Index

1. PROGRAM INTRODUCTION .................................................................................................................. 3
   1.1 Program History
   1.2 Mission Statement
   1.3 Sea|mester Objectives

2. STUDENT GENERAL INFORMATION ................................................................................................. 4
   2.1 The Application & Enrollment Process
   2.2 Educational Loans & Financial Aid
   2.21 Types of Undergraduate Loans Available

3. ACADEMIC & EDUCATIONAL COURSE OVERVIEWS ...................................................................... 6

4. ACCREDITATION INFORMATION ........................................................................................................ 7
   4.1 Academic Credit
   4.2 Vocational Credit
   4.3 Academic Transcripts
   4.4 The How’s and Why’s of Credit Transfer

5. SEA|MESTER STUDENT POLICIES .................................................................................................. 9
   5.1 Class Attendance Policy
   5.2 Student Academic Policy
   5.3 Dress Code Policy
   5.4 Tobacco Products and E-cigarettes Policy
   5.5 Alcohol Policy
   5.6 Drugs & Illicit Substance Policy
   5.7 Sexual Assault Policy
   5.8 Religious Observances
   5.9 Motorized Vehicle Policies

6. SEA|MESTER CODE OF STUDENT CONDUCT ................................................................................. 12
   6.1 Academic Misconduct
   6.2 Social Misconduct
   6.3 Dangerous or Disorderly Conduct
   6.4 Actions Against the Program

7. SEA|MESTER DISCIPLINARY PROCESS .......................................................................................... 13

8. SEA|MESTER DISCIPLINARY ACTIONS .......................................................................................... 16
   8.1 Formal Verbal Warning
   8.2 Reprimand
   8.3 Restitution
   8.4 Censure
   8.5 Required Action
   8.6 Disciplinary Probation
   8.7 Removal by Instructor
   8.8 Suspension
   8.9 Expulsion

9. COURSES OVERVIEW ...................................................................................................................... 18
   9.1 Overview of Accredited Academic Courses
   9.2 Overview of Additional Academic and Vocational Courses

Version 8.1 – October 2019
1. Program Introduction

1.1 Program History
Sea|mester was born of three men’s passion for the sea and their desire to share that passion with others.

As a young man, Jim Stoll developed a passion for sailing. He turned the usually quiet summer season at his family’s marina into a thriving summer sailing school for teenagers. In 1970, Jim expanded the concept, taking his school to the water full-time. Jim sailed the Atlantic waters aboard 156’ Te Vega and 175’ Te Quest, enrolling 86 teenagers every year in a high school program of study and travel. Twelve years later, with children of his own, Jim moved back ashore to develop motivational programs for young adults. In the mid-eighties he once again headed to the water.

In 1995, Jim was joined by Mike Meighan and Travis Yates. As a recent oceanography and marine biology graduate, Mike dreamed of creating a truly interactive educational experience. Using the principles of experiential education, Mike developed Sea|mester in 1998 and acquired the 88-foot school ship, S/Y Ocean Star, in 1999.

With the steady growth of Sea|mester came the need for an additional vessel. Summer 2006 saw the completion of S/Y Argo, Sea|mester’s 112-foot school ship. Since her launch, she has circumnavigated the globe twice, offering hundreds of Sea|mester students the chance to cross oceans while furthering their educational and personal goals. Sea|mester is due to launch Argo’s sister ship, S/Y Vela in March, 2020.

Sea|mester voyages are centered around shipboard education and utilize experiential education modules to create a stimulating learning environment in which students may acquire college credit for academic modules in oceanography, nautical science, speech communication and student leadership development. All academic credits are issued through the University of South Florida (USF) and credit recommendations for scuba diving through the American Council on Education (ACE). Sea|mester programs are coeducational and non-competitive.

1.2 Mission Statement
To facilitate the development of practical watermanship skills and define academic interests in ocean and earth science while earning college credit and promoting personal growth, teamwork and leadership during a distinctive, experiential, educational program based upon active participation and individual support.

1.3 Sea|mester Objectives

- To offer exceptional educational experiences for young adults by creating a positive environment in which practical and academic learning through adventure bring subjects to life.

- To offer students the opportunity to earn and transfer college credit to his/her host institution for academic courses completed during the program.

- To create an environment within which the personal growth and achievement of students is facilitated through...
  - The opportunity to function productively as part of a team
  - The challenge to achieve his/her maximum potential
  - The opportunity to pursue and realize a sense of achievement
  - The opportunity to accept responsibility for his/her actions, learning and growth
2. Student General Information

2.1 The Application & Enrollment Process
The number of students per program is limited to 16 for our Caribbean Sea|mester voyages aboard S/Y Ocean Star and 26 for our Global Sea|mesters aboard S/Y Argo or S/Y Vela. Most programs fill around three months prior to the start date. Admissions are rolling and applications are reviewed on a first-come, first-served basis until all berths are filled.

Due to the limited number of berths aboard and the contractual commitments of Sea|mester, the following terms and procedures shall apply.

**First:** Complete the online registration form and submit it with a non-refundable application fee of $75 to Sea|mester. Act on this step as soon as you can, as admission is rolling and applications are reviewed on a first-come, first-served basis until all berths are filled.

**Second:** Upon receipt of your application, we will send reference forms to the individuals whom you have identified, and request that you send an official school transcript and complete our Sea|mester Personal Statement Packet, which we will provide you. In most cases, upon review of these materials, students are offered a provisional acceptance into the program pending a phone interview. A $750 deposit, also payable by credit card, is due at this time to secure your berth aboard and proceed to the interview phase.

**Third:** Review this Student Handbook and once the berth deposit has been received, a Sea|mester director will contact you for the phone interview. Formal acceptance into the program is typically given after this interview.

2.2 Educational Loans & Financial Aid
When considering Sea|mester, we encourage you to consider the costs of your attendance as an investment. Not simply as part of your academic education, but in shaping the person you are.

There are a number of options available for those looking toward funding to make their experience possible. Many of these are listed below, yet please contact us directly to chat about your specific needs and we can help you navigate through the options that might be available.

2.21 Types of Undergraduate Loans Available

A. **Consortium Agreement Between Sea|mester / University of South Florida and your home institution**
   Many of our past students have been able to utilize scholarships and loans that they have secured through their home institution via a consortium agreement with the University of South Florida or directly with Sea|mester. For more information on this we suggest that students talk directly with their financial aid office or advisor about the possibility of a consortium agreement then contact us with specific details.

B. **Private Scholarships & Grants**
   Many of our past students have been able to utilize scholarships and loans that they have secured through their home institution via a consortium agreement with the University of South Florida or directly with Sea|mester. For more information on this we suggest that students talk directly with their financial aid office or advisor about the possibility of a consortium agreement then contact us with specific details.

C. **Sea|mester Scholarships & Grants**
   Sea|mester makes both need and merit based grants and scholarships available to qualifying applicants as and when funds are available.
   Individual student scholarships and grants will range between $500 and $8,000. Funds will be awarded based on an applicant's potential to succeed and grow from sailing with Sea|mester, and the level of financial aid they require to make a voyage with Sea|mester a reality. Students wishing to apply should complete the standard Sea|mester online application in addition to completing the appropriate scholarship and/or grant application form found on our website at www.seamester.com/financial-aid
D. **Independent Educational Loan**
Many past students have been able to procure independent school loans with lenders such as Sallie Mae to fund a portion of the Sea|mester tuition. While this means of financial assistance is helpful, it must be understood that these loans will not pay for the entirety of the Sea|mester tuition. For more details on the how's and why's of independent loans, please contact us for more information.

E. **College Pre-Pay Plans & Educational Monetary Funds**
While each pre-pay account and monetary fund will differ in their dispersal requirements, many of our past students have had a high level of success transferring those monies towards their Sea|mester tuition balance. Please call us to discuss your specific account/fund and we can arm you with the details to help with dispersal.

F. **GI Bill and Veteran Benefits**
Sea|mester has and will continue to work with students whom are eligible to receive VA benefits which can be applied towards their Sea|mester tuition costs. There are a variety of means that these funds have transferred over to Sea|mester, please call us and we can discuss your options.
3. Academic & Educational Course Overviews

All Sea|mester voyages are educational in nature and we require all enrolling shipmates to embark on their own voyage of personal learning as a large part of their experience with us.

