II. Special consideration will be given to applicants who have not yet completed Algebra II but who show a strong foundation in math and science coursework.
- Obtain principal or the appropriate high school official approval
- Provide parental or guardian written consent
- Submit official transcripts and application by the published due date
- Write a 300 – 500 word essay as directed
- Participate in an interview conducted by The Apprentice School staff

The high school liaison will submit admission decisions annually to the counselors and students.

### **Course Eligibility**

Students will take classes from The Apprentice School's World Class Shipbuilder Curriculum (WCSC) during their junior and/or senior years of high school. Of the thirteen courses within the WCSC, students have the opportunity to receive dual enrollment credit; academic classes for which credit has not been awarded will be completed once students have been accepted into The Apprentice School.

### **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 of the APX program at The Apprentice School is the responsibility of the APX coordinator who reports to the manager, Academics, Admissions, and Student

Services. The designated high school APX liaison will serve as the point of contact in all matters with The Apprentice School's APX liaison.

### **Scheduling Courses**

Students will receive their class schedules through their respective high school process. The APX liaison and the high school liaison will verify enrollment and collaborate on any discrepancies. Enrollment rosters will be finalized no later than one week prior to the start of the semester.

### **Attendance Procedures**

Students are subject to all state and public school rules and regulations regarding attendance. In order to obtain a certificate of completion, students will need to complete all APX WCSC courses offered during their junior and senior years.

### **Drop and Withdrawal Procedures**

Students who wish to drop courses from the APX program must obtain approvals from the school liaison who then will communicate the drops to the APX liaison.

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

At the discretion of The Apprentice School, APX students who receive an 'F' or more than one grade 'D' in APX courses are subject to being dropped from the APX program. Grades from previously completed courses will remain part of the APX students' transcripts.

### **Grades**

All 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 semester. A request for an official transcript is available online at [as.edu](http://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 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 five school days after the student returns to school, 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 five school days after the student returns to school, 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, with the exception of the two mandatory quizzes in the physical science courses.
- 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 five school days.
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, drawings, and research papers) 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.
4. Draft and final written assignments will be double-spaced, use 12-point Times New Roman font, and have one-inch margins on all sides unless otherwise noted by the instructor.
5. Modern Language Association (MLA) format will be followed for all written, oral, and presentation exercises and assignments. Students must use in-text citations and include

a Works Cited page when sources are used for research papers, journal posts, and other assignments.

## **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 subject to disciplinary action up to and including release from the program. Please refer to the Academic Ethics Guidelines for The Apprentice School and the Honor Pledge distribution from orientation.

## **Calculators**

Only approved calculators issued by the school 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](mailto: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.



## APX ADMINISTRATORS

Dr. Latitia McCane

Director of Education

The Apprentice School

Newport News Shipbuilding

4101 Washington Ave.

Newport News, VA 23607

[Latitia.D.McCane@hii-nns.com](mailto:Latitia.D.McCane@hii-nns.com)

(757) 688-9637

Regina McLean

Manager, Academics, Admissions, and Student Services

The Apprentice School

Newport News Shipbuilding

4101 Washington Ave.

Newport News, VA 23607


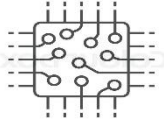

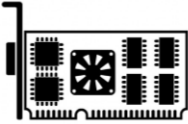




[Regina.McLean@hii-nns.com](mailto:Regina.McLean@hii-nns.com)

(757) 534-2862

Cynthia Lear  
Manager, Academics  
The Apprentice School  
Newport News Shipbuilding  
4101 Washington Ave.  
Newport News, VA 23607  
[Cynthia.Lear@hii-nns.com](mailto:Cynthia.Lear@hii-nns.com)  
(757) 380-2146

Rondalyn Jenkins  
College and Pre-Apprenticeship Liaison  
The Apprentice School  
Newport News Shipbuilding  
4101 Washington Ave.  
Newport News, VA 23607  
[Rondalyn.D.Jenkins@hii-nns.com](mailto:Rondalyn.D.Jenkins@hii-nns.com)  
(757) 688-2839

## APX MINIMUM LAPTOP REQUIREMENTS:

<b>Operating System</b> 	A laptop computer with Windows 10 or Windows 11 operating system (64-bit only, version 1803 or higher) is required. Since Chromebooks and Macs do not provide for the functionality needed for drafting they are not allowed.
<b>Processor</b> 	2.5 – 2.9 GHz (3+ GHz recommended)
<b>Memory</b> 	8 GB (16 GB recommended)
<b>Display Card</b> 	1GB GPU with 29 GB/s Bandwidth and DirectX 11 compliant (4 GB GPU with 106 GB/s Bandwidth and DirectX 11 compliant)
<b>Disk Space</b> 	6.0 GB
<b>Mouse</b> 	A mouse is recommended to assist with completing online assessments and drawings.
<b>Printer</b> 	A printer is recommended.
	Though a smaller size will work, at least a 17" screen is suggested because using AutoCAD on a smaller monitor is more challenging since the interface takes up so much of the window.

## ACADEMIC ETHICS GUIDELINES FOR THE APPRENTICE SCHOOL

**Apprentice X 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.
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 continue your academic course work in The Apprentice School, it is important that you are aware of the school's academic ethics guidelines. Part of today's session 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 discharge. 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 Apprentice X Student \_\_\_\_\_ on \_\_\_\_\_.

Print name \_\_\_\_\_