

# EDGE Handbook



**The Apprentice School**

**Newport News Shipbuilding**

**A Division of HII**

**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, [www.council.org](http://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 online asynchronous EDGE pre-apprenticeship academic 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 and provide a pathway to high paying careers at Newport News Shipbuilding (NNS). Through this program, students may earn credits toward an Associate of Applied Science (AAS) degree in Maritime Technology from The Apprentice School.

## Program Benefits

The benefits of the EDGE program:

- Improved job readiness
- Increased opportunity to satisfy admission requirements
- Enhanced pathway to paid apprenticeship
- Waived Apprentice School application fee, if credit is awarded
- Completed entirely online
- Offered at no cost
- Accelerated completion of World Class Shipbuilder Curriculum
- Reduced trade completion hours possible

## Student Eligibility and Admission Requirements

EDGE program applicants should:

- 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 earned grades of C or better in math, science, and English or Communications classes.
- Have completed Algebra I, Geometry, and Algebra II, course with a C or better. A higher-level math can be helpful
- Submit the EDGE application, official transcripts, and all required forms by the published due date

EDGE program applicants must:

- Provide written consent from a parent or guardian if under 18
- Have access to a reliable computer with a functional camera and dependable Wi-Fi
- Use a TI-30XII calculator on tests and quizzes when applicable

### **Enrollment**

EDGE courses will be offered three times per year. Class enrollment ends on the deadline stated on the application for that given quarter. 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**

EDGE 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 courses completed through EDGE with a C or higher. Academic classes for which credit has not been awarded will be completed if a student is accepted into The Apprentice School.

### **Credit Awarded**

The credits earned through The Apprentice School EDGE program will be applicable to Associate of Applied Science (AAS) degree in 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.



## **Program Coordination**

The general coordination and scheduling of the EDGE program at The Apprentice School is the responsibility of the Pre-Apprenticeship Program Administrator who reports to managers of Admissions, Academics, and Student Affairs.

## **Curriculum Coordination**

Curriculum coordination is the responsibility of the manager, Academics.

## **Attendance**

Attendance at scheduled times is essential for success in EDGE classes. Excessive absences, irregular attendance, failure to complete assignments, or inadequate performance may result in withdrawal from the course. Students are expected to log in to the Learning Management System (LMS) at least once per week.

If a student has been inactive and has a course average below 76.5% by the twelfth class session, the instructor will notify the manager, Academics. In consultation with the instructor, the manager, Academics may withdraw students who are not meeting performance expectations.

Additionally, students are required to be online, with their cameras on and visible to the instructor, during all predetermined class times.

## **Inclement Weather**

EDGE classes will be cancelled on days when Newport News Shipbuilding institutes liberal leave for first shift operations.

## **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 Pre-Apprenticeship Program Administrator. 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 LMS website. Students are responsible for monitoring their grades through their personal Apprentice School LMS 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 receive unofficial copies of their academic transcripts at the end of each course. 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. 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 zero for graded assignments not submitted by the due date.
2. If a student is absent from class the day a quiz is given that requires the student to be online with a camera enabled and visible to the instructor, then one missed quiz grade will be left blank and will not be counted against the student. Any additional quizzes will be recorded as a 0.



3. 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.
4. 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**

For each EDGE course, a student is allowed to retest one test with a score less than 77 administered in the course during the first half of the quarter, and one test with a score less than 77 administered in the course during the second half of the quarter. A student may wish to obtain a written assignment from the instructor as practice for feedback prior to taking the retest. Any retest given must be completed by the retest date.

In the event a student misses an assignment in COMM 111 that requires the student to be online with a camera enabled, then the student may retake one of those assignments to improve that assignment's score up to 77 percent maximum.

### **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. Students must show all 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. Students must provide adequate math work to justify final answers to the satisfaction of the grading instructor, by the deadline provided; failure to do so will result in a zero.