During all full-length voyages, students are required to participate in our four core academic/educational classes and the course requirement for our shorter voyages is correspondingly less. Course availability is dependent upon voyage location and duration. An overview can be seen below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Course Type</th>
<th>Qualifications/ Credits/Certs</th>
<th>S/Y Ocean Star</th>
<th>S/Y Argo or S/Y Vela</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>fall 80-day</td>
<td>Spring 80-day</td>
<td>Summer 40-day</td>
</tr>
<tr>
<td>PEN 2390</td>
<td>Nautical Science</td>
<td>academic</td>
<td>3 available from USF</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>SLS 2261</td>
<td>Student Leadership Development</td>
<td>academic</td>
<td>3 available from USF</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>OCE 2002</td>
<td>Introduction to Oceanography</td>
<td>academic</td>
<td>3 available from USF</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>OCB 1001</td>
<td>Introduction to Marine Biology</td>
<td>academic</td>
<td>3 available from USF</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PSCT</td>
<td>Professional Skipper and Crew Training</td>
<td>Professional</td>
<td>IYT Certifications</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>IDS</td>
<td>Independent Study</td>
<td>Correspondence</td>
<td>3-6 available from Institution</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>N/A</td>
<td>Sailing Certifications</td>
<td>Rec. / prof.</td>
<td>IYT Certifications</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>N/A</td>
<td>Scuba Certifications</td>
<td>Rec. / prof.</td>
<td>PADI Certs. ACE Credit</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Key

| Core courses | ✓ |
| Pre-approved elective courses | ✓ |

A full semester load of 12 academic credits is available on every full-length voyage. Additionally, during certain Global voyages, shipmates interested in pursuing a career within the maritime industry may opt for a more professional training route. Please refer to the accreditation information section of this booklet for more information on the “how’s and whys of credit options and costs.”

Detailed course syllabi are provided toward the end of this booklet.
4. Accreditation Information

4.1 Academic Credit

4.11 Academic Credit Through the University of South Florida

The University of South Florida (USF) serves as Sea\master's School of Record and per this agreement, at the end of each voyage Sea\master students receive an official transcript from USF for the academic classes taken aboard. The standard academic courses currently offered by Sea\master are as follows.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>USF Course Code</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nautical Science</td>
<td>PEN 2930</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>Student Leadership Development</td>
<td>SLS 2261</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>Introduction to Oceanography</td>
<td>OCE 2002</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>Introduction to Marine Biology</td>
<td>OCB 1001</td>
<td>3 Credit Hours</td>
</tr>
</tbody>
</table>

Sea\master Base Tuition for any voyage includes all academic instruction and USF School of Record transcripts and fees.

USF is a high-impact, global research university dedicated to student success. USF is a Top 50 research university among both public and private institutions nationwide in total research expenditures, according to the National Science Foundation. Serving nearly 48,000 students, the USF System has an annual budget of $1.5 billion and an annual economic impact of $4.4 billion. USF is a member of the American Athletic Conference.

USF is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award degrees at the baccalaureate, master's, education specialist and doctorate levels, including the Doctor of Medicine. Sea\master is not accredited by SACS Commission on Colleges and the accreditation of USF does not extend to or include Sea\master or its students.

In addition to the academic transcript issued by USF, all students are issued Sea\master transcripts, our official record of a student's academic progress and achievement that reflects grades and contact hours for both academic and vocational courses.

4.2 Vocational Credit

Credit recommendations are also available from PADI (Professional Association of Diving Instructors) through ACE (The American Council on Education College Credit Recommendation Service.) The procurement of the ACE transcript and further transfer of these vocational credits are the sole responsibility of the participating student. The table below outlines the number of credits available for each course.

<table>
<thead>
<tr>
<th>Vocational Credit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Water Diver</td>
</tr>
<tr>
<td>Advanced Open Water Diver</td>
</tr>
<tr>
<td>Rescue Diver</td>
</tr>
<tr>
<td>Professional Divemaster</td>
</tr>
</tbody>
</table>

4.3 Academic Transcripts

Students will receive two academic transcripts upon successful completion of their voyage. A transcript from the University of South Florida and also a Sea\master transcript that serves as an overview of all academic and vocational modules taken.
4.4 The How’s and Why’s of Credit Transfer

What is involved in transferring credit?
Transferring credit from one institution to another is an involved but particularly important process for those who wish to receive credit for their time abroad with us. There are no written rules stating that colleges and universities must accept credit. Each have developed their own individual policies and procedures. If credit transfer is important to you, you must first check that the credits are transferable to your host institution prior to the start of the course. This may be more complex for those in an interim year between high school and college, as many colleges and universities require you to be formally enrolled before they will evaluate your transcript. In all cases, Semester staff will aid in any way possible to achieve credit transfer by acting as liaison between student, institution and credit issuing agencies.

Which universities have your alumni represented?
Our alumni have represented over 850 worldwide universities and colleges. Please note that this is not a list of schools that have definitively transferred University of South Florida or Semester credit. This is difficult information to keep track of, as it is so dependent upon the individual requirements of the student.

Where do I start and who do I talk to?
The decision makers on transfer could be the chairperson of the department that offers your degree program, a college faculty transcript review committee, the dean of the academic area, or most likely, an admissions officer, the registrar, or a faculty advisor. Upon request Students may potentially be put in touch with past Semester alumni who have gone through the credit transfer process at your home university.

What will the college advisors require or be looking for?
- Number of transfer credits
Colleges usually have limits on the number of credits they will transfer. You should check your college catalogue for this information. This is generally about 50 or 60, therefore, it should not be an issue unless you have already transferred a large number of credits from another institution.

- Appropriateness and Comparability of the Courses
Each degree program has specific credit requirements. Should the course descriptions fit within the college’s guidelines, there should be no problem with the transfer. Comparability of the semester’s courses with those offered by the host institution is important. Review your college’s course catalogue to see whether similar courses to those offered by Semester programs are available. If so, there is a high possibility that the credits could be applied towards your major or used as electives.

- Grade Received in a Course
Most colleges require that a certain grade be achieved before accepting it for transfer credit. All academic courses are graded using a standard system as seen below.

<table>
<thead>
<tr>
<th>Of a possible 100%</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69%</td>
<td>D</td>
</tr>
<tr>
<td>59% or less</td>
<td>F (Fail)</td>
</tr>
</tbody>
</table>

Should a student not reach the minimum standard for successful completion of the course (D- or higher), he/she will officially fail the course and not receive any credit transfer recommendation. Be sure to check with your institution about grade transfer policies.

- Course Information and Transcripts
In all cases, you will be required to provide your college or university with all academic information about Semester and the University of South Florida before the voyage. Official copies of your transcripts should also be provided upon your return, so as to allow for a formal evaluation to be conducted.
5. Sea|mester Student Policies

The following three sections refer to policies, guidelines and standards by which all students agree to live when they enroll for a Sea|mester voyage. These policies allow Sea|mester to fulfill our commitment to providing a safe, comfortable and healthy work and living environment for our staff and students.

5.1 Class Attendance Policy

The academic courses we teach mesh the experiential portions of the voyage together and are therefore relevant to the everyday lives of the students aboard. For this reason, while we give the opportunity for our students to select which of the academic courses, they wish to receive credit for, we require that all of our students attend all classroom presentations and practical activities as well as complete all the assignments on time and to the best of their ability.

In general, reasons that may be accepted for absence from class include: illness, family emergency causing a student to temporarily leave the program, severe weather conditions and religious holidays. The student may also offer other sound reasons for consideration.

5.2 Student Academic Policy

Sea|mester understands that students arrive on our program with various levels of college-level academic experience. While academic success may not be a top priority for all students applying for our voyages it is imperative that as an institution of higher education, Sea|mester holds its students accountable to a minimum standard of academic achievement. Sea|mester operates under the provision that all students will participate fully and actively contribute to every aspect of the experience. We do not allow students to opt in or opt out of individual facets of the program. With that said, it should be understood that each and every student IS REQUIRED to maintain good academic standing throughout the duration of their voyage. Good academic standing is achieved by adhering to Sea|mester’s Academic Policy.

Sea|mester requires that students attend all classes, submit all required supplementary work (Scientific writing papers, presentations, research projects etc) and maintain an average passing grade throughout the three (3) to twelve (12) core credit schedules taught aboard as indicated below:

1. Introduction to Oceanography
2. Introduction to Marine Biology
3. Nautical Science
4. Student Leadership

For the purpose of this policy Sea|mester defines a passing grade as Letter Grade D or above (60-100%)

Sea|mester recognizes that academic acumen and ability varies from person to person, and for this reason, there is a provision that allows a student to receive a failing grade in one class per voyage so long as the combined grade for all classes taken above 60%. This provision does not apply to voyages where only one class is taken.

Sea|mester understands that a person may consider it their right to fail, but these students also need to fully understand and willingly accept the consequences. If a student finds themselves in a position whereby their average running grade consistently dips below 60% and/or they are failing to turn in the required supplementary prescribed work for the classes, Sea|mester reserves the right to place that student on Academic Probation. The decision to place a student on Academic Probation will be determined by the Vessel Program Manager in collaboration with the Sea|mester Operational Directors and will be made clear to the student both verbally and in writing. The length of the Academic Probationary period is not defined by a set timeline but determined by the student’s positive actions to remedy the situation by becoming compliant with this Academic Policy once again. Sea|mester Operational Staff will endeavor to provide any student placed on Academic Probation additional assistance during this period to support a student in improving their grades.

