



Educational Outreach Office • 80 Fleet Access Rd • Newport, RI • 02841

1 March 2025

Michael DeSousa
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. The stipend for this program is \$750. 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 2025. 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 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 code of conduct below.

Please complete the attached application by 1 April 2025. 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 (electronically filled out preferred) 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,

Michael DeSousa
K-12 STEM Program Manager

Undersea Technology Apprenticeship Program Application

Applicant Information

First

First

Last

Address

City:

State

Zip Code:

Phone

Email

Date of Birth

Place of Birth

City, State

Session Preference:

Session 1

Program Dates: July 7th-24th

Program Schedule: M-Th 0800-1300

Location: Building 80- UCTOC

Session 2

Program Dates: July 28th- August 14th

Program Schedule: M-Th 0800-1300

Location: Building 80- UCTOC

Parent/Guardian

First

Last

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
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 NUWC DIVNPT'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 NUWC DIVNPT/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: _____

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) What is something you've taught yourself how to do, and what did your learning process look like?
 - c) What are your future educational and career goals? How you feel participating in UTAP will help to achieve those goals?

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 hand-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 be sent as PDF attachments to an email. While pictures are acceptable please be mindful of file size. Large files may not be received.

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