

EDGE

Handbook



The Apprentice School
Newport News Shipbuilding
A Division of HII
4101 Washington Avenue, Newport News, VA 23607
www.as.edu
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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 EDGE Handbook

The purpose of the Early Development and Guided Education (EDGE) handbook is to specify the logistics, procedures, and policies of the EDGE pre-apprenticeship program at The Apprentice School.

EDGE Program Mission Statement

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

Program Goals

The goals of the EDGE 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
- Support future labor demands within the shipbuilding industry

The benefits of the EDGE program:

- Improved job readiness
- Increased opportunity to satisfy admission's requirements
- Enhanced pathway to paid apprenticeship
- Waived Apprentice School application fee

Student Eligibility and Admission Requirements

EDGE program applicants must:

- Have a strong desire to become an apprentice, learn a trade, and take college-level academics
- Have a strong interest in pursuing a career at NNS



- Have obtained a GPA of 2.0 or higher (with grade of C or better in math and science classes)
- Have taken Algebra I, Geometry, and Algebra II
- Have completed the EDGE application or have received prior acceptance as an apprentice to The Apprentice School
- Demonstrate competence in reading and writing
- Provide parental or guardian written consent if under 18 years of age
- Submit official transcripts and application by the published due date

Enrollment

EDGE courses will be offered to start four times per year. Class enrollment ends two weeks prior to the start of classes. The minimum class size is ten. If this minimum is not met by the enrollment deadline then the class will be subject to cancelation.

Course Offerings

Students will take classes from The Apprentice School's World Class Shipbuilder Curriculum (WCSC). Of the thirteen courses within the WCSC, students have the opportunity to receive Apprentice School credit for those taken through EDGE; 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. At the end of each course, students may elect to not have courses reflected on their transcripts. Students who wish to decline their final course grade must do so within two business days by contacting Manager, Academics. 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 EDGE program at The Apprentice School is the responsibility of the EDGE coordinator who reports to the manager, Academics, Admissions, Student Affairs, and Night School.

Curriculum Coordination

The curriculum coordination is the responsibility of the manager, Academics.

Attendance

Attendance at predetermined times is essential to performing well in the EDGE classes. Excessive absences, sporadic attendance, failure to complete assignments, or inadequate performance may result in the EDGE student being withdrawn from the course. With instructor input, the manager, Academics may drop students who are not performing to expectations. Students are required to login to Moodle at least once a week and will be dropped from the course for failing to do so. Students are required to be online with their cameras on and visible to the instructor at predetermined times for all assessments.

Withdrawal and Drop Procedures

Students who wish to drop courses from the EDGE program must notify their course instructor and the manager, Academics who then will communicate the drops to the EDGE coordinator. Student access will be removed from all course platforms once they are dropped.

At the discretion of The Apprentice School, EDGE students who receive a grade less than a 'C' may have the opportunity to repeat the course.

HII Employee Requirement

Students who are HII employees who are on Leave of Absence without pay or who are on Medical Leave of Absence without pay from HII will be dropped from the EDGE courses in which they currently are enrolled.

Grades

All course 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. Students who wish to decline their final course grade must do so within two business days by contacting Manager, Academics.



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. Students must earn a 'C' or better in order to receive credit for The Apprentice School's WCSC 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 Tests and Graded Assignments

1. Students will receive a grade of zero for graded **assignments** not submitted by the due date.
2. If a student is absent from class the day a test is given that requires the student to be online with a camera enabled and visible to the instructor then the test will be treated as a failed test and a zero will be recorded.
3. If a student does not complete a test prior to the due date in a course where an electronic proctor is used then the test will be treated as a failed test and a zero will be recorded.



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 date.

Assignments and Assessments

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

1. Completed assignments are due by the date and time indicated by the instructor. Assignments that are not turned in on time will result in a zero.
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. Additionally, students who are HII employees will be referred to Labor Relations who will investigate the suspected cheating. HII employees who are determined to have cheated are subject to disciplinary action up to and including discharge from the company. Please refer to the Academic Ethics Guidelines for The Apprentice School and the Honor Pledge distribution from orientation.

Calculators

The school approved calculator is the TI-30XIIs which is the only calculator allowed for use on tests and quizzes. The student is responsible for only using this calculator in 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.

Instructor Absence

If an instructor is more than 15 minutes late at a predetermined time when students are required to be online with their cameras enabled then the students must email the instructor and the Pre-Apprenticeship Program Administrator (at tarah.j.leake@hii-nns.com). After sending the email, students may logout. The Manager, Academics will determine the manner in which the missed assessment will be handled.



EDGE ADMINISTRATORS

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ACADEMIC ETHICS GUIDELINES FOR THE APPRENTICE SCHOOL

EDGE 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 EDGE Student _____ on _____.

Print name _____





The Apprentice School

Craftsmanship, Scholarship, Leadership

World Class Shipbuilder Curriculum (WCSC)

QUARTER 1

Course No.	Course Title	Credits	Prerequisites
MATH 111	Mathematics I (General Education)	4.5	None
COMM 111	Communications I (General Education)	4.5	None
HIST 111	History (General Education)	4.5	None
QUARTER TOTAL		13.5	

QUARTER 2

Course No.	Course Title	Credits	Prerequisites
MATH 112	Mathematics II (General Education)	4.5	MATH 111
DRFT 111	Drafting (Technical Core)	4.5	None
SHCN 111	Ship Construction I (Technical Core)	3.5	None
QUARTER TOTAL		12.5	

QUARTER 3

Course No.	Course Title	Credits	Prerequisites
SHCN 222	Ship Construction II (Technical Core)	3.5	SHCN 111
PHYS 221	Physical Science I (General Education)	4.5	None
SITE 211	Digital Shipbuilding & Technology (Technical Core)	1	None
PSYC 221	Psychology (General Education)	4	None
QUARTER TOTAL		13	

QUARTER 4

Course No.	Course Title	Credits	Prerequisites
MECH 222	Mechanics (Technical Core)	4.5	None
PHYS 222	Physical Science II (General Education)	4.5	PHYS 221
BUSI 222	Business Operations and Leadership (Technical Core)	4.5	None
QUARTER TOTAL		13.5	

WCSC TOTAL

52.5

