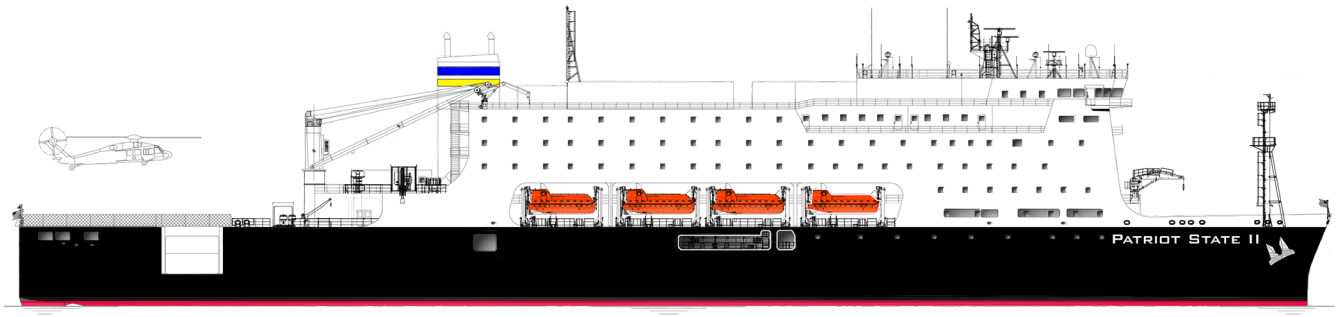
DEPARTMENT OF
Marine Transportation

2025 WINTER CRUISE TRAINING PROGRAM

SEA TERM IV - MT-4371
1/C CRUISE



COURSE
MT-4371 - Sea Term IV: Marine Transportation

CREDITS
6 academic credits

COURSE DESCRIPTION
Provides an opportunity for students to obtain sea service as an officer in charge of a navigational watch in a structured shipboard training program compliant with Chapter II of STCW and the requirements of 46 CFR Subpart C. The training uses a building-block approach bringing the student up to an acceptable level of proficiency in each area of required competence. Shipboard training is closely integrated with the shore-based academic curriculum at the Academy. Particularly focusing on watchstanding and celestial navigation, the senior cruise is an opportunity for the Marine Transportation student to put together all facets of shipboard operations and to utilize them while in charge of the vessel and watches.

PREREQUISITE
All Students MUST HAVE PASSED STCW Survival Craft Qualifications (LB-0201), Applied Shiphandling (MT-3231), Automatic Radar Plotting Aids (ARPA) (MT-3222), and either Sea Term III (MT-3371) or Commercial Sea Term (MT-3372) to be eligible to participate in Sea Term IV.

COURSE OUTCOMES
- Develop shipboard officer leadership skills
- Demonstrate how to navigate using celestial bodies
- Exhibit the ability to safety stand an at sea underway navigation watch
- Effectively plan and execute an anchoring maneuver of the training ship
- Understand mooring line use during docking and undocking of the training ship
- Obtain sea service days needed to apply for a US Coast Guard OICNW unlimited Third Mate license

STCW KNOWLEDGE-BASED LEARNING OBJECTIVES
Completion of this course will demonstrate knowledge and understanding of the following STCW elements:
- OICNW-A2.3 The use of routing in accordance with the General Provisions on Ships' Routing

Grading of examinations and/or observation of students while on navigation watch will be used to determine satisfaction of this objective.

STCW PRACTICAL ELEMENT LEARNING OBJECTIVE
Completion of this course will demonstrate proficiency in the following skills:

- OICNW-1-1A Adjust a sextant
- OICNW-1-1B Measure the altitude of the sun
- OICNW-1-1C Obtain a celestial fix
- OICNW-1-1D Measure the altitude of the sun at meridian passage (local apparent noon)
- OICNW-1-1E Celestial running fix
- OICNW-1-1F Star Fix
- OICNW-1-1G Measure the altitude of at least 3 stars
- OICNW-1-3A Correction of charts and publications
- OICNW-1-4A Position fix by GPS
- OICNW-1-4B Use of GPS position save function
- OICNW-1-4D Use of echo sounder
- OICNW-1-5F Azimuth of the sun
- OICNW-1-6A Steering gear test
- OICNW-1-6B Set weather controls
- OICNW-2-2A Watch relief
- OICNW-2-2F Turn Over a Watch

Students must complete these assessments by demonstrating competency in ALL OF THEM during the current voyage unless they have passed one or more at some other time.