Additionally, Sea|mester has an obligation to ensure that the quality of education and the learning environment aboard the vessels is conducive to academic success amongst the greater student body. Any individual or groups of individuals that are routinely considered to be detrimental to this goal may also be placed on Academic Probation.
5.3 Dress Code Policy

Although we do not have a formal dress code, our students must realize that, while ashore, they are representatives of Sea|mester. For this reason, and for those of safety, footwear, shirt and any other clothing appropriate to the culture and religion of the area that we are visiting are required for all shore leave.

5.4 Tobacco Products and E-cigarettes Policy

Tobacco products (defined as cigarettes, cigars, pipes, snuff, chewing tobacco and gum) as well as E-cigarettes are prohibited aboard any of our vessels, including yachts, dinghies, kayaks and windsurfers. Tobacco products and E-cigarettes are also prohibited in any vehicle that is owned or leased by Sea|mester. Tobacco product and E-cigarette usage is allowed on regular shore leave although no shore leave for that specific reason will be granted by the staff if it should conflict with other program activities such as meal times, classes, group activities or designated study times.

5.5 Alcohol Policy

All Sea|mester boats are “dry vessels” meaning that there is no consumption or storage of alcoholic beverages allowed aboard. The drinking age of all of the islands we are visiting is 18 and so, those program participants who are “of age” will be allowed to consume alcoholic beverages ashore during designated “off” times. For health and safety reasons, this consumption should be limited and students should never permit themselves to become impaired in any way. Abuse of alcohol which is deemed excessive and/or unsafe by the Program Managers may result in expulsion from the program, or any lesser action as deemed appropriate by the Program Manager, Operational Director or Student Honor Committee. The Sea|mester alcohol policy also precludes the following:

- Consumption or purchase of alcoholic beverages by any person who has not attained the age of 18 years.
- The furnishing of alcoholic beverages to a person who has not attained the age of 18 years.
- The furnishing of alcoholic beverages to a person who is intoxicated.
- The presentation of any written or oral evidence of age which is false for the purpose of attempting to purchase alcoholic beverages by a person who has not attained the age of 18 years.
- Consumption of alcoholic beverages outside of designated “off” time i.e. before classes or boat maneuvers.

5.6 Drugs & Illicit Substance Policy

It is our policy to maintain a drug free workplace for our students and staff. This includes, but is not limited to the possession, sale, exchange, consumption, or giving away of any stimulant, depressant, narcotic or hallucinogenic drug having a potential for physical or mental abuse, except on prescription from a physician or dentist which are to be used only by the person to whom it was prescribed. This policy is in accordance with the Federal Drug Abuse Act. Violations of this policy may result in the following: The violator being referred to public authorities for possible prosecution. Immediate expulsion from the program, without refund. Immediate expulsion from the University of South Florida enrollment roster, without refund, or any lesser disciplinary action as deemed appropriate by the Program Manager, Operational Director or Student Honor Committee. To ensure the security of the vessel and safety of all aboard, the captain of the vessel reserves the right to conduct random or all-inclusive drug testing. Every soul aboard must be capable of passing a drug screening test from the day that they join the vessel through the date of their departure.

5.7 Sexual Assault Policy

It is the policy of Sea|mester to create and maintain an environment in which our students can pursue personal, social, academic, cultural and interpersonal growth without fear of sexual exploitation, assault, or discrimination. Cases involving any of the above will, to the extent possible, be handled in a confidential manner by the Program Managers. Behavior that is prohibited by Sea|mester programs includes sexual battery, sexual harassment, public indecency and voyeurism. Penalties for sexual assault will be in accordance with the law.

5.8 Religious Observances

It is our policy to reasonably accommodate the religious observances, practices and beliefs of our students in regard to pro-
gram scheduling and class attendance. Students should give reasonable notice to our staff prior to a religious observance, if they wish for the program to try to accommodate their request.

5.9 Motorized Vehicle Policies

It should be noted that the quality of motor vehicle maintenance, road maintenance and driving ability and practices varies greatly between all of the locations that we visit. Use of any type of motor vehicle is a potentially dangerous practice and so, to minimize the risk of major injury to our students, it is Semester’s policy to enforce the following motorized vehicle policies:

1. **Scooters (49cc or Lower)** Although we strongly recommend otherwise, those students 18 years and older may rent scooters (defined as a two or three wheeled vehicle with an engine displacement less than 49cc or lower) with the following provisions:
   a) Adequate clothing and protective gear must be worn at all times of operation. This includes helmet, closed toe shoes, long sleeve shirt and long pants.
   b) Alcohol consumption is totally prohibited during any day prior to, or during, scooter rental.
   c) Full damage insurance is mandatory for any rented scooter.
   d) No more than one student per scooter, regardless of local laws.

   For those under the age of 18 years, written permission from parents must be received in advance allowing permission to rent a scooter.

2. **Automobiles** For health and safety reasons, students are not allowed to rent any form of Automobile.

3. **Motorcycle Rental (50cc or Higher)** For health and safety reasons, students are prohibited from renting any form of Motorcycle (defined as a two or three wheeled vehicle with an engine displacement greater than 50cc).
6. Semester Code of Student Conduct

The social and educational atmosphere created during a Semester voyage is unique and something that we take great pride in. The very nature of the program allows students to take responsibility for the running of the vessel, the program and their own lives while aboard. Semester students need to be responsible for their conduct at all times. Any student who engages in academic or social misconduct shall be subject to disciplinary action by the Program Managers and/or the Student Honor Committee.

The purpose of the code is to express community standards of honesty, respect for persons and property. Each student is responsible for reading and reviewing the Code of Student Conduct, and for understanding the responsibilities he/she assumes by enrolling with Semester.

6.1 Academic Misconduct
Academic dishonesty, in whatever form is a serious offense and is subject to stern disciplinary action. Academic misconduct falls into three categories:

- 6.13 Plagiarism: Presenting work which is taken from another person without due credit being given.
- 6.13 Cheating: Using materials not allowed during an exam, sharing materials that are not collaborative or copying answers from another person while preparing a paper or during an exam.
- 6.13 Fabrication, misrepresentation or falsification of data.

6.2 Social Misconduct
Semester students are held responsible for their conduct at all times. Any student who becomes disorderly, is involved in any disturbance, interferes with the rights of others, damages property, or is individually, or as a member of a group, involved in unacceptable social behavior on or off the vessel shall be subject to disciplinary action by the Program Managers or the Student Honor Committee. Social misconduct falls into the following two categories.

- 6.21 Actions Against Persons
  - Conduct, which involves force, threat of force, or intimidation directed at an individual or group of individuals, may constitute an “action against persons.” Examples include verbal, physical and sexual assault.

- 6.22 Actions Against Property
  - Conduct, which results in damage to property of another individual or of Semester, or theft, constitute an “action against property.”

6.3 Dangerous or Disorderly Conduct
Conduct dangerous to self or others, or conduct that creates a disturbance or disrupts the ability of Semester to carry on its program functions may constitute “dangerous or disorderly conduct.” Examples of dangerous or disorderly conduct include:

- 6.31 Illegally possessing, using, or distributing any scheduled drugs or possession of paraphernalia.
- 6.32 Violating the program’s alcohol policy.
- 6.33 Possessing any type of weapon on the vessel with the exception of rigging knives.
- 6.34 Conduct which may result in fire or explosion: Including violating the program’s smoking policy.
- 6.35 Disorderly conduct: Conduct, which infringes on the freedom and activities of others, or conduct, which is disruptive, harassing.

6.4 Actions Against the Program
Conduct which involves the unauthorized accessing or alteration of Program items such as documents, class papers, examinations, computer files / equipment and unauthorized telephone or communication equipment use.
7. Sea|mester Disciplinary Process

The Operational Director of the Sea|mester program (OD) is required to pass on all information to the management as soon as is possible. The OD is to act on the facts of the situation at hand first and foremost and should endeavor to stay emotionally unattached from the situation until the matter has been discussed with the management and other members of the board (consists of other Operational Directors who are not aboard during that Sea|mester.)

7.1 Investigation of Potential Violations of Sea|mester Policies and the Student Code of Conduct

All reports of potential violations of Sea|mester Policies and the Student Code of Conduct shall be referred to the Program Manager (PM) who will investigate the reports, confer with the Operational Director and bring the charges against students if there is reasonable cause to believe that a particular student has violated the Sea|mester Student Code of Conduct.

7.11 The PM calls students in for questioning at an initial stage of an investigation.
- Any student called upon to provide information in connection with a disciplinary matter may ask that another student or staff member be present.
- Students called as evidentiary witnesses may ask that another student or staff member be present.
- The PM should provide the accused student (and the accusing party in cases alleging Actions Against Persons) with a copy of these student conduct procedures.

7.12 The OD and the Program Manager (PM) will confer by telephone and the potential action discussed. The OD may recommend a course of disciplinary action at this time.

