

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

BOAT BUILDING • MARINE SYSTEMS

**SCHOOL  
CATALOG**

*Make a living, craft a life*

**Northwest School of Wooden Boatbuilding**

42 N. Water Street, Port Hadlock, WA 98339

(360) 385-4948 • [www.nswwb.edu](http://www.nswwb.edu) • [info@nswwb.edu](mailto:info@nswwb.edu)

**Publication: Volume 3, January 2020**



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, Virginia, 22201

(703) 247-4212

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 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Training and Education Coordinating Board  
128 10th Ave. SW, PO Box 43105, Olympia, WA 98504-3105  
[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:

Mark Paxton  
Title IX Coordinator  
42 N. Water St.  
Port Hadlock, WA 98339  
(360) 385-4948  
[mark.paxton@nswwb.edu](mailto:mark.paxton@nswwb.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.nswwb.edu](http://www.nswwb.edu)

# Table of Contents

A School with Heart and History.....	4
Message from the Executive Director and Chief Instructor .....	5
Academic Calendar.....	6
Hours of Availability.....	7
<b>Life at the Boat School .....</b>	<b>9</b>
What We Do .....	10
School History.....	11
About our Campus .....	12
Campus Map.....	12
Instructors Passing Along Traditions.....	13
Our Instructors.....	13
Student Life.....	17
Student Services.....	18
Activities .....	21
<b>Academics.....</b>	<b>23</b>
Programs .....	24
Boatbuilding Course Descriptions .....	28
Marine Systems Course Description.....	35
Continuing Education.....	38
Prothero Internship.....	43
<b>Admissions, Tuition &amp; Fees, and Financial Assistance .....</b>	<b>45</b>
Admissions .....	46
Tuition & Fees .....	50
Financial Assistance .....	53
<b>School Policies .....</b>	<b>59</b>
Academic Policies .....	60
Conduct and Disciplinary Policies .....	66
Filing a Complaint .....	75
<b>Get to Know Us .....</b>	<b>79</b>

# A School with Heart and History

## A Sketch in Words

By Evelyn Ansel, Maritime Historian and Writer

Port Hadlock lies in the southern crook of Port Townsend Bay, framed to the east by the twin ripples of Indian and Marrowstone Islands and backed up to the west by the fields of Chimacum and Irondale. Take your first left off Oak Bay Road and coast downhill and evergreens and ferns soon give way to sand and water. You'll know you have arrived when you see the transom and sawn-off after quarters of a once-elegant little yacht, repurposed and set up right alongside the road, repainted and serving a second life as a welcome sign. If you happen to be visiting in late spring or early summer and look uphill and to your left just here, you will be greeted by a bank of nodding yellow broom bush and wild orange poppies. Above the vibrant orange and yellow, there's a cluster of shop buildings. At the right time of day, you may even see industrious students carrying spiling battens down or planks up the gravelly slope from one large craft shop to the other.

But eyes back to the road — continue straight downhill too quickly and you might end up in the waters of Port Townsend Bay via the public launch ramp. Better follow the road to the left. Here are the small-craft program buildings and offices of the Northwest School of Wooden Boatbuilding. NWSWB's headquarters sit just at the water's edge, on what used to be "Hadlock's" main street, many years before the official addition of "Port." Facing the offices and shops you will find a restaurant occupying a 1870s vintage house followed by a neat row of shoebox cabins that seem to spring from the landscape around here like so many wild mushrooms. It can be difficult to imagine while walking down the quiet and tree-lined Water Street that Lower Hadlock was once a clear-cut bustling industrial center. However, the site upon which the School presently sits has a long and complex history.

The nearly six acres comprising the Lower Hadlock campus curve around the edge of a shoreline hollow, built up over pilings, half on land and half on water. This is a place where timber has passed through human hands to meet the sea for centuries. Boats have been a constant fixture in this landscape since the earliest days of human habitation in the region, beginning with the graceful ancient complexity of the traditional Coast Salish cedar dugout canoes. Today, the School's waterfront view is punctuated by modern dinghies and yachts as well as traditional and classic designs. Several new boats are launched each semester by graduating NWSWB students, who, like the designs of the boats they build, hail from across the globe.

In an immediate sense, NWSWB was born out of the craft revival movement of the 1970s. This period saw a resurgence of interest, both nationally and internationally, in preserving the incredible global diversity of wooden watercraft traditions that seemed on the brink of extinction at the time. The seventies folk revival had roots that stretched further back, connecting us today to practices that evolved over thousands of years regionally in response to the local landscapes and environmental conditions. Around the turn of the last century, as maritime industry standards began to shift increasingly toward materials other than wood as the primary construction medium, it became clear that a concerted effort to document and adapt would have to be made to ensure the legacy of wooden boatbuilding would not be relegated exclusively to the desks of archaeologists and historians. Where secrecy was once paramount to success and it was in the fisherman's or pilot's best interest to keep his designs and teaching methodologies within the family, the possibility of extinction slowly brought about a sea-change within the communities that historically relied on the production and use of wooden boats for survival. Instead, individuals began to document vessels in the universal language of lines plans, and schools began to form outside of the traditional shipyard or familial apprenticeship model. Just as contemporary CAD programs and modern photo editing software still use the language of hand drafting and the dark room, alternative methods and material applications grew out of traditional shapes and building techniques.



## Message from the Chief Instructor

One of the most intriguing aspects of the Boat School is the diversity of projects our students work on each day. From cold-molding human-powered submarines and hanging planks on a 36' motor sailor to installing diesel engines and wiring systems panels, our students practice a wide range of boatbuilding techniques. The methods and skills they learn while at the School prepare them to enter many fields in the maritime trades. Our students enter the workforce with an advantage. They graduate from the School with an incredible sense of craftsmanship and an innate ability to problem solve. This makes our graduates highly sought after in the trades. Thank you for considering the Boat School!

Sean Koomen  
Chief Instructor  
Northwest School of Wooden Boatbuilding  
January 2020

## Message from the Executive Director

The Boat School is a special community and I hope you choose to become part of it. Students here learn by doing -- whether it's spiling and installing a plank, or designing and installing an electrical system. You'll be surrounded by mountains, trees, and eagles, and a lively town devoted to the maritime trades. I am inspired daily as I watch students build tools, boats, skills, and life-long friendships with people from around the world. I feel fortunate to live and work within this community of people who value craftsmanship, authenticity, and integrity. Please visit and take a look around. I look forward to meeting you.

And with my official hat on, I verify this catalog certified as true and correct for content and policy.

Betsy Davis  
Executive Director  
Northwest School of Wooden Boatbuilding  
January 2020

## Mission Statement

To teach and preserve boatbuilding and marine systems skills while developing the individual as a craftsman.

## Vision

To offer a high-quality educational experience for learning craftsmanship through boatbuilding and marine systems.

# Academic Calendar

## 2020-2021. School Year

### October

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### 2020 Fall Quarter

- 10/05/20 Fall Quarter - Classes Begin
- 10/12/20 Indigenous Peoples Day
- 10/30/20 In-service Day
- 11/11/20 Veterans Day Holiday
- 11/25/20-11/27/20 Thanksgiving Holiday Break
- 12/04/20 In-Service Day
- 12/18/20 Fall Quarter – Last Class Day
- 12/21/20-1/01/21 Winter Holiday Break

### January

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

### March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### 2021 Winter Quarter

- 1/04/21 Winter Quarter – Classes Begin
- 1/15/21 In-service Day
- 1/18/21 Martin Luther King Jr. Holiday
- 2/12/21 In-service Day
- 2/15/21 President's Day Holiday
- 3/19/21 Winter Quarter – Last Class Day & Graduation
- 3/22/21-4/02/21 Spring Holiday Break

### April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### 2021 Spring Quarter

- 4/05/21 Spring Quarter – Classes Begin
- 4/23/21 In-service Day
- 5/14/21 In-service Day
- 5/28/21-5/31/21 Memorial Day Break
- 6/18/21 Spring Quarter – Last Class Day
- 6/21/21-7/05/21 Summer Holiday Break

### July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### 2021 Summer Quarter

- 7/06/21 Summer Quarter – Classes Begin
- 7/23/21 In-service Day
- 8/20/21 In-service Day
- 9/03/21 In-service Day
- 9/06/21 Labor Day Holiday
- 9/17/21 Summer Quarter – Last Class Day & Graduation

Legend:

Quarter Start/End	In-service Day	National Holiday	School Holiday
-------------------	----------------	------------------	----------------

## Hours of Availability

The Northwest School of Wooden Boatbuilding's Main Office is open Monday through Friday from 8:00 am to 5:00 pm, excluding School closures and holidays.

The Learning Resource Center and library are open during office hours with a librarian on-hand throughout the week.

The School hosts a free tour of the campus and shops at 3:30 pm on the first Friday of each month. Private tours of the School are available by appointment.

## Changes Disclaimer

This catalog is current as of the date of publication. The Northwest School of Wooden Boatbuilding (NWSWB) reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees; academic programs and courses; school policies and procedures; faculty and administrative staff; academic calendar; and other dates and provisions. NWSWB also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

Additionally, it may be necessary for NWSWB to make changes to this catalog due to the requirements and standards of the school's accrediting body, state authorization agency, the United States Department of Education, or due to market conditions, employer needs, or other reasons.

To see the most current version of the catalog, please visit our website at [www.nswb.edu](http://www.nswb.edu).



NORTH WEST  
SCHOOL of WOMEN  
BOATBUILDING  
PORT HADLOCK, WA

# Life at the Boat School

*Hands down, the most educational thing I've done in my life. It's led to great things. It definitely made me competitive in the workforce.*

**Misha Bogart, Class of 2017 & 2019  
Wooden Boatbuilding & Marine Systems**

## Discover More

Follow the links below or visit us at [www.nwswb.edu](http://www.nwswb.edu) for access to more great content.

### “Building on Tradition”

Learn more about the school in videos found on our website.



## Keep in Touch!

Website: [www.nwswb.edu](http://www.nwswb.edu)

School E-Newsletters Sign-up:  
[www.nwswb.edu/news](http://www.nwswb.edu/news)

Facebook:  
[www.facebook.com/NWBoatSchool](https://www.facebook.com/NWBoatSchool)  
or search for “nwswb”

Instagram: [www.instagram.com/nwswb](https://www.instagram.com/nwswb)  
or search for “nwswb”

FlickrR: [www.flickr.com/photos/nwswb/collections](https://www.flickr.com/photos/nwswb/collections)

YouTube: [www.youtube.com/user/NWBOATSCHOOL](https://www.youtube.com/user/NWBOATSCHOOL)

LinkedIn: [www.linkedin.com](https://www.linkedin.com) and search for “nwswb”

# What We Do

## Provide Quality Education and Job Preparedness

In an increasingly digital world, we provide experiential education to teach time-honored skills to new generations of craftspeople, who learn how to problem-solve in the physical world. While the skills are taught in the context of building and working on boats, the general knowledge that students gain opens the door to many employment opportunities. Employers help shape the school’s curriculum to ensure that it is relevant to current jobs, and the school’s Career Services Manager helps connect students with employers when they’re ready to look for work. The boatbuilding programs teach students how to use tools, work with wood, read plans, and build complex shapes, which prepares them for jobs in boatbuilding, composites, home construction, and other maritime and woodworking trades. The Marine Systems program teaches students to design, install, maintain and trouble-shoot across multiple disciplines – opening the door to a variety of jobs for marine technicians. Many boatbuilding employers from around the country contact the Boat School when they have job openings, and we pass that information on to the school’s alums.

Please see our website for detailed information about our program employment rates.

## Teach and Preserve Craftsmanship

The school serves as a repository of knowledge that is preserved through active practice. Boats built in the program reflect strong craftsmanship – quality construction, efficient methods, and effective project management. The school contributes to the broader community knowledge by consulting for other organizations, writing articles for publications, giving presentations at conferences, and partnering with other like-minded organizations.

As described by Instructor Emeritus Jeff Hammond in the tradition of the school’s founder Bob Prothero “A skilled craftsman gets a job done well, quickly, efficiently, and at a reasonable cost. Integrity is not just doing a good job to your standards; it also means spending your client’s resources as efficiently as you can. We believe that good craftsmanship is a measure of the harmony with which the tasks for any given project are finished.”

We carry on this tradition in our competency-based Marine Systems Program, which includes both theoretical and hands-on practice across multiple disciplines (e.g. electrical systems, hydraulic systems, corrosion, diesel engines, marine plumbing etc.) Students learn to work to industry standards. There is a focus on quality, workmanship, safety, and “getting it right”.

## Bring Vitality to our Local Community

The Boat School is located in the heart of more than 100 maritime businesses on Port Townsend Bay. We are proud to introduce each year's class to the local community, and honored by the support our community gives to students – everything from providing housing options to helping the students get out on the water. The Port Townsend Marine Trades Association is a very active member of this community, where one in five jobs is maritime-related. Some Boat School graduates elect to stay in the local community, and start businesses or become involved in other marine or wood-related jobs. The uniquely high level of experience and talent in the local marine trades community creates opportunities for both students and businesses that would be hard to find in other communities.

## School History

In 1977, the first Wooden Boat Festival was held in Port Townsend. Its success led to establishing the Wooden Boat Foundation in 1978 and extending the Festival to include the first Wooden Boat Symposium in 1980. Libby Palmer (mathematician and educator) coordinated the 1980 Symposium and invited local boatbuilding legend Bob Prothero to be a Symposium lecturer. Palmer and her husband Henry Yeaton (professional sculptor) then reached out to Prothero to join them in launching a boatbuilding school.

Bob Prothero was a renowned Puget Sound master shipwright who had worked for fifty years in the wooden boatbuilding industry (along with his brother, Frank), before he helped found NWSWB. His family actively built boats in Seattle since their relocation from Scotland in the 1870s. Throughout his professional career, Bob co-owned his yard and employed up to 60 people at a time. He turned out more than 200 projects in new construction and more than 12,000 projects in restoration and repair.

He brought everything he knew – including the lofting process – to the school. His students remember his priority was to teach craftsmanship, with boatbuilding as a useful platform for that instruction.

The nearby town of Port Townsend, on the north end of the Bay, is recognized as the wooden boat capital of the west coast. Boatbuilders, sail makers, riggers, blacksmiths, and other marine tradespeople draw customers from around the world. The annual Port Townsend Wooden Boat Festival celebrates the traditions for more than 25,000 visitors each September. The local school district has committed to the Maritime Discovery schools Initiative, and the new Race to Alaska draws the attention of more than 11 million people through social media. The area's reputation for skilled boatbuilders (many of whom trained at NWSWB) led the owners of *Western Flyer*, featured in John Steinbeck's book [Log from the Sea of Cortez](#), to select Port Townsend for the boat's restoration.



# About our Campus

The Port Hadlock Heritage Campus is located on the waterfront in lower Port Hadlock, Washington, a quiet town surrounded by the natural beauty of the Olympic Peninsula.

The school's property includes a seven-acre campus with 15,825 square feet of covered space for programs. Buildings include the historic, two-story, 7,500-square-foot Captain Westrem building, which accommodates a lumber-milling room, boatshop, administration offices, sail loft, and a maritime library. Next door, the 3,500-square-foot McPherson building features a 60-person classroom/lunchroom, faculty office, and a 2,000-square-foot boatbuilding shop. Overhead skylights and south-facing windows flood the shop with natural light.

Located on the upper campus, the Hammond building opened in 2011. It features 6,300 square feet of shop space – large enough to accommodate three to four large boat projects a year. In 2015, a 1,000-square-foot milling room was added onto the Hammond building. In 2017, a 1,325 square foot Mezzanine Classroom was added to house our Marine Systems program.

The upper campus also includes an updated 800-square-foot machine and welding shop, the student parking lot, and a 3,500-square-foot “Rubb Shelter” that serves as an additional boat shop. The welding shop is used periodically for instruction on boat-related metal work.