STCW practical assessments are graded Pass/Fail.

The responsibility for completing these assessments is the student's. Failure to accomplish this goal will result in a sea term grade of *Incomplete or possibly Failure*

Keep in mind that there may not be another time to do some of these assessments until the next MMA winter cruise!

STCW Assessments for Celestial Navigation are detailed in the Cel Nav Project. You will receive printed copies of the Cel Nav Project and a Navigation Workbook separately. The Cel Nav Project details the requirements for completing the celestial navigation portion of Sea Term IV. All your Cel Nav work/calculations shall be recorded in the Navigation Workbook.

STCW ASSESSMENT PROCEDURES

1/C students are required to demonstrate their proficiency of all the practical assessments listed in this syllabus. Descriptions of each assessment can be found below or in the separate Celestial Navigation Project.

Status of what assessments have and have not been passed will be indicated on the Master assessment List posted outside the Deck Training Office and shown in the assessment binder located on the Navigation Bridge, the assessment binder located on the Training Bridge, and the assessment sign-off sheet located in the back of the Cel Nav Project. If a student is unsure of their status in regard to completing practical assessments, they should ask the Deck Training Coordinator. REMEMBER, it is the individual student's responsibility to ensure all required assessments are passed before the end of the training cruise.

Arrangements must be made with the Deck Training Coordinator to complete any outstanding assessments from previous classes or training cruises and not otherwise detailed in this syllabus.

In addition to the practical assessments listed in the Cel Nav Project, each 1/C student shall demonstrate their proficiency of:

1) Correction of charts and publications,

Assessment OICNW-1-3A

Correction of charts and publications

Condition

On a ship, or in a navigational laboratory, given notices to mariners and uncorrected charts, and publications.

Performance requirement

Behavior	Standard
The student will:	During assessment, the student shall, at a minimum:
Correct five charts and three publications.	1. Charts and publications needing correction are identified. 2. Corrections are correctly made to the affected charts and publications. 3. All corrections are recorded on the chart and the chart correction record (or the chart correction spreadsheet); or for publications, on the correction page of the publication, and the publication correction card (or the publication correction spreadsheet).

2) Position Fix by GPS,

Assessment OlCNW-1-4A

Position fix by GPS

Condition

On a ship underway, or a full mission ship simulator, or in a navigation laboratory, using a GPS receiver which meets IMO performance standards.

Performance requirement

Behavior	Standard
The student will:	During assessment, the student shall, at a minimum:
Initialize a GPS receiver, determine the ship's position, and evaluate the accuracy of that position.	1. The system was initialized. 2. The indicators of position accuracy were determined

3) Use of GPS Position Save Function,

Assessment OlCNW-1-4B

Use of GPS position save function

Condition

On a ship underway, or a full mission ship simulator, or in a navigation laboratory, using a GPS receiver which meets IMO performance standards, when hearing "Man Overboard."

Performance requirement

Behavior	Standard
The student will:	During assessment, the student shall, at a minimum:
Activate the man overboard/emergency position save function.	The ship's position is saved or recorded within one minute of hearing "Man Overboard."

4) Use of Echo Sounder,

Assessment OlCNW-1-4D

Use of echo sounder

Condition

On a ship underway using an echo sounder that meets IMO performance standards or a part task trainer that realistically simulates all the functions and controls of an echo sounder that meets IMO performance standards.

Performance requirement

Behavior	Standard
The student will:	During assessment, the student shall, at a minimum:
Turn on, test, and operate the echo sounder.	1. The system was turned on. 2. The echo sounder was tested in accordance with manufacturer recommendations. 3. The correct GMT is noted on the echo sounder paper (if fitted). 4. The scale selected was the lowest appropriate for the vessel's draft and the depth of water of the area of transit. 5. The sensitivity was adjusted to obtain proper depth reading on the display and correct trace on the paper (if fitted).

5) Steering Gear Test,

Assessment OlCNW-1-6A

Steering gear test

Condition

On a vessel or a full mission ship simulator.