7.13 The PM will confer with other Non-operational Directors and a course of action will be decided upon. This may be any of the following. (Fully described in section 7.21 below.)
- Program Managers Mandate
- Pin Pass
- Operational Directors Review
- Mediation
- Student Honor Committee

7.2 Procedures for Resolving Violations of Sea|mester Policies and the Student Code of Conduct

7.21 Program Manager’s Mandate
A direct course of action mandated by the Program Manager which might be either a form of disciplinary action or the suggestion that the case be referred to a Pin Pass, Operational Director’s Review, Mediation or the Student Honor Committee.

7.22 Pin Pass
A Pin Pass is often an appropriate method for resolving some kinds of student misconduct, especially issues related to daily life aboard the vessel. A Pin Pass meeting should function as meditative rather than punitive. They should attempt to resolve a dispute however, if the dispute cannot be resolved then it should be referred to the Operational Director.

7.23 Operational Director’s Review
The Operation Director (OD) has the authority to render decisions in minor cases of misconduct. The OD may refer any case to the Student Honor Committee. A minor case of misconduct is any case where the OD’s recommended disciplinary action (if taken) would involve only some form of censure or required action (as explained in the Disciplinary Action Section below). These penalties may include verbal warning or formal reprimand, the loss of various privileges, or community service. When the OD makes a decision in a minor case, the OD shall provide the Program Manager with a report of the case and its outcome.

7.24 Mediation
Some cases involving disputes between two individuals might be better resolved by mediation. Mediation can be an option when the case involves social misconduct and both parties agree to mediate their dispute and can agree to a particular staff
member as mediator. If the mediator determines that an agreement cannot be reached between the parties, then it should be referred back to the Program Manager who will decide whether to bring the case to the Operational Director, to resolve it with an Operational Directors Review or to take no further action at all.

7.25 Student Honor Committee
The Program Manager (PM) and/or the Operational Director (OD) may refer a case to the Student Honor Committee (SHC). The SHC is charged with the authority to hold hearings, to determine whether or not a violation of program policy has occurred, and to decide upon appropriate disciplinary action based upon a list provided by the PM prior to the hearing. Students whose misconduct is addressed through an SHC hearing have an opportunity to offer their account of the events in question and can provide the Committee with relevant information, which might explain the conduct. The Committee may also hear from other witnesses. The SHC then deliberates in closed session to determine whether a violation of Semester policy has occurred. The Committee also decides what penalties are to be imposed.

7.251 Composition of the SHC
1. The SHC is comprised of the following, picked at random.
   a) 50% of the non-involved faculty body (minimum of 2), excluding the OD.
   b) 33% (always rounded down) of the non-involved student body.

All members of the SHC are voting members. One staff and one student member are to be voted as scribes at this time and take detailed notes of all proceedings. The first student drawn in the student lottery will be the Chairperson of the SHC. Should the SHC be comprised of an even number of members then, in the event of a decision tie, the deciding vote on any ruling will rest with the Student Chairperson.

2. The accused student and the accusing party (in cases alleging Actions Against Persons) may petition the OD prior to the proceedings to remove and replace, on the basis of actual bias, any SHC member. Opposition to any member’s participation must be based on a specific and actual bias related to the individual or to the event in question. The decision to remove an SHC member is at the sole discretion of the OD. An SHC member should be removed only when, in the judgment of the OD, the member’s presence would seriously compromise the fairness of a hearing.

7.252 SHC Hearing Process
The Student Honor Committee conducts its inquiry and deliberations through a two-step process:

- A private hearing, during which all the evidence that the Committee will base its subsequent decisions is introduced.
- A private Committee session during which the evidence introduced at the hearing is considered by the Committee. At this time a decision regarding student involvement in the alleged misconduct and a decision regarding disciplinary action is reached.

1. In a situation referred to the SHC, the Operational Director informs the student of the alleged misconduct and presents a statement of the facts, dates, times, and events relevant to the issue.
2. The Student Honor Committee hearing shall be held no later than two days from the time of notification.
3. The hearing shall be private. Only the members of the Committee, the Operational Director, and the accused student are present. Witnesses may be present only as they are called to testify. An accusing party in cases alleging Actions Against Persons may be present during any testimony, which relates directly to him/her. Discretion on these matters rests with the OD.
4. Each member of the Committee and the OD has the opportunity to question all witnesses. The accused student may question all witnesses through the OD. In cases alleging Actions Against Persons, the accusing party may also question witnesses through the OD when testimony relates to that student. The OD may instruct a student or witness not to answer questions, which the OD deem to be irrelevant or improper.
5. At the conclusion of all testimony and statements, the Committee meets in closed session to determine whether or not the student accused of misconduct has violated the Code as charged. For the Committee to find a violation of the Code, this Committee must determine that the offense charged has been established by a preponderance of the evidence. “To establish by a preponderance of the evidence,” means to prove that something is more likely than not. The Operational Director is not present during the Committee’s deliberation and its vote.
6. If the Committee finds that a violation of the Code has occurred, it continues to meet in closed session to determine the penalty based upon the list provided by the Program Manager.

7. When a student is found to have violated the conduct code, the Student Chairperson shall orally convey to the student and the OD the Committee’s rationale for its decisions with regard both to the violation and to the penalty.

8. Decisions of the Committee on Student Conduct shall be final and the actions will be imposed immediately.

9. One staff and one student member of the SHC shall ensure that detailed notes are made of all portions of the process and these notes are to be sent to the Program Manager for review and addition to the student’s file.

**7.253 The Operational Director’s Role Post-Hearing**

After the Student Honor Committee has resolved a disciplinary matter, the Operational Director will continue to follow up the matter. A student found by the Committee to have violated the Code must abide by the penalties imposed by the Committee. Failure to abide by the terms of SHC penalties should be brought to the attention of the Operational Director for investigation and possible further disciplinary action. Any penalty imposed during a Pin Pass or Operational Director’s Review, and any terms/conditions of Mediation, are similarly enforceable.
8. Sea|mester Disciplinary Actions

In the event of misconduct, as defined in the Student Code of Conduct may, the following types of disciplinary action may be authorized by the Program Managers or Student Honor Committee.

In determining appropriate action, it may be decided that a combination of these actions should be applied. Unless otherwise stated, all actions will go into effect with minimal delay.

8.1 Formal Verbal Warning
A verbal warning given to the student by the Program or Operational Director that continuation or repetition of the specified conduct may be cause for other disciplinary action.

8.2 Reprimand
A written reprimand for violation of specific rules and regulations is sent to the student by the Program Manager, Operational Director or Student Honor Committee, noting that continued violations may result in further disciplinary action.

8.3 Restitution
A letter from the Program Manager requesting reimbursement for damage or misappropriation of property will be sent to the student. A copy of this letter may be sent to the student’s parents.

8.4 Censure
Penalties involving censure are available to the Program Manager and Operational Director, as well as to the Student Honor Committee. The term “censure” applies to a variety of actions resulting, in loss of privileges and/or formal letters written to the University of South Florida and/or the students’ parents. This may include any one or combination of the following actions.

- Loss of the privilege of participating in any program activities. (See Activity Suspension)
- Loss of the privilege to participate in social activities ashore.
- A letter of formal warning sent from the Program Manager with copies sent to the University of South Florida and the student parents or guardians.
- Any other restriction that seems appropriate to the offense.

8.5 Required Action
Penalties that require a particular action to be taken by a student are available to the Program Manager and Operational Director, as well as to the Student Honor Committee. This may include requests to engage in some form of community service either aboard a Sea|mester vessel or ashore.

8.6 Disciplinary Probation
The term “disciplinary probation” means that a penalty of expulsion is held in abeyance and may take effect if the Program Manager finds that the student has committed a further offense or is in non-compliance with any censure action that has been previously assigned. If a student, already on disciplinary probation, is found to have violated the Code of Student Conduct again, the first penalty held in abeyance now goes into effect. The Program Manager also may take additional action on the second offense.

8.7 Removal by Instructor
An instructor may remove (suspend) a student from his or her class for a day. During this period of removal, a conference should be held with the instructor and the student to attempt to resolve the situation that lead to the student’s removal.

8.8 Suspension
Two types of suspension follow:

- 8.81 Activity Suspension
The Program Manager and Operational Director may suspend a student from specific program activities for a specific period or for the remainder of the program.

- **8.82 Immediate Temporary Suspension**
  The Program Manager and Operational Director may immediately suspend a student for a temporary time from the program in an emergency action to protect student well-being, property and/or insure the maintenance of order. Immediate temporary suspension may be enforced for, but not limited to, the following types of student misconduct: Possession or use of a weapon. Willful misconduct which results in injury to any person, assault, battery, and sex crimes including any form of sexual assault.

8.9 Expulsion
Expulsion is the termination of student, without refund, from the program. The Program Manager may expel a student for any of the following.
- When other means of correction fail to bring about proper conduct.
- When the presence of a student causes a continuing danger to the physical safety of the student or others.
- When the presence of a student is deemed by the Program Manager to be a detriment to the program.