The Community Boatbuilding Project gives high-school students an opportunity to learn boatbuilding during the week and community volunteers an opportunity to build boats on the weekends. It is located in a separate 1,600-square-foot shelter on the upper campus.

The small commercial center of Port Hadlock is located on the hill above the school. Students can purchase groceries, tools, and supplies from the local stores. There are also a few coffee shops within walking distance of the school.

Training equipment for boatbuilding programs includes: power saws, band saws, jig saws, lathes, routers, multi-masters, thickness sanders, table saws, circular saws, sawzalls, jointers, shapers, stationary sanders, and power sanders. Training equipment for marine systems program include: multimeters, thermal imagers submersible ROVs, inverters, battery chargers, diesel engines, and load testers.

The school has a break room for students with a microwave, refrigerator, sink, and tables and chairs. Both male, female, and gender neutral lavatories are available. There is parking available in a well-lit parking lot. The facility is located in close proximity to public transit. This is an ADA accessible facility with handicapped ramps and lavatories, and reasonable accommodation will be provided at the request of the student.

# Campus Map



# Instructors Passing Along Traditions

Our instructors have used a hands-on methodology to teach more than 1,500 students the art of wooden boatbuilding and marine systems. The Chief Instructor position has been held by only four people, beginning with Bob Prothero who passed the position on to Jeff Hammond who guided and inspired students for 30 years.

As the school's Chief Instructor for more than 30 years, Jeff led thousands of students through the lofting and building of more than 80 vessels ranging in size from 8' to 50'. Jeff was instrumental in the direct instruction of our students and in the mentorship of the next generation of boatbuilding instructors at the school. While Bob established the foundation for the school, Jeff was instrumental in developing and refining the methods and curriculum for which the school is known and continues to mentor through regular visits to the school. Tim Lee was the next to take on the position and he helped the school

transition to the new Port Hadlock Heritage Campus.

Following Tim Lee's tenure as Chief Instructor, Sean Koomen was the unanimous choice of the instructors, board, and Jeff Hammond to fill the role. After running his own small boat shop while studying cello in college, Sean attended the Boat School as a student of Jeff's in 2004. After graduating from NWSWB, Sean worked for a decade in boat shops on both coasts. He worked with Rutherford's Boat Shop in Richmond, California on historically significant vessels at San Francisco Maritime Museum, and honed his skills in new construction at Brooklin Boatyard in Maine.

With the addition of the School's Marine System Program, Kevin Ritz joins the Boat School team as the Lead Marine Systems Instructor. Kevin is a nationally recognized marine electrical and marine corrosion investigator and taught for 10 years as an ABYC marine systems instructor.

## Our Instructors

We believe that our team of motivated and skilled instructors is our most important resource. All of our instructors are skilled craftsmen – each with years of experience in boatbuilding, woodworking, and marine systems.

The student/teacher ratio in the shop environment is generally 12:1, providing each student with the training and supervision they need at each stage of the learning process. Our teaching methodology is based on a hands-on approach.



### Sean Koomen

#### Chief Instructor and Boatbuilder (Alum 2004)

Sean has packed several lifetimes of experience in boatbuilding and craftsmanship since he graduated from the Northwest School of Wooden Boatbuilding in 2004. While still attending college studying cello performance at St. Olaf College in Minnesota, Sean launched his own small boat shop. Subsequently, he worked at some of the most prestigious boat yards in the country, concentrating on historically significant vessel restorations, including the 138-foot Steam Yacht Cangarda and the 1929 Schooner Viveka, at Rutherford's Boat Shop in Richmond, CA. Sean led the restoration of Wanda, a 90-foot Ted Geary design. He also worked as a shipwright for the San Francisco Maritime Museum before heading to Maine to expand his skills in new construction and cold molding at Brooklin Boatyard.



## Bruce Blatchley

### Instructor and Boatbuilder (Alum 1996)

Bruce graduated from NWSWB in 1996 and has subsequently worked in various boat yards in both Bellingham and Port Townsend, Washington. His experience covers a broad spectrum, including work as shop foreman at Seaview North Boatyard, repair and restoration, and the construction of a variety of contemporary vessels. In 2011, Bruce was recruited by the boatbuilding facility in Taichang China to enhance their boatbuilding skills and planning around cold-molded boat construction. He has also taught epoxy use and fiberglassing techniques at the Port Townsend Wooden Boat Festival and Everett Community College. In 2011, Bruce and his students started the construction of a Robert Perry-designed, 62' double-ended day sailor. This boat brought a new level of challenge to the Boat School.



## Jody Boyle

### Instructor and Boatbuilder

In 1998, Jody started his woodworking career in the wood shop at the Martha's Vineyard Shipyard, while also building custom furniture and cabinetry. In 2003, he graduated from the Arques School in Sausalito, studying traditional boat design and construction. For the following 11 years, Jody was co-owner of a boat shop on the Sausalito waterfront, building and repairing wooden boats. He moved to the Pacific Northwest in 2014 and began teaching at the NWSWB in June of 2015.



## Leland Gibson

### Instructor and Boatbuilder (Alum 2007)

Leland was raised on Lake Superior in Northern Michigan and spent his early life learning how to build boats with his dad (sometimes off the grid). He traveled extensively in his late teens and early twenties, most notably spending a year in India. After attending college for two years on a track to become a biologist, Leland decided it was not the right path and left school. At the age of 26, Leland realized that he had been threatening to pack up and be a boatbuilder for so long that one day he did. After graduating from the Northwest School of Wooden Boatbuilding in 2007, he started working at Haven Boatworks where he worked for 10 years. During his time there he had the opportunity to work on many projects including the multi-phase *Adventuress* restoration. He has always had an interest in how boats have evolved regionally and has spent the last few years learning about the Pacific Northwest workboat to help understand and meet material constraints and environmental conditions. Since attending the School, Leland has owned, sailed, and repaired a string of wooden boats, ranging in size from 13' to 40', always with a dream of sailing to New Zealand. Outside of boats, Leland's interests lie in food and bicycles.



## Kevin Ritz

### Marine Systems Lead Instructor

Kevin is an ABYC Master Technician and instructor for industry professionals. He has a great passion for teaching and a deep commitment to marine safety and standards. Kevin has owned and operated his own marine systems business for 15 years. He has acted as an electrical investigator for multiple agencies involving in-water and on board fatalities across the nation, and investigator for marine corrosion issues from coast to coast.

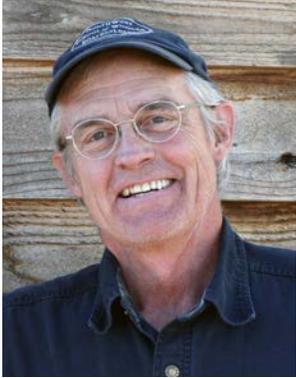


## John Hill

### Marine Systems Instructor (Alum 2018 & 2019)

John Hill joins the marine systems program at the Northwest School of Wooden Boatbuilding steeped in marine systems through a 20-year career with the U.S. Coast Guard. Born in California, John moved with his family as a boy to the Salish Sea, when they settled in Port Orchard. The Coast Guard only sharpened his interest in the maritime industry. His wife, Kristin, mentioned the boat school, and John enrolled in the traditional construction course strand soon after. Upon completion of the year-long program, he re-enrolled in the first marine systems course. When he's not working with students at the boat school, John enjoys indulging his passion for art, drawing in particular. He and Kristin live in nearby Port Ludlow, where he enjoys "all the peninsula has to offer, hiking, biking, and visiting the weekend farmer's markets." He also runs, and recently completed his first 12K competition.

# Instructors Emeritus



## Jeff Hammond

### Master Boatbuilder

Jeff apprenticed to Bob Prothero, preeminent Northwest boatbuilder and founder of NWSWB. He began teaching at the school in 1985 and retired from teaching in 2015. As the School's Chief Instructor, Jeff led thousands of students through the lofting and building of more than 80 vessels, ranging in size from 8' to 50'. Jeff has been instrumental not only in the direct instruction of our students, but also mentorship of the school's current generation of boatbuilding instructors.



## Ray Speck

### Master Boatbuilder

Ray is a recognized authority on traditional boatbuilding. He learned his craft from a variety of builders both in the United States and England. He was fortunate to have worked with the school's founder, renowned master shipwright Bob Prothero, learning invaluable techniques and boatbuilding skills. Ray began making his reputation for building lapstrake craft from his shop in Sausalito, California where he first developed his ideas for the Sid Skiff. Ray has built nearly 90 wooden boats in his career, and has promised not to put away the paring chisel until he finishes the 100th boat. Meanwhile, students continue to gain an unparalleled education working periodically with one of the real masters of the trade.

# Student Life

*The school environment is rich in learning experiences in and out of the classroom, and students have the opportunity to help the instructors shape their individual education.*

## Student Body

Common threads expressed by the people who attend NWSWB are an affinity for wood, boats, fine craftsmanship, attention to detail, and interest in innovation. Students include recent high school and college graduates, veterans, professionals making career changes, international students, and retirees learning new skills. Experience ranges from novices to seasoned carpenters and technicians seeking to apply their skills in a new way. Students learn and work at a comfortable pace. Boat School graduates have gone on to work in boat yards, but also to apply their skills in other ways such as handcrafting musical instruments.

## It's Your Talent!

Your reputation as a woodworker and marine systems technician will spring from the knowledge you acquire and the talent you develop. At the Northwest School of Wooden Boatbuilding, our educational emphasis is on developing your growth as a craftsman. We impart knowledge, skill, aesthetics, and innovation in woodworking and marine systems. Our commitment is to ensure your time as a student is productively directed by providing excellent instructors, an invigorating learning environment, and informative courses.

## A Typical School Day

The school day usually begins with morning lecture in all programs. Students spend the remainder of the day in the shops working on bench projects, drafting, lofting, and building boats in the boatbuilding programs and working on experimentation and projects in the areas of 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 12 students per instructor. Instructors conduct demonstrations, educational meetings, and field trips throughout the year.

During the day, students have a short morning and afternoon break in addition to their hour 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

Student Services can assist students with resource networking related to academic advising, financial aid, transportation, housing, healthcare, counseling, crisis management, conflict resolution, veterans services, disability services, and other local support services. Sponsored events may include: Welcome Potluck, Veterans Day Observance, Movie Nights, Pancake Lunches, Bring your Family to School Day, Memorial Day Observance, Habitat for Humanity Volunteer Day, and Graduation.

Academics, attendance, and conduct oversight is provided in tandem by the Chief Instructor and Student Services Manager. Students in need of personal counseling may request referrals through the Student Services Manager.

## Career Services

NWSWB offers career services to its current students and graduates and assistance with job search planning and implementation, resume writing, digital portfolio development, employment application completion, interview and networking skills, and email communications with job opportunities\*.

Several networking events are held throughout the year including 'Pints & Possibilities', an event for current students and alumni with employers, and the annual Alumni Happy Hour during the Port Townsend Wooden Boat Festival.

Career advising is available through instructors or Career Services. The Career Services office may be contacted for more information or to schedule an appointment to receive assistance.

***\*Student and Career Services staff aid students with training and support needed to apply for jobs in the boatbuilding and marine systems industry, however, no guarantee of employment is offered or implied.***

## Communication

Students can receive mail or packages at the school address, use the office phone for local calls, and send faxes from the office at no charge. Computers and printers are available in the school library and WiFi is available throughout the campus.

## Housing

Most students choose to live in Port Hadlock, Port Townsend, Chimacum, Marrowstone Island, or Discovery Bay. The school does not have on-campus student housing, nor do we guarantee housing; however, the school does provide an updated local housing list to all enrolled students. This is a great resource for students, as many of the listed rentals have been rented to Boat School students for years. The list provides a wide variety of accommodations, including marinas and mooring options.

## Learning Resources System

The school library houses more than 1,200 books and periodicals on a wide variety of maritime subjects. It is open during school hours and after school. The school's Learning Resource System materials are integrated into the school's curriculum and program requirements as a mechanism to enhance the educational process and to facilitate positive learning outcomes for students. NWSWB provides learning resource materials that are commensurate with the level of education provided and appropriate to the courses of study in sufficient quantity and scope to meet the educational objectives of each program. In addition, the library offers computers, books, internet/WiFi access, and research assistance. Students will be required to obtain a Jefferson County Public Library card upon enrollment which gives access to two special maritime collections. Students will be trained to locate and use information through the learning resource system.

## On-the-Water Experiences

*“Believe me, my young friend, there is nothing— absolutely nothing half so much worth doing as simply messing about in boats.” Kenneth Grahame*

We understand that messing about on wooden boats not only rounds out the program we offer at the school, but is a gateway to adventure, fun, and new challenges for some of our students. This creates a deeper connection to student learning in the classroom. Port Townsend has a rich maritime history and is active with sailboat racing, historic schooners, small boat aficionados, rowers, and more. Staff at the Boat School are available to help connect students to local, on-the-water opportunities through organizations such as:

- Port Townsend Sailing Association
- Schooner *Martha* Foundation
- Sound Experience aboard the Schooner *Adventuress*
- Northwest Maritime Center
- Community Boat Project
- Rat Island Rowing & Sculling Club

## Veteran Services

As a designated Veteran Supportive Campus by the Washington State Department of Veterans Affairs, we are committed to ensuring veterans are successful by providing resources that include:

- Veteran Supportive Staff
- VetCorps Member
- Approved to receive GI Bill® tuition funds
- Veteran Advisory Committee
- Veteran designated space
- Information and resources specific for veterans
- Quarterly veteran student meet-ups
- Informational sessions on accessing veteran benefits and services

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

## Women in the Marine Trades

Recognizing that women are under-represented in the marine trades, we take the additional step of organizing field trips to introduce students to successful women in maritime occupations. Past events have included a visit to Haven Boatworks to tour Boat School alum Amy Schaub’s purse seiner F/V Norsel, Port Townsend Sails to meet owner Carol Hasse, and a dinner for women students, alums, and staff at the home of maritime author and wooden boat owner Kaci Cronkhite.

## Workshops

NWSWB and other partner organizations offer a variety of non-credit, non-clock hour workshops throughout the year for an additional charge. Students are able to participate in these workshops after regular school hours, thus expanding the educational opportunities available to them. Topics may include:

- Marlinspike Seamanship
- Marine Wiring and Diesel Troubleshooting
- America's Boating Class
- Boat Design
- Introduction to Machining and Welding
- Marine Communications Systems
- Sail making, Rigging, and Marine Canvas
- From the Forest to Sea: 11th Century Norse Boatbuilding
- Beginning Carving
- Introduction to Blacksmithing and Toolmaking
- Piloting
- Introduction to Bronze Casting
- Sail training aboard the Schooner *Martha*
- Introduction to Keelboating with the Northwest Maritime Center

## Activities

### Port Townsend Wooden Boat Festival

Students participate in the Wooden Boat Festival each year prior to graduation. The Wooden Boat Festival is the most educational and inspiring wooden boat event in the world, with over 300 boats on land and water, 120 presentations, dozens of exhibitors, live music all day, interactive exhibits for kids, and an array of local food and drink. The Wooden Boat Festival is held annually the weekend after labor day.

### NWMC Complimentary Membership

The Northwest Maritime Center (NWMC) offers a wide range of programs year-round at its waterfront facility in Port Townsend. Students receive a complimentary membership. This gives students discounts at the Chandlery, for programs of all kinds, and on admission to the annual Port Townsend Wooden Boat Festival.

## Recreation

The Boat School encourages students to explore Port Townsend Bay in the evenings and on weekends. Many hundreds of miles of protected cruising waters spread out from Port Townsend Bay. Sailing experience is also available in Port Townsend aboard vessels ranging in size from 20' sloops to 100' schooners. The Student Services Manager can connect students to local recreation opportunities.

