

# LICENSED UNMANNED VEHICLE PILOT (LUV)

## HANDBOOK



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## **PURPOSE AND SCOPE**

The purpose of this handbook is to serve as a reference tool for apprentices and trainees at LUV. Communication between students, instructors and LUV Administration is essential for an effective apprenticeship program. Our primary means of communication is electronic, including texts so ensure we always have a correct email address and cell phone number on file.

## **MISSION STATEMENT**

***DO WHAT IS GREAT - ON SEA, AIR, AND LAND.***

LUV primarily serves the youth, communities, and veterans with innovative technologies, software, and education in robots, cobots, and drones. Integrity, adaptability, and collaboration among staff are integral parts of our operation, and it is our staff that will be tasked with carrying out this mission on a daily basis.

We will work to ensure the professional and personal growth of all Veterans, as well as staff members - our most valuable assets. We will accomplish our goals using the highest standards of ethics, professionalism, transparency, fairness, and responsiveness towards those we serve – the Veterans and those with whom we serve – our fellow students.

## **ADMINISTRATION & FACILITIES**

### ***ADMISSIONS***

Students must complete the apprenticeship application, interview process, and a background check with fingerprints. Please see your admissions counselor for more information, or the admissions page of the Spirit website for more information.

### ***COST OF TUITION/EQUIPMENT***

The 6 Week LUV program Tuition Cost is \$12,500.00

The 24 Month USDOL Licensed Unmanned Vehicle Pilot Certificate Equipment \$1950.00

### ***REFUND POLICY***

There is not a refund policy. We guarantee an apprentice position once you complete the 6-week program successfully.

### ***ACADEMIC HONESTY***

A zero will be given on any test or assignment on which there is cheating. There will be no opportunity for a retest. It is your responsibility to keep someone from copying your work. A student may be dismissed without refund at the discretion of LUV. **ALL CELL PHONES MUST BE TURNED TO SILENT AND PLACED ON THE FLOOR DURING ALL EXAMS. (NO EXCEPTIONS)**

### ***ATTENDANCE***

Do not call LUV offices to inform us of your absence. Your instructor is responsible for collecting and reporting attendance. To be counted present, students must sign the attendance roster and include the last four of their SSN. Tardiness and leaving early is very disruptive to the learning process. If one hour is missed, you will be counted absent. **Only 4 absences per semester are allowed.**

## **BOOKS**

Students are required to purchase their own books. Books range from \$75-\$135, and one or two books may be required depending on the craft and level. Students are responsible for reading the entire module prior to arriving for class. Most instructors use online books, including those in the Agricultural pathway.

## **CLASS SCHEDULE**

Classes are 5 hours daily with one 15-minute break. Labs may be scheduled one additional night per week about once monthly, depending on the path and level. Some classes are on Friday and Saturdays as needed, with guests in attendance.

NUMBER OF CREDIT OR CLOCK HOURS REQUIRED BY A STUDENT IN ORDER TO BE IN A FULL-TIME STATUS: **30 per week.**

## **ADMINISTRATION**

### **Jim Mikel, Director General**

*FAA Safety Team, SPOT Choreographer, BD SCOUT Certified, Studies include MCC, Missouri Baptist University, ESME, University of Missouri, Chairman, Spirit.*

### **John Newman, Dean**

*School Bachelor of Architecture, 1985, The University of Texas at Austin Registration: Registered Architect #13687, State of Texas VA plan certifier: Department of Veterans Affairs, #0198*

### **Ronnie Gehring, Dean**

*Boston Dynamics and Scout Certified, Type 1, Type 2 EPA Certifications, Texas Leadership Ministry License, Houston Community College, General Studies and Business, Alexander Smith Academy*

### **Diane Bowen, Dean**

*Master of science in vocational education, Sam Houston State University. Bachelor of Science, Agricultural education, Sam Houston State University. Master Gardener certification.*

*Educator of the Junior Master Gardener program. Board of directors of the Montgomery County community housing Organization/ Gulf Coast Trade Center New Waverly Texas*

### **Terry Hauer, Agriculture/Drone Sports**

*Minnesota State University - Bachelor of Science (B.S.) – Dual Major – Finance & Sport Management*

### **Adjunct Third Party Administrators/Instructors/Partners:**

*Disguise Software*

*Seb Gowan, Artist*

*Universal Robots*

*Olympus Controls*

*Sundance Media Group*

*Federal Aviation Administration Safety Team*

*Boston Dynamics*

*Guest Speakers, including National Science Foundation, National Park Service, Pacific Northwest National Laboratory, and others.*

See your syllabus and calendar for the exact schedule. If taking on-site classes, there should be no talking or gathering in the hallway while other classes are in session to give all students the courtesy of a quiet learning environment.

## ***DRIVING & PARKING***

Students must drive responsibly, and park in the parking area in front of LUV Offices only. Do not park in the other parking areas of this business park.

## ***FACILITIES***

The LUV Apprenticeship/Training Program Corporate Facility is located in at 318 Main Street, Salado, Tx with available on-site for up to 30 students per class. Contact Info: [admissions@lucorps.org](mailto:admissions@lucorps.org), 888-291-7764 Please address any questions or concerns to this office location and phone number during regular business hours, Monday- Thursday 9:00 am – 3:00 pm, and Friday 10:00 am – 2:00 pm. LUV is a non-smoking campus.