From a Legal Perspective …
It should be noted that all students participate in the procedures outlined within this document on a voluntary basis as part of their decision to remain as students with Sea|mester. Any student may select to depart from the program at any time and, on departure, the only ongoing implications of any particular incident at hand may be those that are covered by the both the National and International Laws that are in place. These laws, including Admiralty law, may supersede any action or decision made by these Sea|mester procedures. Aboard any vessel, the captain acts in accordance with both the laws of the flag state and the local territorial laws when administering his/her command aboard.
9. Courses Overview

9.1 Overview of Accredited Academic Courses

9.11 OCE 2002, Introduction to Oceanography

I. Credit Hours/Contact Hours: 3 Credits, 45 Contact Hours (Lecture)

II. Course Description
This course is designed to introduce students to important concepts in the study of the oceans and basic oceanographic research. Topics covered include chemical, geological, physical and biology oceanography, as well as basics concepts in management of the marine environment. Material will be delivered in interactive lectures, and many will be reinforced with practical activities. Processes that are directly relevant to sailing, navigation and ecosystems visited will be emphasized. Many topics will also be addressed through written assignments followed by class presentations. Students will carry out their own oceanography research projects in small groups. This course is appropriate for non-science majors.

III. Course Objectives
• To provide an overview of important oceanographic processes
• To present major marine ecosystems, including trophic relationships of their inhabitants and adaptations for various environmental conditions
• To increase awareness of anthropogenic impacts in the marine environment and potential solutions

IV. Course Outcomes
By the end of this course, students will be able to:

1. Explain important concepts of the water environment, including water chemistry, components of seawater, and transmission of energy
2. Describe the factors that govern primary production in the oceans, and which areas typically have the highest rates of primary production
3. Recognize and describe major taxonomic groups and functional groups in the marine environment
4. Describe major marine ecosystems and their main characteristics
5. Explain the ocean’s bathymetric features based on the theory of plate tectonics
6. Explain the world’s major atmospheric and oceanic circulation patterns and the processes governing them
7. Outline the processes governing tides and waves
8. Summarize important concepts related to fisheries, aquaculture and management of the marine environment
9. Read primary scientific literature and synthesize key points on a given topic

V. Required Material
(2) Mask/fins/snorkel for snorkeling/scuba diving.

VI. Course Evaluation

<table>
<thead>
<tr>
<th>Quiz</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>40%</td>
</tr>
<tr>
<td>Literature Review</td>
<td>20%</td>
</tr>
<tr>
<td>Group Research Projects</td>
<td>20%</td>
</tr>
</tbody>
</table>

Final grades for the course will be assigned according to the standard percentage scale as follows:

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = Below 60%
### VII. Tentative Course Outline (exact timing depends on voyage)

<p>| Week # | Topics | Associated chapter in Sea|mester lecture notes |
|--------|--------|---------------------------|
| 1      | Introduction to Oceanography | 1 |
|        | Plate tectonics and ocean floor | 2 |
|        | Windward-leeward hike: geology and water energy | 3 |
| 2      | Bathymetry practical part 1: make a bathymetric chart | 4 |
|        | Turtle conservation: tagging practical | 5 |
|        | Bathymetry practical part 2: analyze bathymetric features | 6 |
|        | Barrier reef snorkel practical | 7 |
| 3      | Marine sediments | 8 |
|        | Sediment practical | 9 |
|        | Water | 10 |
|        | Mangrove snorkel practical | 11 |
| 4      | Seawater | 12 |
|        | Gases and nutrients in seawater | 13 |
|        | Energy in water | 14 |
|        | Literature review presentations | 15 |
| 5      | Literature review presentations | 16 |
|        | midterm review | 17 |
|        | Midterm exam | 18 |
|        | Air-sea interactions | 19 |
| 6      | Ocean circulation | 20 |
|        | Circulation lab: passage planning and physical oceanography | 21 |
|        | Waves | 22 |
|        | Wave dynamics lab | 23 |
| 7      | Tides | 24 |
|        | The coast | 25 |
|        | Shoreline processes lab | 26 |
|        | Coastal ocean | 27 |
| 8      | Estuaries lab | 28 |
|        | Marine pollution lab | 29 |
|        | Marine life and marine environment | 30 |
|        | Productivity and energy transfer | 31 |
| 9      | Plankton diversity lab | 32 |
|        | Fisheries | 33 |
|        | Sustainable fisheries practical | 34 |
|        | Aquaculture | 35 |
| 10     | Aquaculture practical | 36 |
|        | Climate change: causes and solutions | 37 |
|        | Climate change: impacts on the oceans | 38 |
|        | Marine education | 39 |</p>
<table>
<thead>
<tr>
<th></th>
<th>Marine education practical</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Concluding class</td>
</tr>
<tr>
<td></td>
<td>Research project presentations</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>12</td>
<td>Final review</td>
</tr>
<tr>
<td></td>
<td>Final exam</td>
</tr>
</tbody>
</table>

Please visit the academics section of our website in order to download the full syllabus for this course.
9.12 PEN 2930, Nautical Science

I. Credit Hours/Contact Hours: 3 Credits

II. Course Description
This course consists of both theoretical and practical modules and gives a basic understanding of the knowledge that is required to be an active crew member on board a yacht, whether power or sail. More advanced modules are aimed at increasing a student’s nautical knowledge sufficiently to be a watchkeeper on board a bareboat yacht, or a flotilla skipper in fair weather, in daylight hours within sight of land.

Material will be delivered through lectures, assigned reading, discussions and practical activity on the waters using both motor and sailing vessels of all sizes (10ft-112ft).

III. Course Objectives
Students will become safe boaters and be prepared to meet boating challenges. With this knowledge, they will have a lifelong source of recreation with safe, environmentally-friendly activities. Specific objectives include:

- Fundamentals of small boat handling
- Chart reading
- Rules of the road
- Rigging
- Safety and regulations

IV. Course Outcomes
By the end of this course, students will be able to:

1. Navigate a modern sea-going sailing vessel, using both traditional and modern methods.
2. Understand and be prepared for possible safety considerations related to ocean voyaging
3. Show full understanding of global weather patterns, including ways to forecast and route for weather while voyaging
4. Operate, understand, and maintain all shipboard equipment, including the auxiliary propulsion systems, electronics and sailing gear.

V. Required Material


VI. Course Evaluation
The course will consist of 100 total points, consisting of lecture quizzes, practical application of the skills learned as well as formal examinations.

| Safety of self and others | 20 points |
| Active Participation | 20 points |
| Quizzes | 5 points |
| Oral Presentation & Command Presence | 10 points |
| Clean Work Habits | 5 points |
| Mid Term Examination | 20 points |
| Final Examination | 20 points |

Final grades for the course will be assigned according to the standard percentage scale as follows:
### VII. Tentative Course Outline