In addition to sailing, nearby recreation includes hiking in the Olympic and Cascade Mountains, exploring the rural roads of Jefferson County by bike, and exploring the San Juan Islands. Port Townsend, Sequim, and Port Ludlow. Sailing events and activities can be found at [www.opsailing.com](http://www.opsailing.com) and [www.ptsail.org](http://www.ptsail.org). The Olympic Discovery Trail is a great hiking/biking/horseback riding path that spans 100 miles of the Olympic Peninsula ([www.olympicdiscoverytrail.com](http://www.olympicdiscoverytrail.com)). The Olympic National Park and the Olympic National Forest are excellent for weekend explorations, and include miles of mountain and beach hiking: [www.nps.gov/olym](http://www.nps.gov/olym) and [www.fs.usda.gov/olympic](http://www.fs.usda.gov/olympic). Port Townsend offers community events, live music, entertainment, arts, theatre, dance, sports, and more: [ptguide.com](http://ptguide.com).

## Family Resources

There are many volunteer, recreational, and educational opportunities for family members who move with students to Jefferson County. The [ptguide.com](http://ptguide.com) and the "Who's Who in Jefferson County" publication provide many resources for groups, clubs, and recreational activities within the county. There is also a Facebook page for family members/partners of Boat School students: [www.facebook.com/groups/nswbnetwork](http://www.facebook.com/groups/nswbnetwork).



# Academics

*Boat School taught me patience, helped me build my technical woodworking skills, and brought my confidence to an all-time high.*

**Zachary Haroth, Class of 2017**  
**Wooden Boatbuilding**

# Programs

*NWSWB offers instruction in both wooden boatbuilding and marine systems. Programs include a 12-month Associate of Occupational Studies (AOS) Degree in Traditional or Contemporary Wooden Boatbuilding and a 6-month Diploma in Marine Systems.*

## 12-Month Associate of Occupational Studies (AOS) Degree

NWSWB offers an accelerated, one-year, Associate of Occupational Studies (AOS) Degree. Associate degrees at most schools take two years to complete; because activities at the Boat School revolve around a full-time Monday - Friday daily schedule, students are able to complete the AOS degree within a 12-month period.

Students awarded an AOS degree must successfully complete 90 quarter-credits, 76 of which are in the core occupational subjects and 14 quarter-credits are in general education or applied general education courses. Students complete 10 quarter-credits of applied general education by completing the Drafting and Lofting courses during the fall quarter.

An additional four general education or applied general education quarter-credits are required to complete the AOS degree. These credits may be transferred in from another approved post-secondary school or military transcript (at no cost). We also offer a four-credit applied general education course to help students satisfy the general education or applied general education requirement for their associate degrees. See page 34 for more details.

## 6-Month Diploma in Marine Systems

NWSWB offers an accelerated 6-month Diploma program in Marine Systems. Students awarded a 6-month diploma must successfully complete 42 quarter credits. This consists of 21 credit hours each quarter on a full-time Monday - Friday schedule. All credit hours are the core occupational subjects.

## Requirements

All students must have earned a high school diploma or a recognized equivalency certificate (GED) prior to the first day of class.



## Traditional Wooden Boatbuilding

90 credits or 1,460 clock hours - Monday, 9am to 5pm and Tuesday through Friday, 8am to 5pm

**Maximum Number of Students:** 36 **Credential Awarded:** Associate of Occupational Studies Degree

### Educational Objective

This comprehensive program trains students to build a variety of traditionally constructed vessels both large and small. Construction techniques include both carvel and lapstrake (also called clinker) methods of planking. Larger projects might include fishing boats, tugs, cruising yachts, and motorboats. Smaller vessels might include rowing skiffs, motor launches, daysailers, and small working craft. Project selection is based on designs that maximize student learning. These include builds that allow students to see projects through to completion, from lofting to launching.

### Traditional Wooden Boatbuilding Program Goals

Completion of the 12-month AOS degree program in Traditional Wooden Boatbuilding prepares students for entry-level employment opportunities in the field of wooden boatbuilding. Graduates find entry-level employment in traditional boat shops, ship yards, educational institutions, and maritime museums. Those who enter the workforce may also find work in yacht manufacturing companies that have cabinet divisions and in related woodworking trades, such as furniture-making, architectural woodworking, and musical instrument making.

### Scope and Sequence

The 12-month AOS Degree program in Traditional Wooden Boatbuilding starts annually in October.

Quarter	Courses
Fall Quarter: Basic Skills for Boatbuilders	110 Classic Woodworking 120 Drafting 125 Lofting 130 Skiff Construction
Winter Quarter	140 Traditional Wooden Boatbuilding - Part I
Spring Break	190 Introduction to Rhino (optional)
Spring Quarter	240 Traditional Wooden Boatbuilding - Part II
Summer Quarter	340 Traditional Wooden Boatbuilding - Part III

## Contemporary Wooden Boatbuilding

90 credits or 1,460 clock hours - Monday, 9am to 5pm and Tuesday through Friday, 8am to 5pm

**Maximum Number of Students:** 24 **Credential Awarded:** Associate of Occupational Studies Degree

### Educational Objective

This program teaches students how to build wooden boats using strip planking, stitch-and-glue, plywood, cold molding, vacuum infusion, foam core and laminating techniques applicable to both small and large vessels and other complex wooden structures.

### Contemporary Wooden Boatbuilding Program Goals

The technology of modern wooden boat construction is employed by many yacht manufacturers and wooden boat builders who are melding the aesthetics of wood with the advantages of high-performance adhesives and sheathing materials. Completion of the 12-month Contemporary Wooden Boatbuilding AOS degree program prepares students for entry-level employment in boat shops and vessel manufacturing utilizing laminating, strip-planking, cold molding, and other composite boatbuilding techniques. The skills learned that focus on boat interiors are in high demand throughout the boatbuilding industry. Aerospace industries are also interested in employing graduates of the Contemporary Wooden Boatbuilding Programs because of students' high-quality craftsmanship and knowledge of modern construction techniques.

### Scope and Sequence

The 12-month AOS Degree program in Contemporary Wooden Boatbuilding starts annually in October.

Quarter	Courses
Fall Quarter: Basic Skills for Boatbuilders	110 Classic Woodworking 120 Drafting 125 Lofting 130 Skiff Construction
Winter Quarter	160 Contemporary Wooden Boatbuilding - Part I
Spring Break	190 Introduction to Rhino (optional)
Spring Quarter	260 Contemporary Wooden Boatbuilding - Part II
Summer Quarter	360 Contemporary Wooden Boatbuilding - Part III



## Marine Systems

42 credits or 730 clock hours - Monday, 9am to 5pm and Tuesday through Friday, 8am to 5pm

**Maximum Number of Students:** 12 **Credential Awarded:** Diploma

### Educational Objective

The Marine Systems program extends the boatbuilding skills taught at the Northwest School of Wooden Boatbuilding. The current boatbuilding courses cover the construction of the hull, deck, cabin and spars on a traditional or contemporary wooden boat. The Marine Systems program covers other tasks integral to boatbuilding and repair, such as electrical systems, marine corrosion, diesel and gas engines, propulsion, hydraulics, marine plumbing, and marine HVAC.

### Marine Systems Program Goals

Completion of the 6-month Diploma program in Marine Systems prepares students for entry-level employment opportunities in the marine trades with an emphasis on marine systems. Graduates find entry-level employment in boat shops, ship yards, educational institutions, and maritime museums.

### Scope and Sequence

The 6-month Diploma program in Marine Systems starts twice annually in April and October.

Quarter	Courses: Topics covered
Fall/Spring Quarter	170 Marine Systems - Part I <ul style="list-style-type: none"> <li>• Marine Systems Introduction</li> <li>• Marine Electrical I</li> <li>• Diesel Engines</li> <li>• Corrosion I</li> <li>• Marine Plumbing I</li> <li>• Steering &amp; Controls</li> </ul>
Winter/Summer Quarter	270 Marine Systems - Part II <ul style="list-style-type: none"> <li>• Marine Plumbing II</li> <li>• Marine Electrical II</li> <li>• Corrosion II</li> <li>• Inboard Gasoline Engines</li> <li>• Outboard Gasoline Engines</li> <li>• Marine Propulsion</li> <li>• Marine Hydraulics</li> <li>• Marine Heating, Refrigeration, AC, and LPG</li> <li>• Marine Systems Safety and Regulations</li> </ul>

## Prerequisites

All students must successfully complete each quarter before moving on to the following quarter.

# Boatbuilding Course Descriptions

## Fall Quarter: Basic Skills for Boatbuilders

All boatbuilding students take these introductory classes for the first quarter.

### Scope and Sequence

<b>110</b> Classic Woodworking	7 quarter-credits/109 clock hours
<b>120</b> Drafting	4 quarter-credits/62 clock hours
<b>125</b> Lofting	6 quarter-credits/92 clock hours
<b>130</b> Skiff Construction	6 quarter-credits/102 clock hours

Students enrolled in either Traditional or Contemporary Wooden Boatbuilding must successfully complete all four fall quarter courses to continue with the next quarter in each program.

## 110 Classic Woodworking

### 7 quarter-credits/109 clock hours | Three weeks of fall quarter

This course teaches students how to care for and use hand and power tools, provides them with knowledge of important woodworking techniques, and develops their skills in executing typical joinery found in wooden boatbuilding.

Before students are able to successfully build a wooden boat, they must first develop their woodworking skills. In wooden boatbuilding, very little of the work is square. Wood is beveled, twisted, and joined at many angles. This makes it imperative that a boatbuilder be highly skilled in the use of hand tools. This section lays the foundation for skills through a series of bench projects, each with an increasing level of challenge.

Students learn how to: layout and measure accurately, how to use handsaws and chisels to cut complex joinery, and how to use other hand tools specific to the boat building trade. Students learn to select, sharpen, and care for their tools.

Basic joinery exercises develop skills with hand tools as students' progress to complex shapes and joinery typical of wooden boat construction. Students build several tools that will become a part of their tool kit; for example: a mallet, bevel gauge, bevel board, and spar gauges.

Stationary machinery and portable power tools are integral parts of woodworking. Students learn to safely use and care for band saws, table saws, planers, jointers, drill presses, routers, jig saws, and other tools typical of those found in most boat yards and cabinetry shops.

This classic woodworking course culminates with the construction of a dovetailed toolbox that will draw on all of the student's new skills. It requires careful planning and layout, accurate machine use, and skilled handwork.

## 120 Drafting

**4 quarter-credits/62 clock hours**  
**One and one-half weeks of fall quarter**

The drafting course teaches students how to develop the shape of a hull on paper using a lines drawing. Students learn to visualize the three-dimensional shape of the hull described by these two-dimensional drawings.

Using a numerical table of offsets generated to record the coordinates of points along a vessel's hull shape, students draft a set of lines that includes four views: the body plan, profile and half-breadth, and diagonals. They learn how to measure in scale and how to manipulate splines, ships curves, and straight edges to carefully draw the intersecting views. Students then use their drafting to generate the "lifts" of a traditional half-model. Back at the bench, students produce a half-model using chisels, gouges, and spokeshaves. This project helps students build their drafting skills to produce an actual hull shape.



## 125 Lofting

**6 quarter-credits/92 clock hours**  
**Two and one-half weeks of fall quarter**

The lofting course teaches students how to lay down the lines of a boat and make developments from which they will make patterns to transfer to the building stock.

This course brings together an appreciation of the lines of a hull with an understanding of its structure. The precise application of sound lofting principles is an essential skill. It is here that the real construction of a boat begins. Lofting and creating patterns makes boatbuilding predictable. The patterning and construction of all the major components of the hull makes for quick, accurate, and efficient assembly of the vessel.



## 130 Skiff Construction

**6 quarter-credits/102 clock hours**  
**Three weeks of fall quarter**

This course introduces students to basic wooden boatbuilding by integrating the skills and joinery techniques practiced in Classic Woodworking 110 into basic flat-bottom boat construction.

Students work with their bench-project team to build a small skiff that puts all their new woodworking skills directly to work. Half-laps, rolling bevels, and jointed edges are practiced as students build on their hand and power tool skills. They are introduced to the powerful technique of spiling, which they will continue to use and refine throughout their boatbuilding education.



# Winter, Spring, and Summer Quarters

## Traditional Wooden Boatbuilding: Part I-140, Part II-240, and Part III-340

21 quarter-credits/365 clock hours each quarter for a total of 63 quarter-credits/1,095 clock hours

### Course Description

Students begin by learning how to read the construction plans used to describe a vessel's interior lay out and joinery details or by using the completed hull and deck from previous course work, students learn how to plan, layout, and install the components required to complete the interior partitioning and finish joinery on motor and sailing vessels.

Students are introduced to the construction techniques typically found in vessels that range in size from 12' to 36'. Topics covered in the course include a review of safety procedures in working with hand and power tools; lofting and development; an overview of career opportunities in the marine industry; the use of lofting and spiling in the building of complex components; building the backbone; building and setting up molds; building a curved raked transom; building a pattern or mold for the ballast; shelf and clamp; understanding longitudinal strength members; framing; planking; caulking and fairing; deck structure/decking and corrosion; and house and cabin construction.

Students work on the project vessels in groups of four to ten. Other topics include an overview of the variety and types of planking; structural components; spiling and making patterns for planking; plank and caulking bevel; fastening and assembling components; planning, line-out, and fitting-out of the interior components; rivets, roves, and clenck nails; and caulking, fairing, and preparation for and application of the finish.

Students learn the design and layout of interior partitioning, cabinet joinery, and mill work. They also learn to select appropriate materials for interior joinery, as well as procedures for determining complex component shapes unique to the interior construction of the boat. Students draw heavily on their experience in prior course work in drafting, lofting, and spiling to accomplish the tasks required to complete a vessel interior.

### Students learn how to:

- Read and analyze plans used in vessel construction.
- Loft, develop, and assemble components of the hull.
- Analyze and calculate the necessary material and compile a materials and vendors list.
- Evaluate quality and species of a variety of woods used in traditional construction.
- Use the process of spiling and scribing to develop the shapes of planks.
- Cut a lapstrake bevel and gain.
- Use the galvanic series and corrosion principles in evaluating metals and alloys.
- Select and install fasteners of appropriate size, alloy, and type.
- Select and apply bedding compounds where appropriate.
- Mix and apply adhesives and coatings where appropriate.
- Build and use steam apparatus to steam-bend components in a variety of applications.
- Line-out the interior for the sole and ceiling.
- Line-out for bulkheads.
- Select the materials for, mill, and install the sole, ceiling, and bulkheads.
- Ergonomically design, lay out and install settees, berths, and other horizontal interior components.
- Design and build cabinet face frames, doors, and drawers.
- Design, build, and install the finish joinery commonly found in sail and power vessels.
- Prepare for and apply marine finishes and coatings.
- Prepare a vessel interior for the installation of the engine, electrical, and related systems.
- Estimate, procure, and track materials for projects.
- Estimate time and labor needed to complete projects.

## Philosophy/Purpose

Students are expected to meet all of the course goals and demonstrate proficiency in accomplishing the tasks involved in completing the course projects. The instruction includes daily lectures and demonstrations, but is heavily hands-on and operation-based. The course requires extensive work on individual projects, as well as coordination with a group of students to complete the primary course projects. Assignments require students to draw upon skills learned in earlier course work. Student assessment is based on the individual completing tasks and projects, coordination of projects within a group, project presentations, and demonstration of skills. Students are expected to explain the procedures they have followed in completing the assigned projects. Students are expected to consult with members of the regional boatbuilding community to enhance their experience and become familiar with industry standards. Interaction with instructors from other courses and library work is required. Students are given sufficient time to complete the required tasks and projects to meet course goals. Projects must be completed to industry standards and, to help meet this requirement, students learn how to check their progress against the many examples available in the community, and make adjustments when necessary.