Performance requirement

Behavior	Standard
The student will:	During assessment, the student shall, at a minimum:
Conduct the pre-departure test of the vessel's steering gear.	1. The steering control system is turned on. 2. The steering gyro repeater is aligned with the master gyro-compass. 3. After the required warm up period, the controls for switching pumps and motors between the port and starboard steering systems are tested. 4. Both port and starboard steering systems are tested as follows: a. When the control is switched to hand steering, the rudder is tested throughout its full range of motion. b. When the control is switched to non follow-up, the rudder is tested throughout its full range of motion. 5. Change the steering mode from auto plot to hand and back.

6) Set Weather Controls

Assessment OlCNW-1-6B

Set weather controls

Condition

On a vessel or a full mission ship simulator, while in auto-pilot.

Performance requirement

Behavior	Standard
The student will:	During assessment, the student shall, at a minimum:
Set the rudder and weather controls that are most suitable for the weather and sea conditions.	1. The weather control is set in accordance with the manufacturer's recommendations for the prevailing sea conditions. 2. The rudder control is set in accordance with the manufacturer's recommendations for the prevailing sea conditions for the area transited or simulated. 3. The rate of turn control (if fitted) is set in accordance with the standing orders.

7) Watch Relief

Assessment OlCNW-2-2A

Watch relief

Condition

On a vessel or a full mission ship simulator during an exercise at sea.

Performance requirement

Behavior	Standard
The student will:	During assessment, the student shall, at a minimum:
Properly relieve the OICNW watch at sea in accordance with good seamanship and STCW Code Section A-VIII/2, Part 4-1, Paragraphs 19 to 23.	1. Read the standing orders and night orders. 2. Compare the vessel's position, course and speed read from the GPS receiver to the DR position and track. 3. Compare the position of the next charted waypoint to the GPS waypoint and the route print out. 4. Verify the identity of critical aids to navigation in sight. 5. Determine tides and currents as necessary. 6. Determine the visibility and weather conditions. 7. Check and tune the radar or ARPA. 8. Check any targets displayed on the radar or ARPA. 9. Check the heading by magnetic and gyrocompass. 10. Determine the navigational hazards likely to be encountered during the watch. 11. Determine the possible effects of list, trim, water density and squat on under keel clearance. 12. Discuss courses, traffic, weather and any special instructions with the officer being relieved. 13. Explicitly tell the officer being relieved that he or she is relieved.
Properly hand over a RFPNW port watch in accordance with the ordinary practice of good seamanship and STCW Code Section A-VIII/2, Part 4-1, Paragraphs 19 to 23.	1. Advise the relief of: ▪ Which accommodation ladder or other access to the vessel is in use; ▪ The ship security alert status; ▪ Any standing and current orders regarding vessel security; ▪ Events anticipated for the upcoming watch (sailing, pilot on board, cargo completion, etc); and ▪ Bus schedules, shore leave requirements, other local events; and 1. Report: "The watch has been relieved." to the officer on watch.

Note: This assessment supports KUP OICNW-A2.2.

8) Turn Over a Watch

Assessment OlCNW-2-2F

Turn over a watch

Condition

On a vessel or a full mission ship simulator during an exercise at sea.

Performance requirement

Behavior	Standard
The student will:	During assessment, the student shall, at a minimum:
Properly turn the watch over to a relieving officer.	1. A DR position was plotted on the chart in use for the end of the watch. 2. The ship's position was determined and plotted all by means appropriate to the area transited. 3. Required weather data was read and recorded in the deck log. 4. The heading of the gyro and magnetic compasses were compared and recorded. 5. The movement of all vessel traffic was checked by both visual and electronic means immediately before being relieved. 6. The vessel's course and speed, posting of special lookouts, the steering mode in use, and weather and visibility were related to the relieving officer. 7. Any special instructions regarding occurrences during the past watch or which are expected during the next watch were related. 8. All relevant information concerning vessels in sight or on the radar or ARPA was reported to the relieving officer. 9. The master is notified of any doubt that the relieving officer is competent to perform his or her duties. 10. The watch was not turned over during a maneuver or other action to avoid a hazard to navigation. 11. The officer being relieved did not leave the bridge until informed by the relieving officer that he or she is ready to take the watch.

STCW ASSESSMENT PROCEDURES CONT.