<table>
<thead>
<tr>
<th>Week #</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Basic Vessel Introduction:</strong> Basic operation&lt;br&gt;<strong>Basic Vessel Introduction:</strong> Nomenclature&lt;br&gt;<strong>Advanced Vessel Systems:</strong> Principles of 12 volt electricity; AC electricity&lt;br&gt;<strong>Advanced Vessel Systems:</strong> Potable water, waste water and grey water systems</td>
</tr>
<tr>
<td>2</td>
<td><strong>Basic Sailing:</strong> The physics of sailing and fundamental concepts at work&lt;br&gt;<strong>Basic Sailing:</strong> Rigging, fittings and operation of a basic keelboat.&lt;br&gt;<strong>Basic Sailing:</strong> Standard sailing procedures explained and practiced: Tacking, jibing&lt;br&gt;<strong>Basic Sailing:</strong> Heaving-to, docking, anchoring and person overboard</td>
</tr>
<tr>
<td>3</td>
<td><strong>Basic Sailing:</strong> Advanced concepts in sailing: sail shape, weight balance&lt;br&gt;<strong>Basic Sailing:</strong> Wind shifts, tacking angels, jibing angles.&lt;br&gt;<strong>Basic Sailing:</strong> Marlinspike seamanship: knots, splices, lines and line handling. Rules of the road.&lt;br&gt;<strong>Basic Sailing:</strong> Marlinspike seamanship: knots, splices, lines and line handling. Rules of the road.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Coastal Navigation:</strong> Introduction to Navigation: charts and basic chart work&lt;br&gt;<strong>Coastal Navigation:</strong> Chart types and corrections, and aids to navigation&lt;br&gt;<strong>Coastal Navigation:</strong> Navigational inputs, tidal heights&lt;br&gt;<strong>Coastal Navigation:</strong> Estimating your position, fixing your position.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Coastal Navigation:</strong> Estimating your position, fixing your position.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Coastal Navigation:</strong> Deriving lines of position, running fixes&lt;br&gt;<strong>Coastal Navigation:</strong> Single point fixes.&lt;br&gt;<strong>Coastal Navigation:</strong> Electronic aids to navigation, GPS&lt;br&gt;Mid Term Examination</td>
</tr>
<tr>
<td>7</td>
<td><strong>Coastal Navigation:</strong> Basic Radar Introduction.&lt;br&gt;<strong>Coastal Navigation:</strong> Inshore pilotage, danger bearings&lt;br&gt;<strong>Coastal Navigation:</strong> Clearing bearings, back bearings.&lt;br&gt;<strong>Coastal Navigation:</strong> Navigational strategy, upwind tactics</td>
</tr>
<tr>
<td>8</td>
<td><strong>Coastal Navigation:</strong> Downwind tactics and landfall.&lt;br&gt;<strong>Coastal Navigation:</strong> Navigation in limited visibility: fog strategy, radar use and safety.&lt;br&gt;<strong>Coastal Navigation:</strong> Navigation in limited visibility: fog strategy, radar use and safety.&lt;br&gt;<strong>Advanced Vessel Systems:</strong> Principles of diesel engine combustion, operation and care.</td>
</tr>
<tr>
<td>9</td>
<td><strong>Advanced Vessel Systems:</strong> Principles of diesel engine combustion, operation and care.&lt;br&gt;<strong>Coastal Navigation:</strong> Passage planning: charts, weather</td>
</tr>
</tbody>
</table>
| 10 | **Coastal Navigation**: Tidal considerations.  
**Advanced Vessel Systems**: Auxiliary Machinery use: R/O water production  
**Advanced Vessel Systems**: Hydraulic machinery  
**Coastal Navigation**: Navigation in heavy weather  
**Coastal Navigation**: Passage Navigation |
|---|---|
| 11 | **Coastal Navigation**: Passage Navigation.  
**Coastal Navigation**: Review of practical chart work, conventions and practice problems.  
**Coastal Navigation**: Review of practical chart work, conventions and practice problems. |
| 12 | **Coastal Navigation**: Review of practical chart work, conventions and practice problems.  
Final Examination |
9.13 SLS 2261, Student Leadership Development

I. Credit Hours/Contact Hours: 3 Credits
   45 Contact Hours (Lecture)

II. Course Description
The Semester Student Leadership Development course was developed based upon the resources from an instructor guide and required textbook named Exploring Leadership: For college students who want to make a difference (second edition) written by Julie E. Owen Susan R. Komives Nance Lucas Timothy R. McMahon.

The purpose of this course is to encourage students to carefully analyze their responsibilities and commitments in the context of leadership for the common good and for purposeful change. Students will come to understand the concept of relational leadership and how it differs from traditional leadership theories. The course includes the study of leadership as well as the application of leadership theories, concepts, and skills. Students will also develop their own leadership potential through the completion of personal and leadership self-assessments, values exploration, and leadership skill applications through program activities.

III. Course Objectives
Through active engagement in the course and course materials, students will:

- Understand and apply the Relational Leadership Model.
- Learn the basics of group roles, dynamics, and decision making in order to function constructively in-group settings.
- Understand the nature of coalitions, communities, and systems.
- Appreciate the relationship between ethics and leadership.
- Discover the complexities of leadership and the multidisciplinary nature of leadership studies.
- Compare and contrast traditional and emergent paradigms of leadership.
- Apply critical thinking to leadership theories and practices.
- Build an awareness of leadership issues facing our communities and society.
- Engage in a positive, inclusive learning experience where all students are challenged and supported.

IV. Course Outcomes
By the end of this course, students will:

1. Have increased self-awareness through the exploration of values, beliefs, culture, and identity.
2. Understand gender and cultural influences on leadership
3. Begin to develop a personal philosophy of leadership.

V. Required Material
1) Exploring leadership: For college students who want to make a difference by Susan R. Komives, Nance Lucas, Timothy R. McMahon 608pp. ISBN10: 1118399471

VI. Additional Material

VII. Course Evaluation
The course will consist of 100 total points, consisting of assignments and evaluations. The exact evaluation method will be determined by the semester yet the two possible breakdowns can be seen below

1. During Programs where a Challenge Course is created or available for rental:
   Class attendance/participation 15 Points
   Leadership Autobiography 20 Points
   Challenge Course Reflection Paper 30 Points
Leadership Action Plan  
Effective Leadership Assessment

2. During Programs where a Challenge Course is not created or available for rental:
   Class attendance/participation  
   Leadership Autobiography  
   Leadership Interview Paper  
   Leadership Action Plan  
   Effective Leadership Assessment

Final grades for the course will be assigned according to the standard percentage scale as follows:
- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Below 60%

VIII. Tentative Course Outline (exact timing depends on voyage)

<table>
<thead>
<tr>
<th>Week #</th>
<th>Topic</th>
<th>Readings &amp; Assignments From the Required Material Text Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Leadership</td>
<td>Preface and Chapter 1</td>
</tr>
<tr>
<td>2</td>
<td>The Changing Nature of Leadership</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>3</td>
<td>The Relational Leadership Model</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>4</td>
<td>Understanding Yourself</td>
<td>Chapter 4, Leadership Autobiography due Take Myers-Briggs Type Indicator or Innergy Personality card test</td>
</tr>
<tr>
<td>5</td>
<td>Understanding Others</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>6</td>
<td>Leading with Integrity and Moral Purpose</td>
<td>Chapter 6 &amp; related articles</td>
</tr>
<tr>
<td>7</td>
<td>Interacting in Teams and Groups</td>
<td>Chapter 7 &amp; related articles</td>
</tr>
<tr>
<td>8</td>
<td>Understanding Complex Organizations and Communities</td>
<td>Chapter 8, 9, and 10</td>
</tr>
<tr>
<td>9</td>
<td>Understanding Change</td>
<td>Chapter 11, Leadership Interview paper / Challenge course</td>
</tr>
<tr>
<td>10</td>
<td>Strategies for Change</td>
<td>Chapter 12</td>
</tr>
<tr>
<td>11</td>
<td>Developing a Leadership Identity</td>
<td>Chapter 13</td>
</tr>
<tr>
<td>12</td>
<td>Renewal of Self, Groups and Organizations; Group Presentations</td>
<td>Chapter 14, Leadership Action Plan paper due</td>
</tr>
</tbody>
</table>
9.14 OCB 1001, Introduction to Marine Biology

I. Credit Hours/Contact Hours: 3 credit hours, 45 contact hours.

II. Course Overview
This course is designed to introduce students to the diversity of marine life and integrate current issues and practical activities to teach biological and ecological concepts. Topics covered include basics of ecology and evolution, the marine environment, taxonomic classification of marine organisms, survey of major marine ecosystems, and marine conservation. Material will be delivered in interactive lectures, and many will be reinforced with practical activities. Ecosystems and taxonomic groups that are found locally will receive special emphasis. Many topics will also be addressed through written assignments followed by class discussions. This course is appropriate for non-science majors.

III. Course Objectives
• To provide an overview of marine diversity and the evolutionary processes that led to this diversity
• To present major marine ecosystems, including trophic relationships of their inhabitants and adaptations for various environmental conditions
• To increase awareness of anthropogenic impacts in the marine environment and potential solutions

IV. Course Outcomes
By the end of this course, students will be able to:

1. Explain basic concepts of evolution and diversity
2. Describe the major taxonomic groups of marine organisms, including their adaptations to their environment
3. Recognize the evolutionary relationships between groups of marine organisms
4. Describe the physical characteristics, dominant organisms, and trophic relationships in major marine ecosystems
5. Identify reef invertebrates and fishes common in the Caribbean (or where the course takes place)
6. Read primary scientific literature in marine biology and synthesize key points on a given topic

V. Required Material
3) Mask/fins/snorkel for snorkeling/scuba diving.

VI. Course Evaluation

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>60%</td>
</tr>
<tr>
<td>Short Essays</td>
<td>20%</td>
</tr>
<tr>
<td>ID Quiz</td>
<td>5%</td>
</tr>
<tr>
<td>Field ID Logbook</td>
<td>15%</td>
</tr>
</tbody>
</table>

Final grades for the course will be assigned according to the standard percentage scale as follows:

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = Below 60%
### VII. Tentative Course Outline (exact timing depends on voyage)