*Tools provided by the school include power saw, band saw, jig saw, lathe, router, multi-master, thickness sander, table saw, circular saw, sawzall, jointer, shapers, stationary sander, and power sander.*



## Contemporary Wooden Boatbuilding: Part I-160, Part II-260, and Part III-360

21 quarter-credits/365 clock hours each quarter for a total of 63 quarter-credits/1,095 clock hours

### Course Description

In this course, students are introduced to wood-composite boatbuilding techniques. Knowledge of the requisite materials and their safe handling is prominent throughout the course. Students develop basic construction technique and build on their woodworking knowledge and hand and power-tool practices acquired in previous course work. Topics include the safe handling of adhesive and related products. Building techniques include stitch-and-glue, glued-lap, strip-planking and cold molded construction.

Drawing upon skills developed from previous course work, students also learn how to plan, lay out, and install the components required to complete the interior partitioning and finish joinery on motor and sailing vessels. Students learn the design and layout of interior partitioning, cabinet joinery, and mill work. They also learn to select appropriate materials for interior joinery, as well as procedures for determining complex component shapes unique to the interior construction of the boat

### Students learn how to:

- Safely use epoxy as an adhesive and coating.
- Laminate wood in creating structural members.
- Scarf plywood and solid wood components.
- Loft, create patterns, and produce components for vessels built using wood composite techniques.
- Build a vessel using the glued-lap construction technique.
- Build a vessel using the strip-plank construction technique.
- Prepare for and apply fiberglass cloth as a protective sheathing.
- Prepare for and apply paints and coatings used in contemporary building.
- Read and analyze plans related to layout and joinery detail on sail and power vessels.
- Develop interior components on the loft floor.
- Line-out the interior for the sole and ceiling.
- Line-out for bulkheads.
- Select the materials for, mill, and install the sole, ceiling, and bulkheads.
- Ergonomically layout and install settees, berths, and other horizontal interior components.
- Design and build cabinet face frames, doors, and drawers.
- Design, build, and install the finish joinery commonly found in sail and power vessels.
- Prepare a vessel interior for the installation of the engine, electrical, and related systems.
- Estimate, procure, and track materials for each of their projects.
- Estimate time and labor needed to complete projects.

## Philosophy/Purpose

Advances in engineered materials have influenced the evolution of boatbuilding methods. Modern wooden boatbuilding methods started with the availability of reliable waterproof plywood. Plywood remains one of the most important types of wood in boat construction today, and has evolved to include new and creative techniques. The course begins with a discussion of the concepts of modern construction methods, and the people and boats that have influenced its evolution. The class continues with lectures covering the materials and methods as listed in the course outline. The hands-on projects are designed to incorporate these modern developments, with an emphasis on the safe use of tools and handling of materials. Students work in teams to complete several projects that enable them to gain the skill and confidence to work independently. Student assessment is based on group work, demonstrated ability of the individual, oral presentations, and tests of student knowledge of important concepts. Students will be called on to explain how they analyzed and carried out the tasks presented to them within the context of the project vessel. Students are also expected to consult with members of the regional boatbuilding community to enhance their experience and become familiar with industry standards. Interaction with instructors from other courses and library work is required. Students are given sufficient time to complete the required tasks and projects to meet course goals. Projects must be completed to industry standards. To help meet this requirement, students learn how to check their progress against the many examples available in the community, and make adjustments when necessary.

*Tools provided by the school include power saw, band saw, jig saw, lathe, router, multi-master, thickness sander, table saw, circular saw, sawzall, jointer, shapers, stationary sander, and power sander.*



## Applied General Education Courses

Students in the Traditional or Contemporary Wooden Boatbuilding programs will earn 86 of the 90 quarter-credits needed for an AOS degree with standard school coursework each quarter. An additional four general education or applied general education quarter-credits are required to earn an AOS degree at NWSWB. Students can either transfer credit (if available), or they can take a four quarter-credit course offered by the school. The course, instructor, and dates offered are subject to change. The current course option is *Introduction to Rhino* (listed below) and is offered during one of the breaks between quarters.

### 185 Applied General Education Elective

Students with available credits from either an approved post-secondary school or from military service may transfer credits with a provided official transcript at no cost. For more information regarding Transfer Credits, please see page 48.

### 190 Introduction to Rhino

For students without transfer credits and for other interested students based on availability, the school offers a four quarter-credit course each year. This optional course is offered for no additional charge to currently enrolled students that need to satisfy the four quarter-credits of applied general education required to complete the AOS degree. Currently, the course available to students is *Introduction to Rhino*, and will be offered during one of the breaks between quarters.

**4 quarter-credits/50 clock hours | Optional**

**Two week duration: Offered during a break between quarters. (Please confirm dates for current year's course)**

**Maximum Enrollment: 12 per course**

#### Course Description

This course introduces students to computer aided design (CAD) using Rhino. The course begins with a series of exercises to build familiarization with NURBS surface modelling techniques. Students then model a hull using these skills and produce a lines drawing. In addition to modelling hull forms, students learn techniques to design parts and prototypes using modern manufacturing methods such as laser/water-jet cutting, 3D printing, and CNC routing. An undercurrent of the course is choosing design, modelling, and manufacturing techniques appropriate for the task at hand. As such, students are asked to assess the merits of CAD versus traditional shop methods.

#### Course Objectives:

- Create basic two-dimensional objects (lines, curves, circles, arcs, etc.)
- Create three dimensional surfaces and solids
- Model to meet precise dimensional or geometric constraints
- Modify modelled objects
- Analyze geometry, dimensions, and fairness of modelled objects
- Use import and export functions to transfer models between programs
- Produce two dimensional printed drawings
- Render modelled objects
- Prepare models for additive manufacturing/rapid prototyping
- Describe the steps to produce a three-dimensional Computer Numerically Controlled (CNC) milled object from a model
- Recognize appropriate uses of computer modelling/manufacturing versus traditional shop methods

# Marine Systems Course Description

## Fall/Spring Quarter

### Marine Systems: Part I-170

**21 quarter-credits/365 clock hours**

#### Course Description

In this first course of the Marine Systems program students will research, study, and practice skills in many marine systems disciplines. Our target industries include small to medium sized vessels, both commercial and recreational. All topics will be covered using classroom teaching methods, reinforced with extensive competency-based hands-on learning. After learning boat nomenclature, hand tool use, and shop safety, students will launch immediately into the main program coursework. These topics will include studies in marine electrical systems, diesel engines, marine corrosion, marine plumbing, marine propulsion, marine steering and controls. All courses will be taught using a broad scope of applicable marine industry accepted standards. These include:

- CFR (Code of Federal Regulations)
- ABYC (American Boat and Yacht Council)
- NFPA (National Fire Protection Association)
- ABS (American Bureau of Shipping)

This course is the first in the Marine Systems program and is the prerequisite for Marine Systems 270.

#### Students learn how to:

- Practice appropriate shop, equipment and tool safety.
- Identify parts of a boat.
- Apply appropriate marine industry standards.
- Design, install, and troubleshoot marine electrical systems.
- Service marine diesel engine systems.
- Perform corrosion surveys aboard a variety of vessels.
- Identify and troubleshoot factors promoting marine corrosion.
- Select appropriate metal alloys used in the marine environment.
- Design, install, and troubleshoot marine plumbing systems.
- Identify, maintain, and repair engine and steering control.
- Install and maintain various types of steering systems.
- Recognize effects of rudder design and hull speed.

## Teaching Philosophy

The Marine Systems Program provides both conceptual and hands-on competency based instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices and standards.

## Training/ Instructional Aids and Facilities

Students will learn while using a variety of instructional aids, including: state-of-the-art systems components, system mock-ups, real-world boat projects, and field training. For example, while studying marine electrical systems, students will build a marine electrical board with multiple components, learning to use digital voltmeters, clamp meters, thermal imagers, wire termination tools, and other test equipment. During the corrosion program students will spend time in the field performing corrosion surveys aboard vessels of various types. The school will provide a variety of engines and components for demonstrations and hands-on practice. Some will be used for tear down and reassembly, and some for trouble-shooting and test running. Mock ups and components will be provided for all other subjects as well.



# Winter/Summer Quarter

## Marine Systems: Part II-270

21 quarter-credits/365 clock hours

### Course Description

This course is the second and final course for the Marine Systems Program. Students will build on fundamental knowledge and skills learned in Marine Systems 120 and move onto more in-depth and advanced topics. These topics will include additional coursework in marine plumbing, marine electrical, marine corrosion, and marine propulsion. Additional coursework will include gas engines; marine hydraulics; and marine heating; refrigeration, and air conditioning. All courses will be taught using a broad scope of applicable marine industry accepted standards. These include:

- CFR (Code of Federal Regulations)
- ABYC (American Boat and Yacht Council)
- NFPA (National Fire Protection Association)
- ABS (American Bureau of Shipping)
- NMEA (National Marine Electronics Association)

### Students learn how to:

- Design and install tanks, plumbing, through-hulls and bilge pumps
- Install and troubleshoot marine electronics systems
- Analyze corrosion survey results, and make recommendations for corrosion prevention using a variety of systems
- Service marine gasoline engine systems
- Service and install gasoline outboard engines
- Design, install, and troubleshoot marine propulsion systems including bearings, shafts, and propellers
- Design, install, and troubleshoot marine hydraulic systems
- Design, install, and troubleshoot marine heating, refrigeration, air conditioning, and liquid propane-gas systems

### Teaching Philosophy

The Marine Systems Program provides both conceptual and hands-on instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices.

### Training/ Instructional Aids and Facilities

Students will learn while using a variety of instructional aids, including: state-of-the-art systems components, system mock-ups, real-world boat projects, and field training. For example, while studying marine electrical systems, students will build a marine electrical board with multiple components, learning to use digital voltmeters, clamp meters, thermal imagers, wire termination tools, and other test equipment. During the corrosion program students will spend time in the field performing corrosion surveys aboard vessels of various types. The school will provide a variety of engines and components for demonstrations and hands-on practice. Some will be used for tear down and reassembly, and some for trouble-shooting and test running. Mock ups and components will be provided for all other subjects as well.

# Continuing Education

## Marine Systems Intensives

NWSWB has developed non-credit continuing education courses in Marine Systems. These courses are a week long and offered at various time throughout the year. In order to receive a certificate in one of the courses, students must complete 32.5 clock hours of instruction. Courses may be taken individually and in any succession. The courses include: Marine Diesel Engines, Marine Electrical Systems, Marine Corrosion and Marine Hydraulics.

*The Marine Systems Intensive courses are not approved for Veteran Education Benefits or Federal Student Financial aid.*



## Marine Diesel Engines

**32.50 clock hours – Monday through Friday; 8 am to 5 pm**

**Credential Awarded:** Certificate

### Course Description

Students will be introduced to diesel engines and will cement their knowledge by taking engines apart and reassembling them. Students will learn in depth about fuel systems and get practical experience performing hands-on engine maintenance tasks. Working on functioning engines, students will learn how to diagnose and troubleshoot common problems. Students will also learn how to properly install an engine and how to recognize faulty installations.

### Students learn how to:

- Identify the key components of diesel engine systems.
- Describe what causes combustion in a diesel engine system and how to identify key differences between gas and diesel engines.
- Disassemble and re-assemble an engine.
- Recognize failed, damaged, or worn components.
- Identify all the components in a diesel fuel system and what function each serves.
- Describe proper installation of a fuel system and identify appropriate materials to use in the system.
- Bleed the air out of the system.
- Identify problems common to diesel engines.
- Use reference materials to help with diagnosis.
- Diagnose and repair common problems with diesel engines.
- Properly perform common maintenance tasks for engine systems.
- Install an engine and related systems to American Boat and Yacht Council (ABYC) standards.

### Teaching Philosophy

The Marine Systems Intensives provide both conceptual and hands-on instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices.

### Training/ Instructional Aids and Facilities

The school will provide engines and components for demonstrations and hands-on practice. Some will be used for tear down and reassembly, and some for trouble-shooting and test running. Hand tools such as wrenches, sockets, and other necessary tools will be provided. Students will have access to amp-meters and multi-meters for electrical troubleshooting. The school also provides an engine installation mock-up for training.

*This course does not lead to initial employment. Completion of this course is not a prerequisite and does not provide credit towards any vocational program offered by the Boat School.*

## Marine Electrical Systems

**32.50 clock hours – Monday through Friday; 8 am to 5 pm**

**Credential Awarded:** Certificate

### Course Description

Students will be introduced to hazards related to working with electrical systems aboard vessels and will learn common industry best practices for identifying components of electrical systems. Students will learn to use meters to test marine electrical systems and will design, build, and test real-world electrical systems, including both DC and AC components. Students will learn about shore power components and real-life safety issues.

### Students learn how to:

- Describe fundamentals of electrical basics including Ohm's Law and the Power Equations.
- Differentiate appropriate uses of series and parallel circuits.
- Draw circuits using basic electrical symbols.
- Calculate wire size, including ampacity and voltage drop, over current protection size and location, proper wire routing, support, and chaff protection.
- Describe recommended practices for standards-based color coding for DC and AC wiring aboard vessels.
- Use testing equipment properly, including digital voltmeters, clamp meters, circuit analyzers, and other specialized meters.

### Teaching Philosophy

The Marine Systems Intensives provide both conceptual and hands-on instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices.

### Training/ Instructional Aids and Facilities

Students will learn using a marine electrical systems simulator and will build a marine electrical board with multiple components. Students will learn to use digital voltmeters, clamp meters, wire termination tools, and other test equipment.

*This course does not lead to initial employment. Completion of this course is not a prerequisite and does not provide credit towards any vocational program offered by the Boat School.*

## Marine Hydraulics

**32.50 clock hours – Monday through Friday; 8 am to 5 pm**

**Credential Awarded:** Certificate

### Course Description

Students will learn fundamental concepts and principles about hydraulic systems and how these systems are used on boats. Students will learn how to read hydraulic schematic drawings, will design a system, and then create a schematic for it. Each student will learn to identify and describe components and differentiate various types of hydraulic systems. Students will practice hydraulic plumbing tasks, including making hoses, selecting fittings, installing and assembling components, and will practice adjusting and testing using a live hydraulic system. Students will learn how to identify common hazards when working on marine hydraulic systems and how to work safely.

### Students learn how to:

- Recognize safety procedures when working around hydraulics.
- Describe how a hydraulic system works.
- Recognize concepts and principles like Flow and Pressure.
- Identify the components of a hydraulic system.
- Read a hydraulic system schematic.
- Identify and differentiate various types of hydraulic systems.
- Choose the right fittings and hoses for a given system.
- Make hoses.
- Design a hydraulic system.
- Use best practices for cleanliness and maintenance.
- Use appropriate procedures for determining and addressing common hydraulics problems.

### Teaching Philosophy

The Marine Systems Intensives provide both conceptual and hands-on instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices.

### Training/ Instructional Aids and Facilities

Students will use interactive online simulations to learn basic and advanced hydraulic concepts. Students will also use online simulations to practice designing and adjusting hydraulic systems. Students will operate a functioning hydraulic system to test and adjust flow and pressure, to recognize the effects. The school will provide hoses and a hose crimping machine for students to practice proper techniques for hydraulic plumbing. The school will also provide a variety of hydraulic system components for identification and disassembly.

*This course does not lead to initial employment. Completion of this course is not a prerequisite and does not provide credit towards any vocational program offered by the Boat School.*

## Marine Corrosion

**32.50 clock hours – Monday through Friday; 8 am to 5 pm**

**Credential Awarded:** Certificate

### Course Description

Students will learn how to properly conduct a corrosion survey aboard vessels of varying hull types. They will learn enough basic electrical and corrosion fundamentals to understand how a boat's electrical system affects corrosion aboard. Students will learn about environmental factors that promote corrosion and affect the rate of corrosion. Students will learn about cathodic protection and how it's appropriately applied. Students will practice taking corrosion potentials aboard a variety of vessels.