Assessments OICNW 1 1A Adjust a sextant, OICNW 1 1B Measure the altitude of the sun, OICNW 1 1C Obtain a celestial fix, OICNW 1 1D Measure the altitude of the sun at meridian passage (local apparent noon), OICNW 1 1E Celestial running fix, OICNW 1 1F Star Fix, OICNW 1 1G Measure the altitude of at least 3 stars, and OICNW 1 5F Azimuth of the sun (2 different assessments), and will all be conducted as detailed in the Cel Nav Project.

Assessment OICNW-1-3A Correction of charts and publications will be completed during chart correction training.

Assessment OICNW 1 4A Position fix by GPS, OICNW 1 4B Use of GPS position save function, and OICNW 1 4D Use of echo sounder will be completed during watch rotations on the Training Bridge.

Assessment OICNW 1 6A Steering gear test must be conducted on the navigation bridge prior to the TS Patriot State sailing from port. **Note: There will only be six opportunities to complete this assessment on cruise. Students must plan accordingly.**

Assessment OICNW 1 6B Set weather controls will be completed with the Watch Officer while on watch on the Navigation Bridge or while on the Training Bridge.

Assessment OICNW 2 2A Watch Relief and OICNW 2-2F Turn Over a Watch will be completed on the Navigation Bridge when one 1/C student serving as the Cadet Officer of the Watch (COOW) relieves another.

COURSE CONDUCT

- Course conduct will be in accordance with the MMA regimental system and T.S. Patriot State rules.
- All Students shall wear the appropriate uniform to each training session, watch, and maintenance assignment.
- The MMA honor code will be strictly followed during the course of the semester. The code states that students do not "lie, cheat, or steal." This code applies to the Regiment as well as Academics. Any student work is expected to be only your work. No outside sources may be used in the production of your work. No collaboration with any individual is permitted unless specifically authorized by the instructor for example during group projects. If an instructor has any concern about a possible violation of the MMA Honor Code, or if you cheat on a quiz, test, exam, or copy someone else's work and turn it in as your own, or turn in the same assignment you completed for another course, or violate the Honor Code in any other way, you will receive a grade of zero and the instance may be pursued with the honor Board via the Commandant of Cadets after referral to the Vice President of Academic Affairs. In serious cases, violations of the Honor Code may result in suspension or expulsion from the Academy. So don't cheat—ultimately, it's not worth it!
- Laptops are allowed in training sessions to take notes and follow slide decks. However, any use of laptops for other than class-related activities is prohibited and will result in the rescission of the privilege of laptop use during class periods. Repeated violations of this classroom policy may result in a reduction of your overall grade by one letter.
- Cell phone use during training for any reason is prohibited except when given approval by the instructor. Cell phones SHALL be put away and remain away until the end of training session. Repeated violations of this policy may result in a reduction of your overall grade by one letter
- Unless allowed by an academic accommodation, earbuds are not to be used during training, watch, or maintenance.
- Only covered drinks will be permitted in classrooms.

COURSE INTRODUCTION

The focus of Sea Term IV is to build upon the skills previously introduced in departmental courses with the goal of attaining a level of professional competency necessary for a USCG licensed *Third Mate, Unlimited, Oceans* and STCW certification as *Officer in Charge of a Navigational Watch*. The following professional areas will be highlighted:

TRAINING

- Celestial Navigation
    - Marine Sextant
    - Sunline/ Azimuth
    - Computation of LAN
    - Rising Phenomena
    - Voyage Abstracts
    - Star Sight
    - Latitude by Polaris
- Cargo Gear
    - Fundamentals of Cargo Ops.
    - Married Fall Rig
    - Hydraulic Crane
- Communications
    - VHF Radio Telephone
    - GMDSS Workstation
- Electronic Navigation
    - AIS
    - Satellite Navigation Systems
    - ECDIS
- Advanced Firefighting
    - Ship's Preplans
    - Structural Fire Protection
- Lifesaving
    - Lifeboat Launching and Recovery
    - Liferaft Davits
    - Survival Craft Locating and Communicating Devices
    - Search and Rescue
- Navigation General
    - Lookout
    - Steering Systems and Engine Order Commands
    - Navigation Rules
    - Marine Weather Obs
    - Heavy Weather Avoidance
    - Logbook Review
    - Chart & Pub Corrections
    - Bridge Control Systems
- Piloting
    - Advanced Piloting Evolution
        - Precision Anchoring Planning

COURSE INTRODUCTION CONT.