<p>| Week # | Topics                                                                 | Associated chapter in Sea|mester lecture notes |
|--------|------------------------------------------------------------------------|---------------------------|
| 1      | Science and Marine Biology                                              | 1                         |
|        | Fundamentals of Ecology                                                 | 2                         |
|        | Mark-recapture practical                                                |                           |
|        | Biological Concepts                                                    | 3                         |
| 2      | Taxonomic key practical                                                |                           |
|        | Marine Micro-organisms                                                 | 4                         |
|        | Plankton practical                                                     |                           |
|        | Periphyton practical                                                   |                           |
| 3      | Multicellular Primary Producers                                         | 5                         |
|        | Seaweed diversity practical part 1                                     |                           |
|        | Exam 1 (Logbook submitted with at least 10 species)                     | Chapters 1-5              |
|        | Sponges, Cnidarians and Comb Jellies                                    | 6                         |
| 4      | Porifera lab                                                            |                           |
|        | Worms, Bryozoans and Mollusks                                           | 7                         |
|        | Cephalopod dissection                                                   |                           |
|        | Arthropods, Echinoderms and Invertebrate Chordates                      | 8                         |
| 5      | Marine fishes                                                           | 9                         |
|        | Identification of local reef fish and invertebrates                     |                           |
|        | Reef fish and invertebrate ID practice                                  |                           |
|        | Reef fish and invertebrate survey                                      |                           |
| 6      | Marine Reptiles and Birds                                              | 10                        |
|        | Fish dissection                                                        |                           |
|        | Marine Mammals                                                         | 11                        |
|        | Exam 2 (Logbook submitted with at least 20 species)                     | Chapters 6-11             |
| 7      | Intertidal Ecology                                                      | 12                        |
|        | Intertidal ecology field trip                                           |                           |
|        | Estuaries                                                              | 13                        |
|        | Coral Reef Communities                                                 | 14                        |
| 8      | Coral Reef Communities                                                 | 14                        |
|        | Coral Zonation practical                                               | 15                        |
|        | Continental Shelves and Neritic Zone                                   | 15                        |
| 9      | The Open Ocean                                                         | 16                        |
|        | Exam 3 (Logbook submitted with at least 30 species)                     | Chapters 12-16            |
|        | Life in the Ocean’s Depths                                             | 17                        |
| 10     | Life in the Ocean’s Depths                                             | 17                        |</p>
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Marine birds and mammals of polar seas</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Polar seas</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Seaweed diversity practical part 2</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Artificial reefs</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Marine Protected Areas</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Marine Tourism</td>
<td>21</td>
</tr>
<tr>
<td>12</td>
<td>Live reef fish trade</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Exam 4 (Logbook submitted with at least 40 species)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapters 17-22</td>
<td></td>
</tr>
</tbody>
</table>
9.15 PSCT, Professional Skipper and Crew Training
(Offered during full-length Global programs only)

I. Course Description

On beyond the core Nautical Science class, the Professional Skipper & Crew Training course has been constructed specifically for students with a strong desire to expand their personal knowledge and proficiency to a very high standard. It is ideally suited for those seeking to embark on a career in the professional yachting industry. This course is unique in that our students voyage full-time aboard the sailing vessel, allowing them to learn, develop, consolidate and practice their theoretical and practical training on a daily basis. Our experiential instruction also allows additional modules, such as extensive mile building and sea time logging, as well as practical safety training and yacht maintenance, to be incorporated into our course. All of the certifications included in this course are issued through International Yachtmaster Training, as IYT offers the only global standard in professional yachting certifications.

A history of considerable time spent on the water and in command of various sailing and/or motor vessels is necessary for participation in this course. Candidates for PSCT will be required to submit a separate application to take part in this course, via their online student portals. Students must be 18 years old at the beginning of the voyage to apply. A Seamaster Director will review the application before the start of the voyage and students will be notified if accepted. This course is taught in conjunction with our Nautical Science class, providing a step-by-step approach from intermediate up through advanced theoretical modules. All enrolling students, particularly those with limited previous experience, should be aware that completion of the PSCT course does not guarantee completion of the IYT professional certifications. Students failing to achieve all the standards required by the IYT program will be unable to progress to the practical examination module.

II. Required Texts

1) International Yachtmaster Training: IYT Master of Yachts 200 ton Offshore Course Notes  
2) Chapman Piloting: Seamanship & Boat Handling - Elbert S. Maloney, Charles Frederic Chapman  
3) Boatowner’s Mechanical & Electrical Manual: How to Maintain, Repair, and Improve Your Boat’s Essential Systems - Nigel Calder

III. Course Method

Professional Skipper and Crew Training is taught through lecture, discussion, practical demonstration and assigned reading of selected topics.

IV. Method of Student Evaluation

IYT Quizzes and formal examination: 80% Participation: 20%

Final grades for the course will be assigned according to the standard percentage scale as follows:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Below 60%

V. Policy for Class Attendance

Unavoidable absences due to illness etc. will be mitigated by reading around the lecture topics missed. Apart from the rare exceptions outlined above, full time attendance is necessary to pass the course.

VI. Tentative Course Outline

Theoretical Modules
Navigational Drawing Instruments
  a) Dividers and compasses.
  b) Proprietary plotting instruments.
  c) The Breton Plotter
d) Parallel rulers.

Navigational Charts – Latitude and Longitude
  a) Suppliers - Admiralty, DMA, NOAA Stanford, Imray, etc.
  b) Information contained on charts.
  c) Chart symbols and abbreviations –
  e) Latitude and Longitude.
  f) Chart correction.

Definition of Distance, Speed, Time and Direction
  a) Position by bearing and distance.
  b) True bearings and courses.
  c) The Knot.

The Magnetic Compass, Variation and Deviation
  a) Allowance for variation. Change of variation with time and position, use of transits and comparison to check deviation.
  b) Sitting of compass and causes of deviation.
  c) Steering and hand bearing compasses.
  d) Swing for deviation (but not correction).

Position Lines and Position Fixes
  a) Techniques of visual fixing.
  b) Horizontal angle fixing.
  c) Running fixes.
  d) Radio fixes.
  e) Fixes containing a mixture of position lines.
  f) Deviation of position from a line of soundings.
  g) Ranges by dipping distances.
  h) The running fix.

Dead Reckoning and Estimated Positions
  a) Definition of D.R. and E.P.
  b) Working up D.R. and E.P. by plotting on a chart.
  c) The log book.

Tides
  a) Causes of tides - springs and neaps.
  b) Tidal heights and definitions.
  c) Tidal level and datums.
  d) Times and heights at standard ports.
  e) Correction for secondary ports.
  f) The rule of twelfths.

Currents
  a) Current definitions - levels and data.
  b) Current set and drift.
  c) Current tables.
  d) Current rips, overfalls and rates.

Course to steer to counteract a current
  a) Plotting a C.T.S.
b) Leeway, variation and deviation

Meteorology
a) Basic meteorological terms - The Beaufort Scale.
b) Air Masses.
c) Cloud types.
d) Weather patterns associated with pressure and frontal systems.
e) Sources of broadcast meteorological information.
f) Tropical revolving storms – development. Tracking and danger quadrants.
g) Land and sea breezes.
h) Preparing synoptic charts from radio information.

Pilotage
a) Pilot books, charts and nautical almanacs.
b) Method of pre-planning.
c) Port control, lock gates and marinas, pilotage symbols.
d) Harbor regulations and control signals.

Passage Planning
a) Preparing for a passage.
b) Passage plan headings.
c) Considerations for offshore passages.

Electronic Navigation Aids
a) Radio direction finding.
b) Decca and Loran C.
c) Global positioning systems.
d) Differential G.P.S.
e) Chart Plotters

Practical Modules

Safety
a) Knowledge of the safety equipment carried, its stowage and use.
b) Fire precautions and fire fighting aboard.
c) Use of personal safety equipment, harnesses and lifejackets.
d) Ability to send a V.H.F. radio distress message.
e) Life raft, ditch bag and grabable items.

Boat Handling
a) Coming to and weighing anchor under power or sail.
b) Picking up and leaving a mooring buoy under power or sail.
c) Berthing and leaving a berth, alongside or between piles under power.
d) Recovery of a man overboard.
e) Boat handling in confined areas under power or sail.
f) Boat handling in heavy weather.
g) Helmsmanship and sail trim to sail to best advantage.
h) Use of warps and fenders for securing in and alongside berth.

General Seamanship
a) Properties, use and care of synthetic fiber ropes.
b) Knots and splices.
c) General deck work, at sea and in harbor.
d) Engine operation and maintenance.
e) Improvisation of jury-rigs following gear failure.

Responsibilities of the Captain  
  a. Communication with the crew.
    a) Delegation of responsibility and watchkeeping organization.
    b) Preparing the yacht for sea and adverse weather.
    c) Tactics for heavy weather and restricted visibility.
    d) Emergency & distress situations.
    e) Customs procedures.
    f) Standards of behavior and courtesy.

Navigation
  a) Chartwork, including position fixing and course shaping allowing for tide and leeway.
  b) Tide and Tidal stream calculations.
  c) Buoyage and visual aids to navigation.
  d) Instruments, including compasses, logs, echo sounders, radio nav aids and chartwork instruments.
  e) Passage planning and navigational tactics.
  f) Pilotage techniques.
  g) Navigational records.
  h) Limits of navigational accuracy and margins of safety.
  i) Navigation by Loran and G.P.S.

Meteorology
  a) Definition of terms.
  b) Interpretation of weather forecasts, barometric trends and visible phenomena.
  c) Ability to make passage planning decisions based on forecast information.