### Students learn how to:

- Describe the basics of corrosion processes.
- Describe and use the galvanic series chart.
- Take proper electric potential readings aboard a vessel.
- Differentiate material properties of different alloys and their specific corrosion issues.
- Recognize the effects of the AC Shore power cord on the hull potential.
- Use a variety of specialized equipment used in the corrosion survey.
- Properly test galvanic isolators and understand their function.
- Identify the advantages and disadvantages of polarization and isolation transformers.
- Take corrosion preventative measures for hull materials such as wood, aluminum, steel and fiberglass.
- Describe galvanic corrosion processes.
- Describe stray current processes.
- Recognize and prevent a variety of corrosion types.
- Select and use specialized equipment for prevention of corrosion.
- Describe the appropriate application of specific sacrificial anode types.
- Complete a corrosion survey and advise the boat owner on appropriate preventive measures.
- Benefit of coating systems to prevent corrosion and reduce the amount of cathodic protection required.

### Teaching Philosophy

The Marine Systems Intensives provide both conceptual and hands-on instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices.

### Training/ Instructional Aids and Facilities

The school will provide reference electrodes, digital voltmeters, pH meters, corrosion pit measurement tools, analog volt-ohm meter, hardened probes, extension for reference cells, reference materials, AC and DC clamp meters, and other specialized equipment.

*This course does not lead to initial employment. Completion of this course is not a prerequisite and does not provide credit towards any vocational program offered by the Boat School.*

# Prothero Internship

Occasionally the school offers the Prothero Internship which enables a recent graduate of the school to work in a paid apprentice-style role. This allows a graduate to spend additional time at the school honing their skills in an environment that offers increasingly more challenging work, at a faster pace, and with more independence. To be considered, students must submit an application, attend an interview with the Chief Instructor and staff, have recently graduated, and have been in good academic standing.





# Admissions, Tuition & Fees, and Financial Assistance

*I was 30 years old and I felt like I didn't know how to do anything. I came to the school and found a chance to do something different, gratifying, and real.*

**Adam Snider, Class of 2017 & 2018  
Wooden Boatbuilding & Marine Systems**

# Admissions

NWSWB encourages diversity and accepts applications from all minorities. NWSWB does not discriminate 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. NWSWB acknowledges that information pertaining to an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, NWSWB will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the Admissions Manager upon registration for the program; some programs require medical documentation due to the rigors of the curriculum.

## Eligibility

To be eligible for enrollment, all students must have:

- Earned a high school diploma or recognized equivalency certificate (GED) prior to the first day of class.
- The physical and health capacity to undertake the day-to-day work.
- The ability to understand written and oral instruction given in English.

Enrollment in programs at the Northwest School of Wooden Boatbuilding does not require prior woodworking, boatbuilding, or marine systems experience.

## Physical Requirements

A typical day starts with 1-2 hours of lecture. The rest of the day is spent doing hands-on work in the shops, using a wide array of both hand tools and power tools, including table saws, band saws, planers, and jointers. Students must be prepared to handle the rigorous physical requirements of the school's workshop activities.

As a student, you must be able to:

- Be on your feet for extended periods of time. Students are in the boat shops from 10:00 am to 5:00 pm daily, with one hour off for lunch and two 15-minute breaks. That means about 6 hours a day on your feet;
- Have the flexibility to climb, crawl on the floor, and work in tight spaces;
- Work at varied heights, sometimes on scaffolding;
- Lift items as heavy as 50 lbs. multiple times throughout the day;
- Work with your arms raised above your head;
- Work near noise and dust wearing appropriate safety gear;
- Operate machinery and equipment.

In the Enrollment Agreement, there is a section titled "Physical Requirements." On that page, students can share with the school any disability, condition, or special needs that may require accommodations to meet the physical or other requirements of the program described above. Students with disability-related special needs are required to submit a statement from their medical provider or other professional to document the condition and provide recommendations for accommodation.

## Enrollment Capacity

The stated capacity for each program is as follows:

Traditional Wooden Boatbuilding 12-month AOS degree:	12 per section, 36 total
Contemporary Wooden Boatbuilding 12-month AOS degree:	12 per section, 24 total
Marine Systems 6-month Diploma:	12 per section, 12 total

The 12-month Boatbuilding AOS degree programs start in the fall. The 6-month Marine Systems Diploma program has two starts per year, one in the fall and one in the spring. Students must successfully complete each quarter sequentially to continue their program into the next quarter.

## Admissions & Enrollment Process

**ALL PROSPECTIVE STUDENTS: To enroll in a degree or diploma program, complete the following steps:**

- Complete an online application on our website: [www.nswsb.edu](http://www.nswsb.edu)
- Email, mail, or upload to your online student portal a copy of your high school diploma/transcript, GED certificate, or college transcript. If you intend to transfer credits from another institution to satisfy the General Education requirement for an AOS Degree in either Traditional or Contemporary Wooden Boatbuilding programs, only official transcripts sent to NWSWB may be used to obtain credit.
- Pay the \$100 registration fee (non-refundable) and a \$200 tuition deposit (refundable).

After the above steps have been completed, the application is reviewed by the Admissions Committee. The Admissions Committee evaluates applications based on the following criteria: vocational interest, background in marine or other trades (e.g. military, agriculture, or others), expressed interest/goals in boatbuilding or marine trades (from the personal statement questions), successful work or military experience, and academic achievement.

**VETERANS: If you would like to utilize VA Education Benefits, you must also provide the following documents by uploading to your online student portal or emailing [admissions@nswsb.edu](mailto:admissions@nswsb.edu):**

- A copy of your current VA **Certificate of Eligibility (COE)**. Your COE can be obtained from these websites: [www.ebenefits.va.gov/ebenefits](http://www.ebenefits.va.gov/ebenefits), or [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) or [www.vets.gov/education](http://www.vets.gov/education).
- A copy of your Military Transcript which can be obtained at: <https://jst.doded.mil/smart/signIn.do> for Joint Services Military Transcripts and <https://www.airuniversity.af.edu/Barnes/CCAF/> for Air Force Transcripts.
- A copy of your DD-214.

*For Veteran Benefits support and questions please contact our Veteran Resources Specialist, Rita Frangione, at [rita@nswsb.edu](mailto:rita@nswsb.edu).*

**INTERNATIONAL STUDENTS: There are additional requirements for the application and enrollment process for international students. Before the student can be accepted, the following must be completed:**

- International students must first apply to the school. There is an additional fee to verify that submitted educational transcripts are equivalent to a U.S. high school diploma or GED.
- International students must demonstrate proof of financial support for educational and living expenses incurred for themselves (and for dependents traveling with the student) during their time of study in the United States. International students must complete the ‘**International Student Immigration Information and Declaration of Finances**’ form. This form is on the school’s website or can be requested from the school’s Admissions office.
- A copy of your passport and the passports of any dependents traveling with you.

Once the international student has been accepted, the school will generate a Form I-20. With the Form I-20, an international student may pay their SEVIS fee and apply for their visa.

Please view the International Students Procedures, Forms, & FAQ information on our website.

## International Students

The Northwest School of Wooden Boatbuilding is approved by the U.S. Government to enroll non-immigrant international students. The entire process, from the academic transcript review required with an application, to acquiring the needed student visa can be time-consuming. Therefore, foreign students are encouraged to apply several months in advance of their program start date.

Assistance is available through the Admissions Office by calling (360) 385-4948 or by email at [admissions@nswsb.edu](mailto:admissions@nswsb.edu). Additional information about immigration procedures and forms are available for download from the school website: [www.nswsb.edu](http://www.nswsb.edu). General information from U.S. government about the international student process can also be found at <https://studyinthestates.dhs.gov>.

## Transfer Credits

**TRANSFER CREDITS TO NWSWB FROM ANOTHER INSTITUTION:** Due to the unique occupational nature of the coursework offered at the Northwest School of Wooden Boatbuilding, transfer credits from other post-secondary institutions are not accepted to replace coursework taught at NWSWB.

Transfer credits are only necessary and accepted to complete the General Education requirement for an AOS Degree in either Traditional or Contemporary Wooden Boatbuilding. Additional credits are not required to complete the Marine Systems Diploma program.

Students may transfer the four additional credits needed to complete an AOS degree from another approved post-secondary school transcript or from their military transcript. The credits may be either general education courses or applied general education courses. General education courses are defined as those designed to develop essential basic academic skills. Examples include courses in written and oral communication, quantitative principles, natural and physical sciences, social and behavioral sciences, humanities, and fine arts. Applied general education courses are defined as those directly applicable to a specific occupational cluster in related natural and physical sciences, social and behavioral sciences, technology, humanities, and fine arts.

Before being approved by the school, possible transfer credits will be assessed and awarded using the following guidelines (this applies to either general education or applied general education credits):

- GPA: Students must have a minimum grade of 2.0 for course credits to be considered for transfer.
- Credibility of the source of the class: for example, another accredited educational institution or the military.
- Number of Credits Earned: A semester-length class at another institution will earn 4 credits at NWSWB and fulfills the requirement to complete an AOS degree. A quarter-length class at another institution will earn only 3 credits per class. Therefore, 2 quarter-length classes are required to earn 4 credits at NWSWB and fulfill the requirement.

Students without the required general education or applied general education credits may take an optional free course while at NWSWB (see page 34 for the current course option).

**TRANSFER CREDITS FROM NWSWB TO ANOTHER INSTITUTION:** Credits earned at NWSWB may or may not be transferable to other institutions depending upon the policies of the receiving institution. Students wishing to transfer credits outside NWSWB should contact the receiving institution to determine which courses and how many credits might be transferable.

## Additional Programs

Students who graduate from one program may choose to return to complete additional school programs. Students must follow the current admission and enrollment process and pay associated fees (see page 47 for current process).

## Disability Accommodations

It is the policy of NWSWB to comply with all federal and state laws concerning facility access and the education of qualified individuals with disabilities. NWSWB will provide reasonable accommodations to students if the school is notified that a student with a disability requires an accommodation in order to pursue or continue training at NWSWB. An accommodation is not intended to lower or to substantially modify a course of study or its standards or expectations. NWSWB will work with the student to reasonably accommodate him or her so that he or she can learn in the classroom and lab settings, unless the accommodation causes undue hardship, fundamentally alters the program or course of study, or causes undue financial burdens.

Information related to an accommodation request will be treated as confidential, except that: a) faculty and staff may be informed, on a need-to-know basis, regarding necessary restrictions on the work or assignments of the student and any necessary accommodations, b) first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment, and c) government officials investigating compliance with the Americans with Disabilities Act shall be provided relevant information on request.

### ADA Grievance Procedure

NWSWB prohibits discrimination on the basis of disability for faculty, staff, students, and visitors. Any applicant, student, staff, faculty, or visitor who believes she or he has been subjected to discrimination on the basis of disability (or is unsatisfied with accommodations provided) may submit a grievance in writing to:

Mark Paxton, Title IX Coordinator  
42 N. Water St. Port Hadlock, WA 98339  
(360) 385-4948  
mark.paxton@nswsb.edu

### Service and Emotional Support Animal Policy

Service Animals, as defined by the Americans with Disabilities Act (ADA), are dogs or miniature horses individually trained to do work or perform specific tasks for the benefit of a person with a disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, responding to and protecting a person who is having a seizure, or performing other duties.

Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA guidelines and are not permitted on the NWSWB campus.

Service animals must be house broken, must be clean and well cared for, and must remain on-leash and under the control of the handler at all times. If the service animal is out of control, or demonstrates a direct threat to the safety and health of any member of the campus community or NWSWB property, the school reserves the right to remove the service animal. A handler will be held responsible for any damage to NWSWB property or facilities.

Please contact the Student Services Manager to request a Service Animal accommodation, or if you have any questions or concerns regarding Service Animals on campus.

# Tuition and Fees

Program	Credits	Clock Hrs	Days / Quarters	\$/Credit	Tuition
<b>12-month AOS Degree Programs</b>					
Traditional Wooden Boatbuilding	90*	N/A	200 / 4	\$248.84	\$21,400.00
Contemporary Wooden Boatbuilding	90*	N/A	200 / 4	\$248.84	\$21,400.00
<b>6-month Diploma Program</b>					
Marine Systems	42	N/A	100 / 2	\$254.77	\$10,700.00
<b>5-day Marine Systems Intensives Certificate Course</b>	N/A	32.5	5 / 0	N/A	\$999.00

\*Four of the 90 credits are general education or applied general education transfer credits and do not apply toward tuition costs, as there is no charge for transfer credits. These four additional credits of general education or applied general education are required to complete the AOS degree and may be either transferred in from an approved post-secondary school or military transcript or earned in an evening class offered free for students at the Boat School.

## Additional Costs for Degree and Diploma Programs

Items	Cost	Notes
Registration fee	\$100.00	Due at time of application
Tuition Deposit	\$200.00	Due at time of application. Applied to 1st quarter tuition.
Woodworking Tools for Boatbuilding AOS Degree Programs	\$1,300.00 - \$1,500.00	Varies. Cost assumes student has no tools. Tool lists and purchasing information can be found on our website.
Tools for Marine Systems Diploma Program	\$1,500.00 - \$2,000.00	Varies. Cost assumes student has no tools. Tool lists and purchasing information can be found on our website.

## Cost of Attendance

The Cost of Attendance (COA) estimates the cost to attend the school for the length of the program. It includes tuition, tools, supplies, and living expenses for the typical student.

	12-Month AOS Degree Boatbuilding Programs	6-Month Diploma Marine Systems	5-day Marine Systems Intensives
Tuition/fees	\$21,400	\$10,700	\$999.00
Tools/books/supplies*	\$1,500	\$2,000	Not applicable
Room/board*	\$13,560	\$6,780	Not applicable
Transportation*	\$1,760	\$880	Not applicable
Misc/Personal*	\$2,880	\$1,440	Not applicable
TOTAL cost of attendance	\$41,000	\$21,800	\$999.00

\*Not provided by school or included in tuition and fees.

## Tuition Payment Requirements

Tuition is due 30 days prior to the start of each program quarter. A student with a balance owing on an account may not be allowed to continue to the next term.

## Delinquent Accounts

In the event a student's account is delinquent, the student may be required to pay late fees and all reasonable collection costs, including attorney fees and collection agency fees in accordance with Washington State law. Student transcripts may also be held if an account is delinquent. Students will not receive a diploma or a degree if they have a balance owing at graduation. If a student wishes to re-enroll, any delinquent institutional debt must be cleared prior to re-enrollment.

## Refund Policies for Termination, Withdrawal, or Discontinuance

### Termination by the School

If a student is terminated, the termination notice will be given in writing stating the reasons for the actions. NWSWB may terminate the enrollment of any student for any of the following reasons:

- The student does not meet the published Eligibility Requirements.
- The student fails to maintain satisfactory progress as detailed in the Satisfactory Academic Progress (SAP) Policy under "School Policies."
- The student violates the Standards of Conduct.

### Withdrawal by the Student

A student may withdraw for any reason. When calculating refunds, the student's official date of withdrawal is the last date of recorded attendance, when:

- The school receives notice of the student's intention to discontinue the training program; or
- The student's enrollment is terminated for a violation of a published school policy that provides for termination; or,
- The student, without notice to the institution, fails to attend classes for 30 calendar days. (Additional rules may apply for students receiving Federal Student Aid).

### Discontinuance of Instruction by the School

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students will be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid, unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program is discontinued or relocated. The refund will be paid within 30 days after receipt of such a request.