- RADAR
  - Radar Watchstanding
  - Radar Plotting & Navigation
  - ARPA
- Rigging
  - Boatswain's Chair, Stage, and Pilot Ladders
  - Rigging Exercise
- Safety
  - Hand Tools
  - SOLAS & USCG Inspections
  - Safety Procedures Aboard the T.S. KENNEDY
- Shiphandling
  - Shiphandling & Man Overboard
  - Precision Anchoring Exercise
- Seamanship
  - Splicing: Braided/Plaited Line
  - Mooring Lines
  - Ground Tackle
- Watch Standing
  - Intro to Deck Watchstanding
  - Bridge Command and Control Systems
  - Collision Avoidance

WATCHKEEPING

- Cadet Officer of the Watch
  - Bridge Resource Management
  - Proper Watch Assumption and Relief
  - Vessel Underway Monitoring
  - Complied with Rules of the Road
  - Use of Professional Terminology
  - Bridge Equipment Operation Competency
  - Maintenance of Situational Awareness
- Navigator
  - Vessel Position Fixing Intervals
  - Use of Charts & Publications
  - Computing Compass Error
  - Effective Communication
- RADAR/ARPA and ECDIS Observer
  - Maintain Vigilant Watch
  - Used Equipment to Fix Vessel Position
  - Assessed Risk of Collision
- Helmsman
  - Accurate Steering
  - Vigilant Supervision of Underclassmen
- Weather Watch
  - Provide Updated Weather Report
  - Ensure Accurate Weather Observation and Reporting

COURSE INTRODUCTION CONT.

MAINTENANCE

- Work on Deck with Chief Mate & Bosun
  - Supervision of Underclassmen
  - Coating Upkeep
  - Shipboard Equipment Upkeep

Sea Term IV/Senior Cruise is the zenith of the student's professional undergraduate training. We are fortunate to have the *TS Patriot State* as a training platform. This vessel, along with the Marine Transportation staff, is made available for each student to further enhance their skill level. The goal of the department for this sea term is to bring each student's knowledge level up to that of an entry level Third Mate/OICNW. Focus will be on the following areas:

- Cadet Officer of the Watch (Underway) (COOW)
- Cadet Officer of the Watch (In port)

Ultimately, what is accomplished towards this endeavor over the next two months, no matter how hard we try, remains largely up to each of you. You will be expected to make use of every opportunity that the cruise affords to make yourself a consummate professional.

COURSE REQUIREMENTS

While on this cruise, all 1/C Students will be required to satisfactorily complete the mandated STCW practical assessments identified in this syllabus.

It will be the student's responsibility to ensure completion and proper sign off for ALL these requirements. Failure to do so will result in a grade of INCOMPLETE which can impact the planned graduation date.

If there is any doubt or confusion concerning the assessment requirements, contact the Deck Training Coordinator or Marine Transportation Department Chair.

The celestial navigation assessments will be completed within the Celestial Navigation Project. It is strongly advised that this project be started ***early*** to help assure completion of all the assessments.

The Steering Gear test assessment can only be completed just prior to port departure or post arrival. Students must plan accordingly as there are limited opportunities to complete this assessment.

NOTE: If removed from cruise due to disciplinary actions, the student will fail sea term. They will be required to make up the sea term including any previously passed assessments. They will also receive no sea time credit for the partial sea term.

COURSE REQUIREMENTS CONT.

All 1/C deck students will be required to maintain a Navigation Workbook. Navigation Workbook procedures and minimum content requirements will be found within the Celestial Navigation project. Each student will be given a blank Navigation Workbook and a hard copy of the Celestial Navigation Project at the beginning of sea term. A copy of the project will also be posted on Blackboard. The Deck Training Coordinator will carry a few extra copies in case they are needed during sea term. If completed successfully, the navigational calculations chosen will help fulfill the STCW practical assessment requirements.

CRUISE GRADING PROCEDURES

The following grading policy applies to all students participating in Sea Term IV.

