



The RSI (Required Supplemental Instruction) Policy contains detailed information on procedures for the apprenticeship off-hour classroom training as referred in Section IX of the IAM/Boeing Joint Apprenticeship [Standards of Apprenticeship](#).

School Location Information

South Seattle College (SSC) Georgetown Apprenticeship and Education Center (or other)
6737 Corson Avenue South, Seattle, WA 98108.

Phone: 206-764-5310

Georgetown Website: <http://georgetown.southseattle.edu>

Class Schedules (subject to change)

Non-Maintenance: Courses will be offered Monday, Tuesday, Wednesday, or Thursday nights, either in person at various locations or hybrid. Attendance is mandatory.

Maintenance: Thursday: 4:00 pm to 8:00 pm. **Via Zoom** Instructor: Neil Cochran
(subject to change)

Registration and Parking

- A. All Apprentices are registered through SSC and provided with a ctcLink Student Identification Number.
- B. If you attend class in person, and a parking pass is required, this fee is paid for by Boeing. The Apprenticeship Office will assist each Apprentice in obtaining a parking pass.

Books and Supplies

- A. A list of required books and supplies will be provided in a timely manner so that you may purchase them before the class starts. Apprentices will be reimbursed through LTP for the cost of required textbooks, after submitting required documentation and/or receipts.
- B. All Apprentices must provide their own computer, paper, pencils, and other expendable classroom supplies.
- C. Books and supplemental material labeled as such, are property of the Apprenticeship Program and cannot be taken without permission.
 1. All Books and supplemental material that are checked out from the Apprenticeship Office must be returned to the instructor or Apprenticeship Office. Books are not deemed returned without instructor or Apprenticeship Office acknowledgement.
 2. Apprentices will pay the replacement cost for any book checked out and not returned by the end of the school year.

Books and Supplies (Mechs & Techs)

- A. Some self-paced training vendors such as may have a supplemental textbook and/or workbook associated with the online course.
- B. Any materials required for TPC/Vector Solutions/George Brown online courses will be provided to you (online curriculum, physical materials or both).
- C. If there are physical materials required, they will be provided to you. They may be shipped directly to you or will be available for pick up at the Apprenticeship Office (Auburn 17-75.2).



Classroom Conduct

The instructor is the authority in the classroom and is responsible for maintaining a positive learning environment for all Apprentices.

- A. An atmosphere conducive to study shall be maintained at all times. Any disruptive devices must be silenced prior to the start of class. These include all mobile devices (i.e., cell phones, headphones, earbuds, etc.) that are deemed disruptive by the instructor. Continued disruptive behavior may result in disciplinary action, including cancelation from the Apprenticeship Program.
- B. Apprentice conduct must respect and follow all location-specific policies.
- C. Any questions or concerns that cannot be answered or resolved by the classroom instructor should be brought to the attention of the IAM/Boeing Joint Apprenticeship Office staff for resolution.

Attendance

Apprentices are required to attend assigned RSI per the IAM/Boeing Joint Apprenticeship Standards (Section IX). This is an average of 4 hours of in-person classroom or online attendance per week is mandatory with breaks for holidays.

- A. RSI is mandatory, off hours, and unpaid.
- B. Apprentices who miss class must make prior arrangements with their instructor to complete any missed classwork.
 1. The first unexcused (i.e., no prior notification/communication with the course Instructor) absence constitutes a warning.
 2. The second unexcused absence will result in Disciplinary Probation per our Standards (Section X, B).
 3. The third unexcused absence may result in the Apprentice's permanent removal from the class and/or possible suspension or cancellation from Apprenticeship.

Course Expectations

Apprentice must complete all assigned modules within each quarter, as per the RSI plan of their trade.

- A. An apprentice must contact the Apprenticeship Coordinator (apprenticeship@boeing.com) and explain why they need an exemption from the above expectation.
- B. Successful course completion grade is 80% or higher.

Testing Procedures

- A. Each test will be taken during the quarter enrolled, after completing the associated modules/lessons.
- B. Apprentices must successfully complete all tests within their assigned unit or class.
- C. Apprentices may only access their tests during class.
- D. Notes, reference material, completed lessons, and approved calculators may be used while testing as allowed. (Phones are not allowed).
- E. The Apprentice must immediately forward the completion screen to instructors and GRP mailbox.
 1. A grade of less than 80% correct will result in a failing test score.



2. Tests must be reviewed with the instructor.
- I. Test reviews will not be done on the day a test was taken.
- J. Electronic tests must be reviewed with the instructor the following week.
- K. Failed Tests
 1. The 1st Failed Test: Each test may be failed once without penalty.
 2. The 2nd Failed Test: A test failed twice will result in the Apprentice receiving an Unsatisfactory Progression notice (please see below policy).

Related Supplemental Instruction Progressive Discipline

Apprentices shall receive a quarterly status report that provides the courses completed and grade earned.

- A. Any deficiency related to attendance and/or course failure (below 80% grade) will result in the Apprentice receiving an Unsatisfactory Progression notice.
 1. The Apprentice shall meet with the Apprenticeship Team to draft an Individualized Recovery Plan (IRP).
 - a) If the Apprentice does not complete Item A1 above, the Apprentice will be required to attend an Apprenticeship Committee meeting to discuss the reason(s) for the deficiency and share the IRP.
 2. Failure to correct the noted deficiencies will require the Apprentice to come before the Apprenticeship Committee for possible disciplinary action up to, and including, Disciplinary Probation, Suspension, or Cancellation of the Apprenticeship Agreement.
 3. The Unsatisfactory Progression will end when the deficiency is corrected.

Resources Available

Some resources are available to assist Apprentices. These include:

- A. IAM/Boeing Joint Programs [Career Advising & Services](#)
- B. Most Community and Technical Colleges have tutoring services.
- C. Some graduate Apprentices may be able to provide tutoring. Contact the Apprenticeship Office for more information.
- D. For those needing language assistance, online access is available to Mango which provides English instruction in 70 different languages.
- E. [Employee Assistance Program and WorkLife Solutions](#). Almost everyone, at some point, could use the support of a professional who's trained to help with life's difficulties. Boeing employees and their families have confidential access to these services at no cost to the employee through the Employee Assistance Program.