

**NORTH WEST  
SCHOOL *of* WOODEN  
BOAT BUILDING**

BOAT BUILDING • MARINE SYSTEMS

**SCHOOL  
CATALOG  
ADDENDUM**

*Make a living, craft a life*

**Northwest School of Wooden Boatbuilding**

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Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, Virginia, 22201

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The school is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is listed by the U.S. Department of Education as a nationally-recognized accrediting agency.

Selected programs of study at the Northwest School of Wooden Boatbuilding (NWSWB) are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

NWSWB does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

The school is licensed under Chapter 28C.10 RWC. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board

128 10th Ave. SW, PO Box 43105, Olympia, WA 98504

[wtb.wa.gov](http://wtb.wa.gov)

(360) 709-4600

[pvs@wtb.wa.gov](mailto:pvs@wtb.wa.gov)

NWSWB does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, gender, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. The following person has been designated to handle inquiries regarding the nondiscrimination policy:

Betsy Davis

Title IX Coordinator

42 N. Water St.

Port Hadlock, WA 98339

(360) 385-4948

[betsy@nswsb.edu](mailto:betsy@nswsb.edu)

For more information about graduation rates, the median debt of students who complete the program, and other important information, please visit our website at: [www.nswsb.edu](http://www.nswsb.edu)

# Addendum

The Northwest School of Wooden Boatbuilding is adapting its learning environment to promote safety for students and staff during the Coronavirus Pandemic (also known as COVID-19). This Catalog Addendum describes adaptations made since the Catalog was published in January 2020.

The school’s curriculum, educational objectives and program goals remain as described in the Academics section of the 2020-2021 Catalog. The school day will still start with a morning lecture, followed by hands-on learning in the boatbuilding and marine systems workshops.

Listed below are the additions, replacements, or edits to the 2020-2021 School Catalog since its original publication in January 2020. The policies and procedures listed in this addendum will apply to students enrolled in programs for the 2020-2021 school year.

## Overview of Changes

- **Adjusted Campus Hours and Access:** Due to the new safety protocols, the procedures to access the administrative office and library will be modified.
- **New Safety Protocols:** The school has developed a new set of safety protocols documented in the “COVID-19 Exposure Control, Mitigation & Recovery Plan”. Students will be trained in this plan and required to follow it.
- **Online Delivery of Lectures:** Lectures will be moved to an online format to replace the in-person lectures. This will minimize the need for students to sit in close proximity for that portion of the school day. The school day hours will be adjusted to accommodate the online lectures.
- **Electronic Signatures:** The school will allow electronic signatures on official and administrative documents instead of requiring in-person signing.

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## New and Amended Policies due to COVID-19

### Hours of Availability

*Replaces information on page 7, 2020-2021 School Catalog, Volume 3 January 2020*

The Northwest School of Wooden Boatbuilding's Administrative Office is currently closed to non-school personnel. The office is staffed Monday through Friday from 10:30 am to 4:30 pm, excluding School closures and holidays. Please contact [info@nswsb.edu](mailto:info@nswsb.edu) or call 360-385-4948 if you have questions.

Because access to the Administrative office is currently limited, the Learning Resource Center and library are not currently accessible for in-person use. Instead of browsing the library in-person, students can review the school's library catalog online and arrange for book checkout with the librarian. The librarian will also be available to students remotely by appointment (email or other remote methods).

The school has temporarily suspended all tours and visitors. Please contact the Admissions Office at [admissions@nswsb.edu](mailto:admissions@nswsb.edu) for links to previously recorded virtual Admissions Open House events.

### A Typical School Day

*Replaces information on page 17, 2020-2021 School Catalog, Volume 3 January 2020*

The typical school day has been modified to accommodate online delivery content and changes due to the new safety protocols.

*The school day for all programs begins with an online morning lecture, with the remainder of the day spent in the workshops. Students in the boatbuilding programs work on bench projects, drafting, lofting, and building boats. Students in the marine systems program work on experimentation and projects in areas such as marine electrical, corrosion, plumbing, and disassembling diesel engines. Instructors take into account the skills, interests, and goals of each student to shape their educational experience. Students typically work in groups of 8 students per instructor. Instructors conduct demonstrations, educational meetings, and field trips (if possible) throughout the year. During the day, students have a 30-minute lunch break. Students participate in all aspects of the work of a commercial boat shop. In boatbuilding programs this may include sorting, selecting, and milling lumber; blocking up and moving boats; sanding, painting, and varnishing; and adjusting and servicing tools. In the marine systems program, this may include researching appropriate components and products, ordering parts, project management, and performing corrosion surveys on real world boats in the water. At the end of the school day, everyone cleans up the assigned areas around the campus. Students are required to complete one research project per quarter (approximately one hour of research each week) on a maritime subject of their choosing, using the school's library resource system and community's local maritime libraries.*

### Student Services – Communication

*Replaces information on page 18 in 2020-2021 School Catalog, Volume 3 January 2020*

Because the Administrative Office is closed to students during this time, students are not able to have mail or packages delivered to the school, nor will they be able to use office phones or computers. To assist students, WiFi will be available throughout the campus and students without computers will be able to borrow a tablet or laptop to use for the duration of the school year.