- Successful completion of the Sea Term IV is a pre-requisite for License Seminar (MT-4252) and graduation.
- In accordance with the Mass Maritime Academy academic policy, the minimum passing grade for Sea Term IV, MT-4371 is 70% as the course incudes STCW knowledge elements
- Grades will not be scaled.
- The + - system will be used.
- Final grades for Sea Term II will be based on the following percentage values:

Mid Term Exam*	10%
Final Exam*	10%
Cel-Nav Project & Assessments (See Cel Nav Manual)	25%
Celestial Mid-Term*	10%
Celestial Final Exam*	15%
Bridge Watchstanding (COOW)**	20%
Maintenance (Provided by Chief Mate)	5%
Mentor Score (Provided by input from your 4/C Mentees)***	5%
Total	100%

*Two written examinations will be administered during the cruise training cycle. A MID TERM Covering Phase One Training Subjects and a FINAL Covering Phase Two Training Subjects
In addition, there will be two cel-nav exams given, the first as a cel-nav mid-term at the end of phase one training, and the second as a cel-nav final at the end of phase two training.

Bridge Watchstanding*: Students will be evaluated for their performance on the bridge while serving as the **Cadet Officer of the Watch (COOW). The Bridge Watch Officer will perform this evaluation.

***All 1/C deck students will be assigned approximately two 4/C MT major students to mentor, and be a source of knowledge and advice for the 4/C students. Mentor/mentee assignments will be made at the beginning of sea term. 1/C student mentors are instructed to seek out their assigned 4/C mentees in the first two weeks of cruise and offer any help/advice. 4/C students in turn will be instructed to seek 1/C mentors if they need help and or advice. The mentor score will have input from the assigned 4/C mentees.

Final Course Grading:

100 - 93%	A	76.9 - 73%	C
92.9 - 90%	A-	72.9 - 70%	C-
89.9 - 87%	B+	69.9 - 67%	D+
86.9 - 83%	B	66.9 - 63%	D
82.9 - 80%	B-	62.9 - 60%	D-
79.9 - 77%	C+	Below 60%	F

The following equipment and textbooks will be **required** to complete the 1/C Deck Training Program:

- **Current Year Nautical Almanac**
- **H.O. 229 Vol. 1,2 & 3 -- To be taken out on loan from Academy Library prior to cruise**
- **Bowditch Tables Vol. 2 -- To be taken out on loan from Academy Library prior to cruise**
- **Cel-Nav Project**
- **Cel-Nav Workbook**
- **Universal Plotting sheets-2 pads of 50**
- **Rude Star Finder - To be taken out on loan from Academy library prior to cruise**
- **Plotting Equipment - Navigation triangles, dividers, compass, mechanical pencil**
- **Accurate Timepiece (watch)**
- **Personal non-programmable calculator**
- **Laptop computer**

- Cel Nav class notes & Commercial Sea Project Cel Nav Workbook
- Coastal & Deep Sea Nav Class Notes
- Basic & Advanced Seamanship Class Notes
- Applied Ship Handling Class Notes
- Meteorology Class Notes
- Pocket knife, flashlight (with red lens), hard hat, accurate watch, and work gloves

Any other equipment as required by Com Cad's Sea Bag List.

These items will not be provided by the Academy and may not be available in the Ship's Store. Students are advised accordingly.

SEXTANTS

Students must draw a sextant from the academy prior to the cruise. Issuing times will be announced so that sextants will be picked up in the Harrington Building prior to the ship's departure. A student who reports to a scheduled celestial navigation class without a sextant or who retains a sextant beyond the authorized time period will be placed on report as will students reporting without required publications and or equipment necessary to complete the scheduled class or evolution. Stow all sextants in the proper racks while at sea and in your quarters when in port.

DO NOT leave sextants on Navigation Bridge or in the Nav Labs chart rooms while the ship is in port!

Students losing or damaging a sextant through inattention or negligence will be charged for its replacement value.

A cruise grade will not be forwarded to the Registrar until this bill is paid.

DEPARTMENTAL TRAINING SCHEDULES

Students are advised to consult the 1/C Deck Long Term Training Schedule posted outside the Deck Training Office. A Divisional Training Schedule will be posted about the vessel the evening before each rotation changes to update the Long Term Training Schedule to reflect last minute changes resulting from ship operational requirements, weather or other circumstances.

The Divisional Posted Deck Training Schedule will take precedence over the long-term schedule.

Make sure you look at the Divisional Deck Training Schedule if you are scheduled for Deck Training that day.

A similar schedule will be posted for examination days.

Students will be held accountable for its contents and must report for all training sessions as scheduled.

Students failing to attend a training session as scheduled, leaving a session without the permission of the instructor, or returning late from a Fire/Abandon Ship or other drill will be placed on report. Students unsure of any of these schedules or any other questions relating to your Deck Training should see the Deck Training Coordinator at the Deck Training Office for clarification or assistance.