International Regulations for prevention collisions at sea
  a) General rules.
  b) Steering and sailing rules.
  c) Lights and shapes.
  d) Sound and light signals.
  e) Distress signals.

Mile Building & Sea time Modules
International Yachtmaster Training stipulates various mileage and sea time requirements as entry level standards for their courses. Unique to our programs is that Sea|mester students satisfy, and exceed all of these requirements as part of their program. Exact mileage and sea time is dependent upon specific voyage itinerary and length, yet all full-length Global voyage will satisfy the 3000 nautical mile and 50-day sea time requirements for IYT Master of Yachts 200 ton Offshore certification.

Yacht Maintenance Modules
The yacht maintenance section of the course occurs at various periods throughout the voyage and it is our goal to provide students with basic instruction and practical experience on the maintenance and upkeep of a working sailing vessel. Those students interested in developing a greater knowledge of mechanical engineering should not consider this section as a substitute for the Basic Marine Engineering course

Topics including the following..
Basic Diesel Engine Maintenance, Water pumps, Watermaker, Generators
12v/24v DC Electrics, Battery care and maintenance, 110v/220v AC Electrics, Rigging & rope work
Sail repair, Painting & varnishing, Marine refrigeration

VII. Qualifications
Students completing the Professional Skipper & Crew Training Course have the opportunity to earn the following certifications.

- IYT International Crew Certificate
- IYT Radio Operators License
- PADI Emergency First Response First Aid and CPR
- IYT Master of Yachts 200 tons Coastal Certificate Theory
- IYT Master of Yachts 200 tons Offshore Certificate Theory
- IYT Master of Yachts 200 tons Coastal Certificate Practical*
- IYT Master of Yachts 200 tons Offshore Certificate Practical *

*Please note that to qualify for the IYT Master of Yachts 200 Ton Coastal and/or Offshore certification during the voyage, students must enroll for an additional 5-day practical and examination voyage extension to be done on a 30-50ft sloop-rigged monohull. This extension will be an additional cost to students. Students may complete this portion of their Master of Yachts 200 Ton training at any affiliate IYT partner school worldwide. Students enrolling in this extension will gain vital experience handling smaller yachts in the 30 to 50-foot range. Formal examination by an IYT independent examiner will take place on the last day of the trip. Students should also be aware that STCW ’95 (Standards of Training Certification and Watch Keeping for Seafarers) is required by law in most countries for professional mariners. All students must complete this 5-day STCW certification course prior to official issuance of IYT Master of Yachts 200 Ton certificate. This course can be taken either before or after a Global voyage. Please call our Florida office for further information.
9.16 BME, Basic Marine Engineering
(Not currently offered as a standalone class. The basics of this class is currently incorporated into the Professional Skipper and Crew Training class)

I. Course Description
The Basic Marine Engineering course has been designed to offer a broad introduction to marine engineering and includes both practical and theoretical instruction. During the course students will gain hands-on training on the use, maintenance, fault finding and diagnosis as well as basic repair on a full range of ships mechanical systems, which includes:

- Tools and their uses
- Battery banks
- Marine electrics
- Compression engines: Diesel
- Marine transmissions
- Refrigeration and air-conditioning
- Plumbing, heads and through-hulls
- Pumps
- Other vessel mechanical systems: Scuba diving air compressors, water makers, hydraulics

In order to qualify for the International Yachtmaster Training Diesel Engine Masters Certificate, more detailed instruction is given into the general principle of diesel compression engines, specifically;

- Cycle of operation and constructional details
- Fuel System
- Role of air in the combustion process
- Cooling systems
- Lubrication Systems
- Engine Systems

II. Required Texts
1) Boatowner’s Mechanical & Electrical Manual: How to Maintain, Repair, and Improve Your Boat’s Essential Systems - Nigel Calder
2) Marine Diesel Engines: Maintenance, Troubleshooting, and Repair - Nigel Calder

III. Course Method
Basic Marine Engineering is taught through lecture, discussion, practical demonstration and assigned reading of selected topics..

IV. Method of Student Evaluation
- Unit Quizzes: 80%
- Participation: 20%

Final grades for the course will be assigned according to the standard percentage scale as follows:
A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = Below 60%

V. Policy for Class Attendance
Unavoidable absences due to illness etc. will be mitigated by reading around the lecture topics missed. Apart from the rare exceptions outlined above, full time attendance is necessary to pass the course.
VI. **Course Outline**

Unit 1. Establishing a balanced battery-powered electrical system
- Batteries: How they work
- Batteries: Cranking vs. deep cycle / Wet cells vs. dry cells
- Determining power requirements, providing adequate charging
- Building the right system for your needs

Unit 2. Understanding electrical circuits
- Basic concepts and measurements
- DC circuits
- AC circuits
- Proper electrical installations

Unit 3. Diesel Engines
- Principles of operation
- Details of operation
- Cleanliness
- Maintenance and repair
- Troubleshooting

Unit 4. Marine transmissions, shafts and props
- Transmissions and shaft brakes
- Prop shafts
- Shaft seals
- Bearings and propellers

Unit 5. Refrigeration and air-conditioning
- CFC’s and the ozone hole
- Balancing refrigeration with boat use
- Operation, troubleshooting and repair

Unit 6. Plumbing, heads and through-hulls
- Plumbing types and materials
- Head usage, regulations, troubleshooting and repair
- Through-hulls and seacocks

Unit 7. Pumps
- How they work, pros and cons
- Maintenance, troubleshooting and repair
- Pump switches, types

Unit 8. Other vessel mechanical systems
- Scuba diving air compressor
- Water makers
- Hydraulics

VII. **Qualifications**
Students successfully completing of this class earn the International Yachtmaster Training Diesel Engine Masters Certificate as well as the Sea|mester Basic Marine Engineering Certificate.
9.16 IDS, Independent Study
These courses are available during any full-length Sea|mester voyage.

Overview
Any Sea|mester is a voyage of discovery and we understand and support the fact that some enrolling or repeat students may have academic needs that are not satisfied by our standard classes offered through the University of South Florida. The IDS class is designed to fill that gap, and students may select from one of the following two options.

1. Undertake a correspondence or approved self directed study course through their home institution.

2. Self-designed (and Sea|mester approved) self-study course. In this case, students are required to submit a project outline for review, which must include the project title, goals and instructional methods, as well as desired outcomes. Should the Personal Educational Project be accepted, students then need to provide our staff with acceptable methods of evaluation prior to joining the program. All projects will be considered, whether it is language development, photojournalism or anything in between.

   It is recommended that any student interested in enrolling for a IDS class contact the Sea|mester admissions team during the enrollment process in order to discuss their options and goals.
9.2 Overview of Additional Academic and Vocational Courses

9.21 Leadership and Teambuilding
Leadership training and the ability to work effectively within a team involves the utilization of many important skills. One of the primary focuses of the semester is to develop these by creating an environment, which presents both personal and group challenges. Individuals are presented with situations and circumstances which enable them to develop the competence, confidence and communication skills needed to be effective members of a successful team. Problem solving, decision making, self and team motivation are all key elements which are facilitated through specially designed experiences ranging from short exercises to multiple day endeavors. By the end of the course, each student will possess the tools to effectively lead a team through any given set of conditions.

9.22 Sailing Courses
Throughout the voyage, students will be involved in extensive near-coastal and offshore voyaging.

From this time spent navigating and sailing, each student will gain certifications based on the requirements of International Yachtmaster Training. These certifications range from basic sailing and boat handling to advanced navigation and vessel operation.

<table>
<thead>
<tr>
<th>IYT Sailing Courses Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Crew Certificate</td>
</tr>
<tr>
<td>Radio Operator / Communication Certificate</td>
</tr>
<tr>
<td>IYT Navigation Master</td>
</tr>
<tr>
<td>IYT Master of Yachts 200 Tons Coastal Theory (formally Yachtmaster)*</td>
</tr>
<tr>
<td>IYT Master of Yachts 200 Tons Offshore Theory (formally Yachtmaster)*</td>
</tr>
</tbody>
</table>

*Dependent upon student’s prior experience and voyage logistics

9.23 PADI Diving Courses
During the semester, all students will have the opportunity to initiate or further their scuba diving skills and certifications through the PADI (Professional Association of Diving Instructors) program. These courses, which range from the introductory Open Water certification to the first professional level ‘Divemaster’, also offer the opportunity for college credit recommendations through the ACE service (please refer to the accreditation section for further details). Advancement through the PADI program is dependent on previous certification level upon entrance.

<table>
<thead>
<tr>
<th>PADI Scuba Diving Courses Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Water</td>
</tr>
<tr>
<td>Advanced Open Water</td>
</tr>
<tr>
<td>Rescue Diver</td>
</tr>
<tr>
<td>Professional Divemaster</td>
</tr>
<tr>
<td>EFR: Emergency First Responder</td>
</tr>
</tbody>
</table>