## Refund Policy (Compliance with WAC 490-105-130)

Should the student’s enrollment be terminated or the student withdraw for any reason, all refunds will be made according to the following refund schedule:

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. Applicants who have not visited the school prior to enrollment have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
4. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
5. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the tables below.
6. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance which may include: (1) When the school receives notice of the student’s intention to discontinue the training program; (2) When the student is terminated for a violation of a published school policy that provides for termination; (3) When a student, without notice, fails to attend classes for 30 calendar days.
7. Any Refund due will be paid within 30 days from the last day of attendance, or within 30 days from the date of receipt of written notification of cancellation.

<b>DEGREE AND DIPLOMA PROGRAMS</b>	
<b>If the student completes this amount of training:</b>	<b>The school may keep this percentage of tuition:</b>
One week or up to 10%, whichever is less	10%
More than one week or 10%, whichever is less, but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

<b>5-DAY MARINE SYSTEMS INTENSIVES</b>	
<b>If the student completes this amount of training:</b>	<b>The school may keep this percentage of tuition:</b>
One day or up to 10%, whichever is less	10%
More than one day or 10%, whichever is less, but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

# Financial Assistance

## Financial Aid

Financial aid may be available for those who qualify. The school is approved to participate in Federal Student Aid programs, including the Federal Pell Grant program and the William D. Ford/Stafford Direct Loan program. Students who wish to apply for Federal Student Aid will need to complete a FAFSA (Free Application for Federal Student Aid) form online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our Federal school code is **041550**.

Information regarding financial aid can be found on the school's website or questions can be directed to the school's Financial Aid Officer at (360) 385-4948.

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 awarding of student financial assistance.

## Veterans Benefits

NWSWB qualifies for all chapters of Veterans Education benefits. Selected programs of study at 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 awarding of student financial assistance.

To apply for benefits, you may apply online at [www.gibill.va.gov](http://www.gibill.va.gov). Return proof of application to the School Certifying Official along with a copy of your DD Form 214. You must also provide copies of transcripts from any other post-secondary institutions that you have attended, and obtain a copy of your Joint Services Military Transcript or Air Force Transcript. Upon completing the enrollment requirements and furnishing required documents for VA files, the School Certifying Official will certify school enrollment to the VA.

### School Certifying Officials

Heidi Blehm	Katie Whalen
<a href="mailto:heidi.blehm@nswsb.edu">heidi.blehm@nswsb.edu</a>	<a href="mailto:katie@nswsb.edu">katie@nswsb.edu</a>
(360) 385-4948 ext. 305	(360) 385-4948 ext. 302

### VA Student's Point of Contact

Rita Frangione, Veteran Resources Specialist, [rita@nswsb.edu](mailto:rita@nswsb.edu) or [veterans@nswsb.edu](mailto:veterans@nswsb.edu)

### 85/15 Rule

The Veterans Administration requires that NWSWB limit student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a class that has already reached the 85% cap, the veteran may do so but will not be eligible for VA funding. Chapter 35 and 31 students may enroll even if the 85% has been realized.

### Title 38 United States Code Section 3679(e) School Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopted the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation and Employment (Ch.31) benefits, while payment to the institution is pending from the VA.

The school will permit any covered individual\* to attend or participate in the course of education during the period beginning on the date on which the individual provides to NWSWB a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veteran Affairs (VA) website - eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates: (1) The date on which payment from VA is made to the institution, (2) 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

\*A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 G.I. Bill® benefits.

For any covered individual with an inability to meet their financial obligations to the school due to the delayed disbursement funding from VA under chapter 31 or 33, the school will not:

- Prevent the student's enrollment;
- Impose any penalty, including the assessment of late fees;
- Require student secure alternative or additional funding; or
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

### **Military Active Duty Policy**

1. A student or military dependent leaving for active duty or due to relocation related to military service during an academic term will receive an Incomplete.
2. The student should request to resume academic work within six months of returning from active duty or relocating back to the area.
3. The school will place the student in the earliest possible enrollment period.
4. Upon returning and finishing the academic work for the class section, the Incomplete will be removed and a final grade for that section will be given.

### **Refund Policy for Active Duty**

1. Refunds will be processed in accordance with the Title IV refund policy when applicable.
2. Upon returning, Military Active Duty students or military dependents whose training was interrupted due to military service will receive a waiver equal to the amount of prior tuition unless financial aid funds were used.

## School-Based Scholarships

The Northwest School of Wooden Boatbuilding is pleased to offer scholarship opportunities to assist students with quarterly tuition payments. School based scholarships are dispersed as tuition reductions and are applied incrementally each quarter to help cover the cost of attendance. The number of scholarships awarded per year will vary based on funding.

Scholarship applications will be available during the student's first quarter of attendance. Maximum award amounts for each program are \$1,000 for the 12-month Boatbuilding programs or \$500 for the 6-month Marine Systems program. Applications are reviewed by the Scholarship Committee and evaluated based on the eligibility criteria listed below.

Scholarship Eligibility Criteria:

1. Scholarships are need based. Applicants must have completed a FAFSA application to determine if they qualify for a scholarship.
2. Applicants must complete an NWSWB scholarship application, which includes three essay questions.
3. Priority will be given to needs-based applicants who plan to enter the maritime trades upon graduation.

Applications are reviewed by the Scholarship Committee and evaluated based on the eligibility criteria listed above.

Students awarded scholarships must be in good academic and attendance standing when each quarterly scholarship payment is made. If a student is put on probation for any reason, they will forfeit any unpaid scholarship amounts.

## Outside Scholarships

For information on additional scholarship opportunities, please visit the school's website.

## Tax Credits

Federal Income Tax credits can help offset the cost of attending school. Visit [www.irs.gov](http://www.irs.gov) and enter "education credits" in the search box for current details.

## Returning Funds to Federal Student Aid (Title IV)

The law specifies how the Northwest School of Wooden Boatbuilding (NWSWB, the school) must determine the amount of the Title IV program assistance that is earned if a student withdraws from School. The Title IV programs that are covered by this law are: Federal Pell Grants; Iraq and Afghanistan Service Grants; Academic Competitiveness Grants; National SMART Grants; TEACH Grants; Stafford Loans; PLUS Loans; Federal Supplemental Educational Opportunity Grants; and Federal Perkins Loans.

When a student withdraws during a payment period or period of enrollment, the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula. If they received (or the school or their parents received on their behalf) less assistance than the amount that they earned, the student may be able to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by the school and/or the student.

The amount of assistance earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period or period of enrollment, they would earn 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, they earn all the assistance that they were scheduled to receive for that period.

If the student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that additional debt is not incurred. The school may automatically use all or a portion of that post-withdrawal disbursement of grant funds for tuition and fees, but needs the student's permission to use the post-withdrawal grant disbursement for any other charges. If the student does not give that permission, they will be offered the funds. However, it may be in their best interest to allow the school to keep the funds in order to reduce his/her debt at the school.

Because of other eligibility requirements, there are some Title IV funds that cannot be disbursed once the student withdraws. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program

before withdrawing, they will not receive the Direct Loans funds that they would have received had they remained enrolled past the 30th day.

If the student receives (or the Northwest School of Wooden Boatbuilding or their parents received on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of his funds, or
- The entire amount of the excess fund.

The school must return this amount even if it did not keep the amount of the student's Title IV program funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that must be returned by the student or their parents must be repaid in accordance with the terms of the promissory note, meaning that scheduled payments are to be made to the holder of the loan over a period of time.

The amount of unearned grant funds that must be returned is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements governing Title IV program funds are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. The school's refund policy can be found in the Student Handbook. The school can also provide students with the requirements and procedures for officially withdrawing from the school.

Students with questions about the Title IV program funds, can contact the school's Business Manager or call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3242). TTY users may call 1-800-730-8913. Information is also available on the web at [www.studentaid.gov](http://www.studentaid.gov).

### Additional Third Party Funding Agencies

Information regarding refunds to the Veterans Administration can be found through [www.va.gov](http://www.va.gov).

NWSWB complies with all third party funding agency refund policies. Students can request more information through the school Business Office by calling (360) 385-4948 or emailing [katie@nswsb.edu](mailto:katie@nswsb.edu).

## Satisfactory Academic Progress Requirements for Financial Aid Recipients

Satisfactory Academic Progress (SAP) holds students accountable for meeting the minimum academic standards in an eligible program of study per federal and state financial aid regulations. The Director of Financial Aid reviews SAP for all students before financial aid is awarded and at the end of every term aid is received.

Students must be making SAP in order to remain eligible for financial aid. To fulfill SAP requirements, students must:

1. Complete each course with a minimum GPA of 2.0 and have a minimum cumulative GPA of 2.0.
2. Quantitative/credit completion rules: All students at the Northwest School of Wooden Boatbuilding (NWSWB) attend full time in programs of either 21 or 23 credit hours per quarter. Students must successfully complete 100% of the credits associated with the full-time awards (meeting the minimum GPA 2.0) or aid will be terminated.
3. Progress in a program of study at a pace that allows completion within the maximum time frame of 150% (federal funds) and 125% (state funds) of program length.
4. Courses must be completed on time.

SAP is monitored during the quarter. Students not achieving the minimum standard for any course will be given written notice of academic probation and allowed a period of time deemed reasonable by the instructor to improve their grades (usually the end of the quarter). If a student fails to meet the minimum standards within the probationary time period, the student may be dismissed.

Official evaluations (i.e., for Title IV/SAP purposes) are completed at the end of the quarter. At this time, a student will be dismissed if SAP has not been achieved. The Student Services Manager will notify the Director of Financial Aid of the change in status. The Director of Financial Aid will meet with the student to discuss both the dismissal from the school and that financial aid funds for future quarters are terminated.

If a student wishes to appeal their grade and subsequent dismissal, they must submit a letter to the Chief Instructor within 3 days of the completed quarter, per the Grade Appeal Policy. If the appeal is successful, the student will be on Academic and Financial Aid probation for one quarter. Eligibility for aid may be reinstated after one payment period if SAP is achieved.

If a student withdraws, is dismissed for non-academic reasons, or otherwise does not complete a term, the Student Service Manager will notify the Director of Financial Aid. The Director of Financial Aid will calculate the return of Title IV funding (if applicable) and financial aid for future quarters is terminated. If the return of Title IV funds is necessary, the Returning Funds to Federal Student Aid (Title IV) Policy will be followed. See page 55 to review this policy.

**This page is intentionally left blank.**



# School Policies

*Happiness comes from solving problems. The amount of confidence I built was transformational.*

**Ginny Wilson, Class of 2018**  
**Wooden Boatbuilding**

# Academic Policies

## Added Course Completion Time

If a student, in order to meet graduation requirements, requests to re-enroll in the school after the published date of graduation for that program, then the student might, upon approval of the Executive Director, be enrolled on a space- and course-available basis and shall pay additional tuition for such instruction on a pro-rata basis. Past student performance/probation status will be considered in this re-enroll request.

## Adding or Repeating Courses

A student may request to add or repeat courses in a specific program and must pay additional tuition for those courses. The option of repeating a course is limited by space and scheduling. If a student repeats a course, the grade from the repeated course will replace the previous grade for that course in the calculation of the student's grade point average. (Additional rules may apply for veterans and students receiving Federal Student Aid)

## Attendance and Punctuality

Attendance records are kept daily and account for 25% of the student's grade. The first week of class attendance is essential and required unless prior arrangements are made.

Five unauthorized absences constitute grounds for probation. When a student, without notice to the institution, fails to attend classes for 30 calendar days, that student's enrollment will be considered terminated. (Additional rules may apply for veterans and students receiving Federal Student Aid.)

Late arrivals/early departures to class or to the boat shop throughout the day are recorded as tardies. Two tardies are recorded as one absence. Ongoing tardiness may result in the student being placed on academic probation. A prolonged unexcused absence from class (more than 30 minutes) will be recorded as a minimum half-day absence, and possibly a full-day absence, depending on its length. Additional information regarding absences and probation or termination due to absences is located in the Student Handbook.

## Class/Program Cancellations

The Northwest School of Wooden Boatbuilding makes every effort to meet the needs of its students; however, special circumstances may require the school to cancel classes or programs due to the changing needs of industry, insufficient enrollment, or funding. The school reserves the right to make such decisions as warranted.

## Clock Hours and Quarter-Credits

A clock hour is defined as 50 minutes of instruction in a 60-minute period of time. A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution. The aforementioned academic activities are composed of didactic learning environment; supervised laboratory setting of instruction; externship; and/or out-of-classwork/preparation.

### The contract hour conversion formula

- One quarter-credit hour equals 30 units composed of the following academic activities:
- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of outside class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit.

## Comparable Programs

Information about comparable programs, tuition, and length of programs may be obtained by contacting:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
Telephone: (703) 247-4212  
www.accsc.org

## Credentials Awarded

Students who satisfactorily complete their course of training in a boatbuilding program will be granted an Associate of Occupational Studies Degree. Students who satisfactorily complete training in the Marine Systems program are granted a Diploma. Students who satisfactorily complete a Marine Systems Intensive Course are granted a certificate.

## Conditions for Re-admission

If a student leaves a program without fully completing it, they may not be able to automatically return. Students who wish to return after leaving a program must follow this procedure:

1. The student submits a new application at least 60 days before proposed date of return.
2. The Chief Instructor reviews the application and makes a decision with input from other instructors.
3. Student Services Manager sends letter informing the student of the decision and rights of appeal.

## Grade Appeal Policy

A student who wishes to appeal a grade must submit a letter to the Chief Instructor within 3 business days of the completed quarter. The letter must describe any and all circumstances deserving further consideration. The burden of proof in an appeal lies with the student. The Chief Instructor, student's Instructor, and the Student Services Manager will review the appeal. The student will be notified within one week with an appeal decision.

## Grading System

Student work is evaluated through one-on-one review by instructors, written knowledge, and demonstrated skills assessments. Grades are assigned at the end of each quarter. In addition, students receive mid-quarter progress reports. Grades are awarded on the following scale:

- A:** 4.0 Exceptional work
- B:** 3.0 Higher than expected standards
- C:** 2.0 Meets expected standards
- D:** 1.0 Lower than expected standards
- F:** 0.0 Fails to meet minimum standards

## Graduation Standards

To receive an Associate of Occupational Studies degree or a Diploma, a student must:

- Earn the appropriate number of credits,
- Achieve a passing grade (minimum 2.0) in all required courses,
- Meet attendance standards, and
- Pay debts owed to the school.

## Homework (Research Project)

The school requires students in all programs to complete a research project (homework) each quarter. Students work with instructors to choose a project that is of interest to the student and will reinforce student learning. The projects should take a minimum of one hour each week to research and complete and must utilize the school's library collections. Research projects are graded by a student's instructor and are included in the quarter-end grade report.

## Incompletes

Students are given an incomplete grade if they fail to complete a class for any reason. An incomplete grade will be recorded as an "F" for any of the following reasons:

- Training is not made up within one and one-half times the normal program length, calculated from the start date; or,
- The student cancels enrollment; or,
- The school does not receive notification by class graduation date of the student's intention to continue training.

Students with incomplete grades do not receive their diplomas or degrees, but they will be issued a formal school transcript.

## Leave of Absence

Students must apply in writing to the Chief Instructor for absences that exceed five working days. If circumstances require, a leave of absence may be granted for a maximum period of up to 30 calendar days. Students taking a leave of absence must still meet all other training standards, including passing grades in all courses.

If a student fails to return from a leave of absence and a period of 30 days passes from the date of last attendance, the student's enrollment will be considered terminated.

## Liability Policy

The Northwest School of Wooden Boatbuilding is not responsible for loss or damage to student personal property or for personal and/or bodily injury occurring to students while on the school grounds or on field trips.

## Makeup Work

Students may be able to make up time during evening shop hours. The student's instructor must approve make-up time if it is to count toward normal coursework clock hours. There is no additional tuition charged for enrolled students who take advantage of scheduled after-hours shop time. Additional information can be found in the Student Handbook.

