17 January 2024

Christopher Hansen
1176 Howell St
Newport, RI
02841

Dear Applicants, Parents, and/or Guardians

The Naval Undersea Warfare Center (NUWC), invites you to apply for the Undersea Technology Apprenticeship Program. The Department of the Navy and NUWC Newport's goal is to support the development of the next generation of scientists and engineers through innovative and applicable educational incentives. NUWC's Educational Outreach Program introduces students to the wonders of engineering and spark young imaginations into innovation.

The Undersea Technology Apprenticeship Program (UTAP) is a 3-week paid part-time apprenticeship program. During the program students will apply concepts from Physics, Robotics, Engineering and Design to build, code, and pilot a Remote Operated Vehicle (ROV) capable of overcoming real world challenges in a maritime environment. The apprenticeship consists of collegiate level lectures delivered by a university Professor; lectures cover topics such as Engineering, Programming, and Signal Processing, and technical skill building such as soldering, fabrication, and wiring.

There will be 2 sessions offered in the Summer of 2024. Availability is limited to 25 learners per session; New applicants will be given priority over previous UTAP participants. To be considered for this opportunity students must be under 18 years of age for the entire program, be a citizen of the United States, and be a rising sophomore, junior, or senior. All applicants are expected to adhere to all safety guidelines and directives, noncompliance will lead to expulsion from the program and no stipend will be awarded. Please see the attached code of conduct.

Please complete the attached application by 30 April 2024. Applications received after this date will not be considered. All application materials must be included for a student to be considered for this opportunity. Students must provide a UTAP Recommendation Form from a Teacher or equivalent (Non-Parent), Transcripts, and 3 writing samples. Any application received with missing materials will be returned or not considered. Please send all materials via email as PDFs.

We look forward to your applications and are excited to share this opportunity with you. Please feel free to contact us with questions at Michael.H.DeSousa.civ@us.navy.mil.

Sincerely,

Christopher Hansen   **Michael DeSousa**
STEM Program Manager   K-12 Outreach Assistant Director

Undersea Technology Apprenticeship Program Application

Application Due Date: 30 April 2024

Applicant Information

Name: _____
      Last   First

Address: _____

City: _____   State: ____   Zip Code: _____

Home Telephone #: _____

Cell Phone #: _____

Email: _____

Date of Birth: _____

Place of Birth (City, State): _____

Session Preference:

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Session 1
Program Dates: July 8th-25th
Program Schedule: M-Th 0800-1300
Location: Building 80- UCTOC

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Session 2
Program Dates: July 29th- August 15th
Program Schedule: M-Th 0800-1300
Location: Building 80- UCTOC

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Parent/Guardian Information

Name: _____
      Last   First

Relationship to Applicant: _____

Address (if different from applicant): _____

City: _____   State: ____   Zip Code: _____

Home Telephone #: _____

Cell Phone #: _____

Email: _____

Educational Information

Current School: _____

Current Grade Level: _____

Previous UTAP Participation: YES   NO

Other STEM Program Participation: (SeaLab, FIRST Robotics, etc)

Please list: _____

_____

Code of Conduct

This document is subject to the privacy act of 1974

The NUWC Outreach Program will be following strict safety precautions that must be followed to participate in the program. Students will be expected to strictly adhere to all safety guidelines; Students found not following the safety guidelines more than once will be expelled from the program and forfeit their stipend.

Undersea Technology Apprentice Program Code of Conduct

The UCTOC will be set to encourage a safe workspace. All students are expected to adhere to the following safety guidelines:

1. Students must have a photo ID on their person at all times.
    - Drivers License or School ID is acceptable

2. Students must adhere to the dress code.
    -Working Clothes suggested, Appropriate T-shirts are acceptable
    -Closed Toe shoes are required
    -Long hair pulled back at all times
    -No metal Jewelry
    -Shorts/Skirts/Dresses must be long enough to cover thighs while
     seated
    -Shirts must be long enough to cover midriff
 Dress Code is strictly enforced, students who do not adhere to the dress code will be sent home.

3. Cell phones and Smart Watches must checked at the door upon arrival.
    - Devices may be checked during breaks in the Program

4. Do not share food or drinks.
    - Please bring a water bottle(s), there is not a water fountain on site.
    - Snacks are permitted during break

5. Alert UTAP staff to health issues they should be aware of, such as allergies.

6. Students are expected to adhere to safety guidelines at all times.

Photo-Release Form for Minors & Acknowledgment of UTAP Code of Conduct

Please print out this form and hand-sign the two signature blocks. Scan or take a picture, and send as an attachment to Michael.H.DeSousa.civ@us.navy.mil.

Parental or Guardian Notification required under the Children's Online Privacy Protection Act – Names and ages of children participants will be collected by the Command and retained as part of the registration process of this event. Photos of adult and children participants at this event will be taken by command photographers and may be shared on NUWC Division Newport's social media sites, including but not necessarily limited to, namely Facebook. The Agency doesn't intend to collect any additional personal information from children participants. Finally, the Command does not intend to subsequently disclose personal information (other than the previously stated use of photographs) collected on children participants unless compelled/required to do so by applicable law or regulation.

Parental or Guardian Authorization required under the Children's Online Privacy Protection Act – Having received the above notification:

I _____, (Name of Parent/Guardian) give permission for my child _____ , (Name of Child) to participate in NUWCDIVNPT's Undersea Technology Apprenticeship Program (UTAP) if selected.

As part of this authorization, I specifically take note that photographic images of my child/children may be used in NUWCDIVNPT/Department of the Navy print publications, Online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to anyone by reason of such use.

As part of this authorization I certify I have read and acknowledge the UTAP Code of Conduct and understand violation of any of these rules is cause for immediate dismissal from the program.

Parent/Guardian's Signature: _____ Date: _____

Phone Number: _____

Student's Signature: _____ Date: _____

To submit your application:

Send an email to **Michael.H.DeSousa.civ@us.navy.mil** with the Subject: "UTAP Application (Student Name)" and the following attachments:

1) Completed Application form
2) Photo-Release Form for Minors & Acknowledgment of UTAP Code of Conduct form signed by student AND legal guardian
3) School transcript, with grades through the 2nd quarter of this year. (Unofficial transcripts will be accepted, report cards will not.)
4) Three essays (minimum 400 words per-essay) in one document that address the following topics:
   a) Describe the benefits and challenges of working within a group on a project. (Include at least one strategy for overcoming one of the challenges)
   b) Describe a recent technology that you have found interesting and impactful (to you personally or the greater world).
   c) Describe why you want to participate in UTAP, and what you hope to gain from the experience.

In addition, please have a teacher or mentor (who is not a family member) send us a completed recommendation form (available on the https://www.navsea.navy.mil/Home/Warfare-Centers/NUWC-Newport/Career-Opportunities/High-School-Internships/) from their school e-mail address. The subject line must read "UTAP Recommendation" and the student's name. Please have them address their recommendation to:
To: michael.h.desousa.civ@us.navy.mil
Subject: UTAP Recommendation (Student Name)

To summarize: A valid application consists of an email from **the student** with 4 file attachments(PDF of Application, PDF of Transcript, PDF of essays, & PDF or picture of signed Acknowledgment form); and an email from a mentor/teacher/coach with the Recommendation Form attached. We will not accept other file formats or links to Google Docs or other cloud files.

Reminder: United States Navy Computers cannot access Google Docs. Forms should preferably be sent in the form of a PDF. While pictures are acceptable please be mindful of file size. Large files will not be received.

The QR code below links to the page to find this application and the UTAP Recommendation Form.