### **Cheating**

Please refer to “Academic Ethics Guidelines for The Apprentice School” and “Honor Pledge Distribution”, to understand the full scope of disciplinary actions. Cheating is unethical and 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.

### **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 issues 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**

Accommodation requests at The Apprentice School provides reasonable accommodations for qualified students with documented disabilities. Accommodations are determined on an individualized, case-by-case basis through an interactive process with the student and are designed to ensure equal access to, and participation in the program and related educational activities. Students requesting accommodations must send an email to [george.degroat@as.edu](mailto:george.degroat@as.edu) to begin the accommodation process. Students will be directed on how to submit appropriate documentation, which will be reviewed by Apprentice School personnel. Students requesting accommodations will be referred to a community partner for ancillary services.

Since instructors will not provide accommodations until you present your official accommodation letter to them and accommodations are not retroactive, students are encouraged to begin the registration process as early as possible.

### **Instructor Absence**

If an instructor is more than 15 minutes late 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.leake@as.edu](mailto:tarah.leake@as.edu). After sending the email, students may log out. 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 an in-text citation *AND* a citation in a works cited list.
- c) Using your own words from another assignment without an in-text citation *AND* a 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 AI** – examples include, but are not limited to:

- a) Using AI during tests, quizzes, or restricted assessments
- b) Submitting fully AI generated assignments as your own

4) **Improper use of internet** – 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) Buying, selling, giving, or receiving part or all of a graded assignment via the internet.

5) **Improper use of electronic devices** – examples include, but are not limited to:

- a) Using any calculator other than the one approved for use in World Class Shipbuilder Curriculum classes.
- b) Using any electronic device to receive or provide information not specifically authorized by the course instructor while working on any graded assignment.



6) **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.

7) **Alteration of graded assignments** – examples include, but are not limited to:

Making changes to graded assignments to reflect a higher grade.

8) **Forgery and falsification** – examples include, but are not limited to:

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 cheating by others 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.
- Sign and date this sheet below indicating you have received a copy of the “Academic Ethics Guidelines for The Apprentice School”.
- For students who are HII employees, any violation of the “Academic Ethics Guidelines for The Apprentice School” is considered a violation of Yard Regulation #10, (Falsification of Company records. Providing false or misleading information to the Company) and is subject to disciplinary action up to and including discharge.
- For students who are not HII employees, any violation of the “Academic Ethics Guidelines for The Apprentice School” will result in the student receiving an F for the course letter grade and a zero for the course numeric grade, and will be removed from the program. Additionally, students will not be permitted to return to EDGE and will be unable to apply to The Apprentice School for at least 6 months from the formal drop date at the discretion of Manager, Academic, Admissions, and Student Affairs.
- For students who have a projected start-date with The Apprentice School, any violations of the "Academic Ethics Guidelines for The Apprentice School" will result in a rescinded offer of employment. Students will be unable to reapply to The Apprentice School for at least 6 months from the formal drop date at the discretion of managers of Academics, Admissions, and Student Affairs.

You will be informed of any future changes. A current copy of the “Academic Ethics Guidelines for The Apprentice School” is posted in the school’s learning management system.

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*

\* Course sequencing is subject to change, while ensuring all prerequisite requirements are fulfilled. \*

## 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
DRFT 111	Drafting (Technical Core)	4.5	None
<b>QUARTER TOTAL</b>		<b>13.5</b>	

### QUARTER 2

Course No.	Course Title	Credits	Prerequisites
MATH 112	Mathematics II (General Education)	4.5	MATH 111
HIST 111	History (General Education)	4.5	None
SHCN 111	Ship Construction I (Technical Core)	3.5	None
<b>QUARTER TOTAL</b>		<b>12.5</b>	

### 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
<b>QUARTER TOTAL</b>		<b>13</b>	

### 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	COMM 111
<b>QUARTER TOTAL</b>		<b>13.5</b>	

**WCSC TOTAL**

**52.5**