## Outside Learning Opportunities

On rare occasions a student and the Chief Instructor may agree that an outside learning opportunity warrants time away from the classroom to enhance that student's unique educational interests. Because this is highly individualized and dependent on timing, formal approval is required by the Chief Instructor before the student attends the training. Students must document completion of the education program through a certificate or signature of the program's leader and provide a short write up (at least two paragraphs) about what they learned. A maximum of five (5) days a school year can be approved. The student cannot be paid during the training, and the training cannot take place during the first quarter of either AOS program.

## Pets

Pets are prohibited on campus. Students with pets should plan to arrange for suitable daytime accommodation.

## Passing Grades

Students must maintain at least a passing grade average of 2.0 for each course throughout their program. Students not achieving the minimum standard for any course will be given written notice of probation and allowed a period of time deemed reasonable by the instructor to improve their grades. If a student fails to meet the minimum standards within this probationary time period, the student may be dismissed. Students receiving Federal Student Aid must make satisfactory academic progress (SAP) in order to continue their Federal financial aid. More details are available on this in the school's Student Handbook.

## Pregnant Students

NWSWB is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX).

NWSWB will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. In accordance with Title IX, NWSWB will grant a pregnant student leave for the length of time deemed medically necessary by the student's physician.

To the extent possible, NWSWB will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same educational status the student held prior to withdrawing. Pregnant students are encouraged to discuss their circumstances with their department head by the sixth month of pregnancy to discuss academic success, which may include makeup work or emergency absence.

Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their program of study. Student who wish to discuss their need for such accommodations should seek assistance from the Title IX Coordinator.

## Probation

Students who fail to meet the minimum published standards for attendance, grades, or conduct may, upon recommendation from their instructor, be placed on probation. The Chief Instructor and Student Services Manager will determine the length of the probationary period, which should reflect a reasonable period during which the deficiency can be corrected. When notified of their probationary status, the student will be advised that continued unsatisfactory progress will result in cancellation of enrollment. At the end of the probationary period, the student's progress will be reviewed, after which the probationary status may be removed, extended, or — if it appears unlikely that further progress is possible — enrollment may be terminated. Refunds will be given in accordance with the school's refund policy (additional rules may apply for students receiving Federal Student Aid or Veterans Benefits). Students are prohibited from applying to additional programs if on probation.

## Program Advisory Committee

The Northwest School of Wooden Boatbuilding maintains an independent Program Advisory Committee for the purpose of structuring and improving programs. The committee meets a minimum of two times per year to provide a meaningful review of the school's program materials, equipment, facilities, and student achievement outcomes. Program Advisory Committee members are made up of qualified representatives including employers representing major occupations for which training is provided, representatives from other educational institutions, and graduates with professional experience. Refer to the "Get to Know Us" section for a list of the current Program Advisory Committee members.

## Religious Accommodation

The Northwest School of Wooden Boatbuilding will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during

the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work. Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for increased flexibility in assignment due dates.

### Safety Rules

The school environment, like any woodworking area, contains potential dangers: power tools are operating continuously; wood shavings constitute a fire hazard; sawdust and fumes from paints, varnishes, and other materials can be detrimental to the respiratory system. This environment is unsafe only if those working within it fail to comply with approved operating procedures. Sensible precautionary measures are always required, and a detailed safety briefing will be a part of the introductory process.

### Satisfactory Academic Progress

Students must maintain at least a passing grade average of 2.0 for each course throughout their program. Students not achieving the minimum standard for any course will be given written notice of probation and allowed a period of time deemed reasonable by the instructor to improve their grades. If a student fails to meet the minimum standards within the probationary time period, the student may be dismissed. Student receiving Federal Student Aid must make satisfactory academic process (SAP) in order to continue their federal financial aid. More details are available on this in the school's Student Handbook.

### Social Security Number Policy

We are required by law to ask students for their social security number, and we report this information to the Workforce Training and Education Coordinating Board, a Washington State agency. The Workforce Board ([www.wtb.wa.gov](http://www.wtb.wa.gov)) uses this information for research purposes only, to measure performance outcomes of education programs on the State's Eligible Training Provider List ([www.careerbridge.wa.gov](http://www.careerbridge.wa.gov)). You will not be denied any benefits or privileges provided by law if you do not provide your social security number. Our organization and the Workforce Board will take extensive measures to protect your social security number from unauthorized use. If you have questions about the uses of the data or data security, contact the Workforce Board at (360) 709-4600

### Student Records

The Northwest School of Wooden Boatbuilding maintains a permanent educational record for all currently and formerly enrolled students for the most recent five years following graduation, withdrawal, or termination, and consists of all admissions, academic, and financial information upon which a student's enrollment is based. After five years, the school follows the requirements for record retention according to WAC 490-105-200 which requires a school to retain a transcript for 50 years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. These records (physical and electronic) are securely maintained and protected against damage or loss (fire, water, theft, tampering, etc). Student records are available for review by the student at any time.

Students have the right to inspect and request amendment to their confidential education records. The amendment request process may not be used to appeal a grade, dismissal, disciplinary action, or other administrative decision. A student requesting to review his/her education records shall make the request in writing to Student Services.

### Transcripts

Northwest School of Wooden Boatbuilding maintains an official transcript for all currently and formerly enrolled students (graduates as well as terminated or withdrawn students). Upon graduation, termination, or withdrawal, each student will be given a copy of their transcript. The transcript includes, at a minimum, the program of study; the date of program entry; the date of graduation, termination or withdrawal; and the clock or credit hours and grades earned. An official transcript is available to students upon request and in accordance with the school's policies. To request a copy of an academic transcript, a student must complete a Transcript Request form. Forms may be obtained from the Student Services Manager at [studentservices@nswb.edu](mailto:studentservices@nswb.edu) or by calling the school at (360) 385-4948.

## Withdrawal

To officially close their record, students who voluntarily withdraw from the school must complete a withdrawal form. Withdrawal forms are available from the Student Services Manager and must be signed by the student, Student Services Manager, and Business Manager. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

## Student Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Northwest School of Wooden Boatbuilding receives a request for access. A student should submit to the Executive Director, via their instructor and Student Services, a written request that identifies the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the Northwest School of Wooden Boatbuilding official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Northwest School of Wooden Boatbuilding decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Northwest School of Wooden Boatbuilding discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The Northwest School of Wooden Boatbuilding discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Northwest School of Wooden Boatbuilding in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Northwest School of Wooden Boatbuilding has contracted as its agent to provide a service instead of using the Northwest School of Wooden Boatbuilding employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the school.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Northwest School of Wooden Boatbuilding to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-8520

# Conduct and Disciplinary Policies

## Standards of Conduct

Admission to the Northwest School of Wooden Boatbuilding carries with it the expectation that students will conduct themselves as responsible members of the school community, that they will comply with the rules and regulations of the institution, maintain high standards of integrity and honesty, respect the rights, privileges, and property of other members of the school community, and will not interfere with legitimate Northwest School of Wooden Boatbuilding affairs.

Students are expected to:

- Attend all required classes and events. Arrive on time. Stay until class is over.
- Bring required hand tools and have them ready for use each day.
- Treat staff, instructors, guests, and other students with respect.
- Follow directions from instructors and staff, especially related to safety.
- Handle school equipment with care and abide by all state, federal, and international laws when using school computers.
- Resolve conflicts in a positive manner, starting with the person with whom they have the conflict and asking for conflict resolution support as needed from an instructor and/or the Student Services Manager.

Northwest School of Wooden Boatbuilding maintains the right to make and enforce rules for conduct. A student found in violation of the school's Code of Conduct shall be subject to sanctions, including but not limited to: verbal warning, written warning, creation of a behavior plan, coordination of outside student support resources, restrictions and loss of privileges, community service, educational sanctions (grades), restitution, probation, suspension, and dismissal. This includes the right to dismiss at any time a student whose conduct, academic standing, or health is such that the Administration believes it undesirable for that student to continue at Northwest School of Wooden Boatbuilding.

A Student Handbook is provided to all new students the first day of class. The booklet provides additional statements of the policies and procedures and describes student rights and responsibilities which govern students attending Northwest School of Wooden Boatbuilding, including any disputes involving the school, its faculty or staff, and the student.

## Dismissal

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

- Absent more than seven days per quarter
- Disruptive behavior in class. (For example, a pattern of interrupting the instructor, eating during class, using cell phone, playing loud music, etc.)
- Derogatory or defamatory remarks
- Defiance of staff or slander
- Disruptive use of profanity
- Drug or alcohol abuse at the school
- Non-payment of financial obligations
- Smoking in prohibited areas
- Stealing or breaking into unauthorized areas
- Threatening remarks or threatening behavior
- Violence or harassment
- Vandalism

- Weapons on campus (e.g., guns, large knives, or martial arts weapons)
- Willfully ignoring safety procedures
- Willful damage to or improper use of student workstations, for example: altering system files; using school computers for immoral, illegal, or unethical purposes; or using third-party software without permission or proper licenses.

The school reserves the right to immediately expel any student whose behavior poses a threat to safety or security.

## Investigation

If necessary, the Student Services Manager will conduct a formal investigation resulting in a formal report with their assessment of whether school rules were violated, and what sanctions, if any, would be appropriate. The Student Services Manager will review the findings with the student(s), Chief Instructor, and Executive Director.

## Appeal Procedure

The Executive Director will review any appeal request, but only to the extent of determining whether there is new information that emerged since the investigation was completed, or some other extenuating circumstance that had not been available to the investigation.

## Termination

If a student is found to have violated the Standards of Conduct, they may be terminated. The termination notice will be given in writing stating the reason(s) for the action.

## Re-Enrollment After Dismissal

Students intending to re-enroll after being dismissed from the Northwest School of Wooden Boatbuilding are required to write a letter addressed to the Chief Instructor that clearly states the following:

1. The reason for termination
2. The actions taken during the termination period to resolve the problem
3. His/her plan to successfully complete the program

## Anti-Harassment Policy

As a part of continuing efforts by the Northwest School of Wooden Boatbuilding to prevent unlawful discrimination, and pursuant to guidelines issued by the Equal Employment Opportunity Commission and the Washington Human Rights Commission, the school endorses the following policy:

All are reminded that each student is at all times to be treated courteously by fellow students, so that they are free from harassment or interference. Harassment is defined as unwelcome or unsolicited verbal, physical, or sexual conduct that creates an intimidating, offensive, or hostile environment. Examples of what may be considered harassment, depending on the circumstances, are:

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off-color or sexual remarks, jokes, slurs, propositions or comments that disparage a person or group on the basis of race, color, age, sex, sexual orientation, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service, or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials,

electronic mail, or gestures.

- Inappropriate touching, hitting, pushing, or other aggressive physical contact or threats to take such action.
- Tampering with another student's work or workspace.

NWSWB will promptly investigate all charges of violation of this policy. The confidentiality of the person reporting violations will be respected so far as practical in conducting an investigation of such claims. There will absolutely be no retaliation against persons filing such complaints.

### Non-Fraternization Policy

Students should be assured that the relationships they develop with the Boat School community will always be built upon the highest ethical precepts of the workplace and educational profession.

In order to promote the efficient and fair operation of NWSWB and to avoid misunderstanding, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement and possible claims of sexual harassment, students are prohibited from the following types of fraternization with employees:

- Dating
- Romantic or sexual relationships between employees and students
- Monetary transactions between employees and students unless communicated as opportunities open to the student body as a whole.

### Non-Discrimination & Gender Equity Policy

The school encourages the open and enthusiastic exchange of ideas, a process critical to intellectual inquiry. The institution believes that learning occurs best where participants can express themselves freely without fear of retribution for ideas and perspectives that may offend others. We expect everyone at the school to treat others with courtesy, dignity, and respect.

**NON-DISCRIMINATION POLICY:** The Northwest School of Wooden Boatbuilding provides equal educational and employment opportunities, services, and benefits to students and employees in accordance with provisions of the Washington State Law Against Discrimination (RCW 49.60), Title VI and VII of the Civil Rights Act of 1964; the Civil Rights Act of 1991 (which amends Title VII and other federal civil rights statutes); Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act of 1990; and other state and federal laws and regulations concerning employment and admission to programs and activities.

The Northwest School of Wooden Boatbuilding prohibits discrimination on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or military status, 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 in its programs and activities. Employees are also protected from discrimination for filing a whistle blower complaint with the Washington State Auditor.

**GENDER EQUITY POLICY:** The Northwest School of Wooden Boatbuilding is committed to an environment free of gender discrimination. The school complies with Federal Title IX of the Education Amendments of 1972, which ensure equal opportunity without regard to gender concerning employment and admission to programs and activities. Any applicant for admission, enrolled student, applicant for employment, or employee of the school who believes they have been discriminated against on the basis of gender is encouraged to invoke the school's Gender Equity Policy.

The following person has been designated to handle inquiries regarding non-discrimination policies, including those related to Section 504, Title II, and Title IX:

Mark Paxton, Title IX Coordinator  
42 N. Water Street Port Hadlock, WA 98339  
(360) 385-4948  
mark.paxton@nswsb.edu

Office for Civil Rights, Seattle Office  
 U.S. Department of Education  
 915 Second Ave., Room 3310  
 Seattle, WA 98174-1099  
 Telephone: (206) 607-1600  
 Fax: (206) 607-1601  
 TDD: (800) 877-8339  
 Email: OCR.Seattle@ed.gov

## Sexual Misconduct Policies & Procedures

Members of the NWSWB community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination, and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

All students at NWSWB shall have the right to learn in an environment free from any form of unlawful discrimination. We expect all members of the campus community to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to the school's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy.

### Sexual Harassment

Sexual harassment constitutes as discrimination and is prohibited by state and federal laws. Sexual harassment is a form of sexual misconduct. Therefore, it is the position of NWSWB that sexual harassment will not be tolerated. It is a violation of NWSWB policy for any supervisor or employee, student, male or female, to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal. Sexual harassment is:

- Unwelcome
- Sexual, sex-based and/or gender-based
- Verbal, written, online and/or physical conduct

Sexual harassment may be disciplined when it takes the form of quid pro quo (this for that) harassment, retaliatory harassment, and/or creates a hostile environment. A hostile environment is created when sexual harassment is:

- Severe
- Persistent or pervasive
- Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from NWSWB's education program or employment

### Quid Pro Quo Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made (either explicitly or implicitly) a term or condition of rating or evaluating an individual's educational development or performance.

Some examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances
- Offering benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, posters, or electronic mail

- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an individual's body, dress, gender, sexual orientation or gender identity, sexual innuendo, or gossip about sexual relations
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, invitations, notes, e-mails, or text messages.
- Physical conduct such as touching, assault, or impeding or blocking movement
- Cyber harassment, including but not limited to disseminating information, photos, or video of a sexual nature without consent
- Retaliation for reporting harassment or threatening to report harassment
- Sexual assault, domestic violence, dating violence, and stalking. Any student, who believes he/she has experienced such conduct by anyone is encouraged to tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the student is uncomfortable confronting the offender, the student must immediately report such conduct to an instructor or to the Title IX Coordinator.

### Sexual Misconduct

NWSWB views sex or gender based discrimination as sexual misconduct, and violations of this policy may result in sanctions. Generally speaking, NWSWB considers non-consensual sexual intercourse violations to be the most serious of the offenses and the most severe penalties may be imposed, including suspension or expulsion for students and termination for employees.

Consent defined by Washington State law means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact (RCW 9A.44.010). Sexual intercourse or sexual contact without consent is considered sexual assault and will be treated by NWSWB as sexual misconduct, treated with all seriousness by the school, and may be subject to criminal proceedings. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved. Violations include:

- Sexual Harassment as defined above
- Non-Consensual Sexual Intercourse Defined as: Any sexual intercourse, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual intercourse includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.
- Non-Consensual Sexual Contact Defined as: Any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force.
- Sexual Touching includes intentional contact with the breasts, groin or genitals, or mouth; touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.