## ***GRADES***

You will be required to take written/computer based (CBT) and hands-on skill performance tests during your training. A minimum score of 70% is required on all closed-book module tests. Hands-on demonstrations of craft skills are rated as pass/fail and must be successfully completed to receive credit.

## ***RETESTS/MAKE-UP TESTS***

Students that do not pass a module exam must be prepared to retest at the next designated retest date. Students must wait a minimum of 2 days before attempting to retest. The same policy applies to make-up tests. Students are limited to 2 attempts. If a student has 2 unsuccessful attempts to pass the same module exam, he/she will be required to repeat that level and pay the appropriate tuition. It is a student's responsibility to track what exams they need to retest/make-up.

## ***DROPS/REFUND POLICY***

If a student decides to drop out of enrollment, written notification must be submitted. Registered apprentices must submit their written cancellation through their employer.

Employers must notify LUV within 10 days of an apprentice separating from their employer and they are subsequently dropped from the program.

Refunds are only available when a written cancellation is submitted prior to the first day of class. However, credit may be given toward future training at the discretion of the Director of Education.

## ***CONDUCT***

All student behavior is to be orderly, respectful, and contributes to both instructor and student success. Any student who is loud, disorderly, disrespectful, disruptive, or whose language or gestures express profanity or any other inappropriate content as defined by the instructor, will be removed from the classroom. This removal may be for one (1) class night or result in expulsion from the course without refund depending on the severity of the offense as deemed by the instructor. Apprentices may not bring a child, children, relatives, or guests to any class/test period. Only Associated Builders & Contractors (LUV) students, instructors and staff are allowed on LUV property after 5:00p.m.

The use, possession, concealment, or sale of drugs, controlled substances, or being under the influence of drugs or alcoholic beverages, or possession of firearms or weapons on the premises on any LUV Training Site, its parking lots or roads of entry or exit is expressly prohibited. Any person found to be in violation of the above will be immediately terminated and your employer will be notified.

## **CARE AND USE OF TOOLS AND EQUIPMENT**

All apprentices/trainees are expected to use all tools, machinery and supplies in a safe manner and to exercise good stewardship and housekeeping. You are personally responsible for all tools, supplies and machinery that are supplied to you. Lost, damaged or broken tools, supplies and machinery will be replaced or repaired at your expense.

## **COMPLAINTS/GRIEVANCES**

Any complaints or grievances are to be resolved according to the Registered Apprenticeship Standards of LUV which you acknowledge having received a copy.

## **SUPPORT SERVICES**

Your academic counselor will provide you with a list of community services, if requested in writing. DRESS CODE

The manner of dress shall be appropriate to the type of training being conducted. At minimum, all students must wear long pants, sleeved shirts, and closed-toe shoes. Dress code requirements are left to the discretion of the Instructor and Director of Education.

## **NO SOLICITATION POLICY**

While on LUV premises, no individual shall be permitted to solicit other trainees/apprentices at any time or for any purpose. Likewise, no trainee/apprentice shall be permitted to distribute literature of any sort on LUV premises. Violation of this policy shall be grounds for immediate expulsion and forfeiture of tuition.

## **SAFETY**

While on LUV premises, apprentices and trainees will follow all safety guidelines including but not limited to:

- Wearing proper attire for training delivered
- Wearing all PPE in lab and shop areas
- Exhibiting proper care and use of all materials and equipment
- Exercising good housekeeping and good stewardship of all materials and equipment

## **RELEASES**

- LUV may use photos of training activity for promotional material.
- I authorize LUV to release all training and skills assessment records stored in their respective databases to the employer referenced above and to customers.
- I further release and authorize LUV from all liability that may result from the release of said records and agree to hold harmless LUV, SPIRIT, its representatives from all damages for liability therefore which may result from the release of said records.

## **ACADEMIC PROBATION, SUSPENSION, AND REENTRANCE POLICY:**

### **What is Academic Probation?**

Academic probation is an emphatic warning that the quality of the student's work has not met minimum academic standards and that the quality must improve during the probationary period in order for the student to continue the apprenticeship. A student will be removed from academic probation if improvement is proven.

Students placed on academic probation are given two probationary semesters to complete their studies.

For example, if a student is placed on academic probation, then at the end of the two following probationary periods, or the student will be placed on first academic suspension.

### **What is Academic Suspension?**

- First suspension: cannot attend for one year.
- Second suspension: cannot attend for two calendar years.
- Third suspension: cannot attend indefinitely.

### **Readmission Following First Academic Suspension**

At the end of a first suspension, students may apply for readmission. Students also must apply for readmission.

### **Readmission Following Second Academic Suspension**

At the end of the two-year period for a second academic suspension, students may apply for re-admission. Students who re-enter following an academic suspension do so on academic probation.

## **GRADUATION:**

Graduation is every 6 weeks for all apprentices in the program. Certificates are issued at the completion of the 6 week LUV program and at each 500 hours of satisfactory core curriculum completed, as well as a final graduation upon completion of the first 2000 hours with the Licensed Unmanned Vehicle Pilot Certificate.

# ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the **LUV Apprenticeship Program Student Handbook and LUV Apprenticeship Standards** and have read and understand the rules and guidelines. I agree to follow these as stated.

PRINT NAME \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Last four digits of SS# \_\_\_\_\_

Contact Information (Will be used to contact you in case of a cancellation of a class):

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_