SAMPLE TRAINING SCHEDULE PHASE 1

TRAINING DAY & DATE	PERIOD	TRAINING PROGRAM TITLE - UNIT
TD #1	1 & 2	Cel Nav Project 1
	2 & 3	Precision Anchoring Planning
TD #2	1	Seamanship – Pilot Ladder
	2	Weather Observation Analysis
	3 & 4	Cel Nav Project 2
TD #3	1	In Port Watch
	2 & 3	Cel Nav Project 3
	4	Seamanship – Mooring Lines

SAMPLE TRAINING SCHEDULE PHASE 2

TD #4	1	Cel Nav Project – Independent
	2	Chart Correction
	3 & 4	Blue-Cargo Lashing/Gold-Cargo Gear
		Gold-Cargo Lashing/Blue-Cargo Gear
TD #5	1	Safety Equipment Inspection
	2	Seamanship – Double Braid Splicing
	3 & 4	Advanced Firefighting
TD #6	1 & 2	License Prep Problems
	3	Weather - Storm Avoidance
	4	Firefighting Drill

CONSULT POSTED MASTER TRAINING SCHEDULE OUTSIDE THE DECK TRAINING OFFICE AND POSTED DIVISIONAL TRAINING SCHEDULE FOR ACTUAL SCHEDULE

A MID-TERM EXAMINATION will be administered after the end of Training Phase 1 for all divisions and a FINAL EXAMINATION will be administered after the end of Training Phase 2 for all divisions. Additionally, a separate MID-TERM CEL NAV EXAMINATION and a separate CEL NAV FINAL EXAMINATION will be administered during examination days.
Schedules for EXAMINATION times and locations will be posted

WATCH EVALUATION

In order to provide an objective analysis of individual student performance while on watch, the Officer of the Watch will evaluate the performance of Cadet Officers of the Watch using a standardized Watch Evaluation Sheet. On completion of this evaluation, a numerical grade will be assigned for the watch. Students are encouraged to review their individual Watch Evaluation Sheet with the Officer of the Watch at a convenient time upon completion of the watch. These watch station performance evaluations are provided on the following pages. Students are further encouraged to become familiar with the Watch Evaluation Sheet criteria before standing their initial watch.

It remains the responsibility of every student who assumes a watch station on the bridge to be keenly aware of the contents of the Master's Standing Orders and the *T.S. PATRIOT STATE* Bridge Procedures Manual.

Cadets are reminded to be pro-active regarding the completion of watch evaluation sheets. Your watch grade comprises 20% of your overall final sea term grade. Do not hesitate to remind your Watch Officer, at an appropriate time, if your evaluation has not been recorded for each bridge watch you stand.

The following is the instruction to the Bridge Watch Officer for completing the Cadet Watch Evaluation Sheet at the end of each deck watch.

CADET OFFICER of the WATCH EVALUATION

Tasks and duties to evaluate are specified on the included Watch Evaluation Sheet. Bridge watch standing will comprise 20% of each 1/C student's final overall cruise grade.

One evaluation sheet should be completed for each watch/COOW.

- **Please indicate Cadet's Name, date, division, and watch on the top of the sheet.**
- **At the end of each watch, please evaluate the Cadet Officer of the Watch (COOW).**
- **A thorough debrief with the COOW will help them better understand their grade.**
- **Watch score totals shall be added and divided as directed on the Watch Evaluation Sheet.**
- **If the Watch Officer and/or COOW considers performance "Outstanding" or "Unsatisfactory", they are encouraged to include appropriate comments.**
- **Completed Watch Evaluation Sheets shall be placed in the back of the three ring Navigation Bridge COOW Watch Evaluation and Assessment Binder.**
- **Every day or so, the completed evaluations will be collected and watch grades will be transferred from the evaluation sheet to a computer spreadsheet for cruise grade computation.**
- **Should a particular question not apply, please indicate N/A and the cadet's overall score for that watch will be adjusted accordingly.**

Your assistance with this part of cadet grading and evaluation is greatly appreciated and will help our cadets develop and improve their watchstanding skills.

If you have any questions, please contact me.