## New Safety Protocols

In cooperation with the Washington Training and Education Coordinating Board (WTECB), the school has developed a new set of safety protocols documented in the “COVID-19 Exposure Control, Mitigation & Recovery Plan.” Students will receive a copy of this plan, will be trained on how to employ the new procedures, and will be required to follow the plan or risk dismissal.

- **Academic Policies - Safety Rules:**

*Addition to information on page 64, 2020-2021 School Catalog, Volume 3 January 2020*

Students will receive training and are required to follow all procedures and safety protocols documented in the school’s “COVID-19 Exposure Control, Mitigation & Recovery Plan.” To protect the health and safety of students and staff at the school, students can be dismissed if they do not follow these procedures.

- **Conduct and Disciplinary Policies - Standards of Conduct:**

*Addition to information on page 66, 2020-2021 School Catalog, Volume 3 January 2020*

Students are expected to:

Follow directions from instructors and staff, especially related to safety, including all COVID-19 protocols.

- **Conduct and Disciplinary Policies - Dismissal:**

*Addition to information on page 66, 2020-2021 School Catalog, Volume 2 January 2020*

The school reserves the right to dismiss students for any of the following reasons:

Failure to comply with any of the school’s COVID-19 safety procedures, including, but not limited to, those listed in the “COVID-19 Exposure Control, Mitigation & Recovery Plan.”

## Program Changes

### Online Delivery of Lectures

*Addition and replacement of information on pages 25-27, 2020-2021 School Catalog, Volume 3 January 2020*

To reduce student time in proximity to others, the daily in-person lectures for the 2020-2021 school year will use a virtual format. Lectures will be delivered using online communications – currently a combination of synchronous lectures using the Zoom platform and asynchronous lectures using the Panopto video platform. Panopto enables the instructor to track whether students have viewed the video, embed quizzes to check on student comprehension during the video, and provides analytics to assess student engagement. Attendance will continue to be taken by instructors at each morning lecture. In addition to the attendance record, Instructors will be tracking students to verify that required videos have been viewed by the student.

The school will ensure that every student has the ability to view the online content, making available a loaned tablet or laptop when needed. For students who lack internet access, in addition to having WiFi available on campus, the school will distribute a list to students of the WiFi hotspots in the community.

### Adjusted School Day

To allow for the online lecture content and reduce time on campus, the hours of each school day will change to Monday 9:00 am – 5:00 pm, Tuesday - Friday 8:00 am - 5:00 pm. From 8:00 am - 10:00 am, students will participate in the morning lecture remotely and will not be in the workshops on campus. Students will be in the workshops from 10:30 am - 5:00 pm, with a lunch break from 12:00 pm - 1:00 pm.

**Traditional and Contemporary Wooden Boatbuilding Program Modifications:**

90 credits or 1,460 clock hours - Monday, 9:00 am to 5:00pm and Tuesday through Friday, 8:00 am to 5:00 pm; all five days students will be on campus from 10:30 am - 5:00 pm. Note: students will only be in the workshops after the morning lecture is complete.

For students enrolled in the 12-month Traditional or Contemporary Wooden Boatbuilding programs during the 2020-2021 school year, 54 credits (817 clock hours) will be delivered remotely.

*\*During Fall Quarter 2020, workshop space for boatbuilding students will be located at an auxiliary training facility instead of the NWSWB campus. This temporary auxiliary training facility will be at the Northwest Maritime Center in Port Townsend, WA.*

**Marine Systems Program Modifications:**

42 credits or 730 clock hours - Monday, 9:00 am to 5:00pm and Tuesday through Friday, 8:00 am to 5:00 pm; all five days students will be on campus from 10:30 am - 5:00 pm. Note: students will only be in the workshops after the morning lecture is complete.

For students enrolled in a Marine Systems program during the 2020-2021 school year, 22 credits (330 clock hours) of their 42 credits (730 clock hours) will be delivered remotely.

## Electronic Signature Policy

*Addition to Academic Policies section pages 60-65, 2020-2021 School Catalog, Volume 3 January 2020*

An electronic signature may replace a wet signature, or an electronic record may replace a paper document in official documents generated by NWSWB.

NWSWB is implementing this electronic signature policy to increase the efficiency of operational transactions that previously required wet signatures on paper documents. This policy applies to all forms of electronic signatures and electronic records used to conduct official business. Official business includes, but is not limited to, electronic communications, transactions, procurements, contracts, and other official purposes. NWSWB is currently using DocuSign as the main method of acquiring electronic signatures, but other methods are allowed (for example, a scan of a signed document).

To the extent that a transaction or contract between NWSWB and a student requires any party to execute or sign an agreement or document, notice, agreement of authorization in order for such document to be effective, such signature is deemed to include electronic signatures as that term is defined in the Electronic Signatures In Global and National Commerce Act (“ESIGN Act”), 15 USC 7001, to the extent that NWSWB has approved the use of Electronic Signatures for such document. Each electronic signature shall be of the same legal effect, validity, and enforceability as a manually executed signature to the extent and as provided for in the ESIGN Act or any applicable law.