Thank You,

J. Belle,
Deck Training Coordinator

1/C COW Evaluation Sheet

Date: _____ Div:_____ Watch:_____

Cadet Officer of the Watch Name: _____

	√+	√	√-	Score
Reported to watch on time, prepared, in the Uniform of the Day				
Understood and familiar with Standing Orders, Night Orders, and Bridge Procedures Manual				
Carried out a proper watch relief with a detailed pass down of information				
Monitored the vessel's position fixing vessel's positon at appropriate intervals and effectively kept vessel on designated track line. Altered course when passage plan dictated.				
Effectively utilized charts and publications, ECDIS, RADAR/ARPA, AIS				
Competent in the operation of all bridge equipment.				
Effectively kept VHF radio watch and used radio appropriately when required				
Complied with Rules of the Road, in particular, look-out, safe speed, determination of risk of collision; maneuvered in a timely and effective manner if required				
Monitored helmsman to ensure vessel safely and properly steering				
Complied with compass comparison requirements as detailed in the Standing Orders.				
Detected and responded to environmental changes - restricted visibility, heavy weather, rough seas, set & drift				
Maintained situational awareness. Thinks ahead and stays engaged.				
Managed reactions while under stress.				
Maintained a professional attitude and used professional terminology.				
Appropriately requested assistance when needed from Officer of the Watch and/or called the Master				
Aware of and monitored vessel operations - on board maintenance, emergency drills, arrivals/departures, mechanical problems, etc.				
Followed proper navigation record keeping practices - Deck Logbook, Bell Book, GMDSS Log, etc				

Total Score: √+ =9.5; √ = 8.0; √- = 6.5 ÷ **17 =** Final Watch Grade (out of 10 pts)

Comments

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Key to Scoring:

√+ : 9.5 : Performance demonstrating a very high level of professional skill, maturity and experience. Performance well above that normally expected of a 1/c MTRA Cadet.
√ : 8.0 : Performance normally expected of a hard-working and prepared 1/c MTRA cadet.
√- : 6.5 : Performance which is less than that normally expected of a person with 1/c training and experience.

INCLUSION AND ACADEMIC ACCOMODATIONS

- MMA welcomes students of all backgrounds, identities, and abilities, and is committed to fostering a learning community in which all students are treated with respect and civility. Students are encouraged to share their unique perspectives while remaining open to the views of others and appreciating the opportunity to learn from one another. The Academy is committed to inclusivity, diversity, and equity, and believes that all students, no matter their race, gender, sexual orientation, religious beliefs, abilities, nationality, or economic status, have the right to access the resources they need to achieve their educational and professional goals.
- Title IX prohibits all forms of gender-based discrimination, including sexual assault and harassment, in educational programs that receive federal funding. Title IX reads, "[N]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." If you have been subjected to discrimination, harassment, or assault, please contact Title IX coordinator Lauren Salem (lsalem@maritime.edu, x5148), or Elizabeth Benway, Dean of Human Resources (ebenway@maritime.edu, x5086). You may also want to file a report with MMA Police (x5060) or the local police (dial 911) regarding assault.
- The Family Education Rights and Privacy Act (FERPA) is a federal law designated to protect the privacy of a student's records and academic work. All files, records, and academic work completed within this course (or as related to this course, like tutoring) are considered educational records and are protected under FERPA. This means that faculty members cannot share information about your performance in this course or any other course with anyone, including your parents/guardians, unless you expressly name and grant written permission for them to have access to that information.
- Massachusetts Maritime Academy is committed to providing academic accommodations to students who qualify. Students who had an IEP or 504 Plan in high school, or others who believe they may need and qualify for accommodations in this class are encouraged to contact Dr. S. Elaine Craghead, Assistant Dean and Academic Accessibility Services Coordinator, ideally within the first two weeks of class. Please remember that academic accommodations are not retroactive. Dr. Craghead can be contacted at ADAcompliance@maritime.edu or at x5350.
- If you are experiencing anxiety, depression, alcohol or drug concerns, difficulty concentrating, or other mental health issues, please contact Jennifer Levesque in Counseling Services at jlevesque@maritime.edu, or at x5180.

CONCLUSION

For many of you, this will be the last time in your student career that you will stand a bridge watch and/or serve as navigator without the awesome burden of total vessel responsibility upon you. This is the time to sharpen your skills and ask those questions, the answers to which you will be expected to know, when next you sail as a licensed officer.