### Reporting

NWSWB encourages reports of unwelcome conduct of a sexual nature. NWSWB wants to resolve all problems, but it can only do so if it is aware of them. All NWSWB employees are considered mandatory reporters, and must share information they have related to any Title IX or sexual misconduct policy violations. Furthermore, we encourage any student who believes he/she is being harassed or has been subject to sexual misconduct to report any and all incidents of perceived harassment or sexual misconduct. If at any time you observe harassment or feel you are being harassed or if you observe sexual misconduct or feel you are a victim, you should immediately contact the Title IX

Coordinator.

The school's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy.. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the NWSWB Title IX Coordinator:

Mark Paxton  
 Title IX Coordinator  
 42 N. Water St.  
 Port Hadlock, WA 98339  
 (360) 385-4948  
 mark.paxton@nwswb.edu

### Privacy

NWSWB has a legal obligation to investigate complaints and to take reasonable steps to prevent ongoing harassment, discrimination, sexual misconduct, and related retaliation. While we cannot guarantee complete confidentiality, all aspects of the complaint-handling procedure will be dealt with discreetly. However, it may be necessary to include others on a strict need-to-know basis. Students who wish to maintain confidentiality are encouraged to access support through the resources below:

National Sexual Assault Hotline (RAINN)	(800) 656-4673
National Domestic Violence Hotline	(800) 799-7233
WA State Domestic Violence Hotline	(800) 562-6025
Jefferson County Sheriff's Office	(360) 385-3831
Dove House Advocacy Services – 24-hour Crisis Line	(360) 385-5291
Jefferson County Superior Court, Protection Orders	(360) 385-9125

### Retaliation

NWSWB prohibits retaliation against any student who complains of sexual harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be dealt with discreetly. However, it may be necessary to include others on a need-to-know basis. All incidents of prohibited harassment that are reported will be investigated. The Title IX Coordinator will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practical and a determination regarding the reported harassment will be made and communicated to the student who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including dismissal, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

## Weapons and Violence Policy

In order to maintain a safe and secure campus, the possession, use, or threatened use of firearms (including but not limited to martial arts weapons, BB guns, air guns, and paint guns), ammunition, dangerous chemicals, explosives of any kind, or other weapons is strictly prohibited while on school property and while engaging in school-related work or activities on or off campus. Violation of these safety regulations will result in disciplinary action.

Fixed blades are not allowed. Folding knives with a blade of three inches or less are allowed only as a tool in keeping with the industry standards of the training being pursued. Blades longer than three inches are not allowed under any circumstances.

Misuse of personal defense devices (such as pepper spray) is prohibited. The owner is responsible and will be held accountable for any misuse of these devices.

Violence or threats of violence are strictly prohibited. Any threat of violence or harm to students or employees should be reported immediately to your instructor, the Chief Instructor, or the Student Services Manager. The incident should be reported even if you think the threat is a joke. Any act of violence or threat will be subject to discipline and may result in legal action.

## Drug-Free and Alcohol-Free Campus and Workplace

In accordance with federal law, NWSWB has adopted this Drug-Free and Alcohol-Free Campus and Workplace Policy. NWSWB recognizes that students and employees have a right to a safe and secure campus and workplace and has implemented a drug and alcohol abuse prevention and assistance program.

### Standards of conduct regarding drugs and alcohol

The unlawful manufacture, distribution, dispensing, possession, or use of any federally banned substance; prescribed medical drugs that were unlawfully obtained or are being unlawfully or abusively used; drug-related paraphernalia; or being under-the-influence of controlled substances are prohibited at NWSWB, in the workplace, on campus, while engaging in school business, and at any activities sponsored by NWSWB. Returning to or arriving at school under the influence of drugs or alcohol is prohibited and will result in immediate dismissal.

Any student who is taking a drug or medication, whether or not prescribed by the student's physician, which may adversely affect that student's ability to perform work in a safe or productive manner, is required to report such use of medication to his/her instructor or the Student Service Manager. This includes drugs known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. A doctor, dentist, or druggist will determine whether the student can remain at school and whether any work restrictions are necessary. The instructor may request such assistance as he/she desires in making the determination.

### Health risks

Short-term and long-term effects of drug use vary for the specific drugs, but the following non-exclusive list of health risks have been identified with the use and abuse of illicit drugs and alcohol: confusion, lack of coordination, memory loss, depression, fetal alcohol syndrome, problem pregnancies, sclerosis, circulatory problems, insomnia, heart failure, respiratory arrest, cardiac arrest, seizures, coma, anxiety, paranoia, irritability, fatigue, mental illness, and death.

### School sanctions

NWSWB will conduct drug and/or alcohol testing under any of the following circumstances:

#### Random testing

Students may be selected at random for drug and/or alcohol testing at any interval determined by the school. Any student who enrolls at NWSWB gives consent to random drug tests as an express condition of his or her enrollment and continued enrollment at NWSWB.

**For-cause testing**

The school may ask a student to submit to a drug and/or alcohol test at any time it feels that the student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the student's person or in the student's vicinity, unusual conduct on the student's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

**Post-accident testing**

Any student involved in a training-related accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event will be asked to submit to a drug and/or alcohol test. "Involved in a training-related accident or injury" means not only the one who was or could have been injured, but also any student who potentially contributed to the accident or injury event in any way.

A student will be presumed under-the-influence upon any positive finding from a random drug test or reasonable cause drug test given under this policy. Drug testing will be by liquid chromatography-mass spectrometry (LC-MS) on NWSWB time and expense by a certified, creditable laboratory or medical facility prescribed by the school. Random drug test collection will be conducted on the NWSWB campus with a minimal disruption to class time. Failure to take a drug test, producing a cold sample, or producing a diluted test will result in a positive test result. A positive test result may result in the imposition of sanctions up to and including, but not limited to, suspension and/or dismissal. A student who has been deemed to be under-the-influence may not operate any vehicle on company property or a public roadway. If the student insists on driving, NWSWB administration will contact law enforcement and report the infraction.

If a student has violated the Drug-Free and Alcohol-Free Campus and Workplace Policy, the school may take any of the following actions:

- Disciplinary action including, but not limited to, suspension and/or dismissal, and/ or
- Require the student to satisfactorily participate in drug abuse assistance or rehabilitation program approved for such purpose by federal, state or local health, law enforcement, or other appropriate agency.

Any student convicted of any criminal drug statute violation occurring in the workplace, during school hours, or while engaged in school business, must notify the Executive Director no later than five days after such conviction.

**Legal sanctions**

In addition to sanctions imposed by the school, drug and/or alcohol violations may be referred to the appropriate external authorities. This may result in arrest and conviction under applicable criminal laws of the United States, the State of Washington, or local municipalities. Violations as specified above may result in penalties ranging from fines through imprisonment.

**Available assistance treatment programs**

Alcoholism and drug dependency are defined as illnesses that may interfere with a student's ability to perform assigned work satisfactorily or that adversely affect classroom behavior. Students are encouraged to voluntarily seek expert assistance for alcoholism, alcohol abuse, or drug dependency. Assistance is available through a variety of professional resources in the community.

Washington Recovery Helpline

(866) 789-1511

Alcoholics Anonymous (24/7)

(856) 486-4444

Discovery Behavioral Healthcare	(360) 385-0321
North Olympic Peninsula Area Narcotics Anonymous (24/7)	(360) 477-9367
Peninsula Behavioral Health	(360) 681-0585
Safe Harbor Recovery Center	(360) 385-3866
West Puget Sound Area Narcotics Anonymous (24/7)	(360) 509-8009

## Smoking Policy

The Clean Indoor Air Act (RCW70.160) is a Washington State law enacted in 2005 that prohibits smoking in public places and workplaces in order to protect employees and the public from secondhand smoke. The citizens of Washington State approved Initiative 901 (I-901), which expands the Act and makes Washington the tenth state in the nation to have a comprehensive smoke-free workplace act.

Students and employees of the Northwest School of Wooden Boatbuilding are prohibited from smoking in all interior areas of the school. In addition, smoking outside all school buildings is prohibited within 25 feet of entrances, exits, windows that open, and ventilation intakes. Smoking is also prohibited near dust-collection equipment, lumber storage, scrap piles, and propane installations or flammable substance storage areas such as paint lockers, etc.

Smoking is also prohibited in all vehicles and vessels belonging to the Northwest School of Wooden Boatbuilding. Those individuals who choose to smoke outside of these prohibited areas must dispose of cigarette butts properly.

## Drug Convictions and Impact on Financial Aid

Your financial aid eligibility might be suspended if a drug offense occurred while you were receiving federal student aid (grants, loans, work study). When you complete the FAFSA form, you will be asked whether you had a drug conviction for an offense that occurred while you were receiving federal student aid. If the answer is yes, you will be provided a worksheet to help you determine whether your conviction affects your eligibility for federal student aid.

If your eligibility for federal student aid has been suspended due to a drug conviction, you can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If you regain eligibility during the award year, notify your financial aid office immediately so you can get any aid if you're eligible for.

If you are convicted of a drug-related offense after you submit the FAFSA form, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility.

# Filing a Complaint

## Filing a Complaint with the School

Students with complaints are encouraged to fully discuss the problem with their instructor. Most differences can be resolved by face-to-face discussion. If the complaint is not resolved, the student should bring the issue to the attention of the Chief Instructor. If the problem is still unresolved, the Chief Instructor will bring the matter to the attention of the Student Services Manager. The student will be asked to complete the school's written complaint form. If necessary, the Chief Instructor and the Student Services Manager will meet with the student complainant to discuss and attempt to resolve the problem. The Student Services Manager will document the outcome of the investigation.

## Filing a Complaint with the State

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at (360) 709-4600 at any time with a concern or a complaint. Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school Executive Director. The written request should include the following information:

- Student's full name and current address
- A statement of the concern including dates, times, instructors, and if applicable, other students involved
- Date of complaint letter and signature of the student
- Three dates in which the student would be available for a meeting with the school Director. These dates should be within 10 business days of the complaint.

The school Executive Director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school, the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

Contact information for the Workforce Training and Education Coordinating Board is as follows:

Workforce Training and Education Coordinating Board  
 128 Tenth Ave. SW  
 PO Box 43105  
 Olympia, WA 98504-3105  
 (360) 709-4600  
 workforce@wtb.wa.gov

More information can be obtained by referencing RCW's Title 28C > Chapter 28C.10 or 28C.10.084 (10) and 28C.10.120 or WACs > Title 490 > Chapter 490-105 > Section 490-105-180

## Filing a Complaint with the Accreditor (ACCSC)



### Student Complaint Procedure

The primary purpose of the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) is to establish and maintain high educational standards and ethical business practices among its accredited institutions. The Standards of Accreditation form the basis upon which the Commission makes all assessments regarding educational quality and are available for public review on the Commission’s website at [www.accsc.org](http://www.accsc.org).

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling students complaints. Students are encouraged first to avail themselves of the school’s complaint procedures (see page 75). If a student does not feel that the school has adequately addressed a complaint or concern, or feels that the school is not in compliance with accreditation requirements, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Student Services Manager at [studentservices@nswb.edu](mailto:studentservices@nswb.edu) or by visiting [www.accsc.org](http://www.accsc.org).

**This page is intentionally left blank.**



# Get to Know Us

*Wooden boatbuilding is challenging and mysterious because you can't just follow a plan. You have to trust your eye and ability to judge whether something's going to fit or what needs to happen to make it fit. I see it as becoming fluent in making things and learning to trust your own judgment and aesthetic opinion.*

**David Klco, Class of 2016**  
**Wooden Boatbuilding**

# Student Services, Facilities, and Administrative Staff

*Our entire staff is dedicated to providing you with an incredible educational experience. Information about our instructors can be found on page 13. Learn more about the rest of our NWSWB team on the next few pages.*

## Betsy Davis

### Executive Director

Betsy Davis brings nearly 40 years of management experience in corporate, small business, and non-profit leadership roles to her service as Executive Director of NWSWB. Decades after graduating from Stanford University, she attended Seattle Central College's boatbuilding program, then served for more than a decade as Executive Director of The Center for Wooden Boats, the Northwest's hands-on maritime museum. She is the owner of a century-old wooden boat named Glorybe.

## Katie Whalen

### Business Manager and Title IV Coordinator

Katie moved north from Morro Bay, California in 1991 with a friend who was attending the Boat School. She fell in love with the Pacific Northwest, transplanted, and built her own house through a cooperative neighborhood building program. Katie has more than 25 years of experience as Business/Finance manager for non-profit organizations. She is passionate about keeping the Boat School on an even keel and helping students live their wooden boat dreams.

## Heidi Blehm

### Admissions and Student Services Manager

Heidi, a Pacific Northwest Native, grew up on boats, fishing recreationally with her family on the Columbia River and canoeing 120-miles down Utah's Green River. She earned a BS in Mathematics from Colorado State University and led a diverse professional career, including a management role with Merrill Lynch and running her own productivity and organization business. After living abroad in Copenhagen and Prague she moved to Port Townsend in 2015 and began working with the school. Her expertise with data organization led to development of the school's new online institutional archive and, in 2018, to her current role as Admissions and Student Services Manager.

## Rita Frangione

### Veteran Specialist

Rita is the Veterans Outreach Coordinator for Vet Connect, a local veteran service group associated with Olympic Community Action Programs. Rita has more than 30 years of experience as a vocational rehabilitation counselor working in medical, industrial, private, and non-profit settings. She is retired from the U.S. Department of Veterans Affairs where she counseled disabled veterans in their planning for education, training, and employment. Rita has an MS degree in Vocational Rehabilitation from the University of Wisconsin-Stout, and she is a Certified Rehabilitation Counselor.

## Steve Stanton

### Shop and Facilities Manager (Alum 2013)

Attending the Northwest School of Wooden Boatbuilding had been a dream of Steve's since 1999 when he first learned of it. In 2012, Steve and his wife Sue left careers in Colorado and headed to Port Townsend. Steve is a graduate of the class of 2013 traditional wooden boatbuilding program and brings a vast amount of knowledge and experience to his role at the School.

## Christina Ruben

### Communications and Development Manager

Originally from Central Florida, Christina moved to the area when her husband attended the Boat School in 2013. After graduation, they decided to stay in the area after falling in the love with the community and landscape of the Olympic Peninsula. They now enjoy *Virginia*, their traditional gaff rig cutter built by the School in 1981. Christina has a B.S. in Molecular and Microbiology from the University of Central Florida.

## Mark Paxton

### Career Services and Alumni Relations Manager, Title IX Coordinator

Mark Paxton interrupted a long career in communications and nonprofit development in California to come to the Boat School in 2013. His year at the school convinced him of two things: it's endlessly challenging and fun to turn sticks of wood into the functional sculptures we call boats; and there's no better place to learn how to do it than the Boat School. When the opportunity came to join the school staff in 2019, Mark jumped at the chance. In his spare time, he enjoys making sawdust, hiking, bicycling and watching wildlife.

## Linda Tolf

### Administrative Assistant and Accounts Payable

In February, 2005, “a call from the sea” and her husband’s urgings to head north brought Linda from Vancouver, Washington to Port Hadlock. Aligning her love of water, woods, and wooden boats with a desire for work, she answered an ad for a position with the School. Linda assists with the financial and administrative responsibilities.

## Karen Wyman

### Librarian

Karen grew up near historic Plymouth, Massachusetts, and spent her summers sailing small wooden boats. Later, she sailed as the cook aboard the schooner *Ernestina* in Massachusetts, then aboard the tall ship *Elissa* in Texas, and when she moved to Port Townsend, she cooked on the schooner *Adventuress*. She has an avid interest in all things nautical, especially wooden boats. Karen earned her degree in Library Science at the University of Wisconsin-Madison, and has worked at the Jefferson County Library in Port Hadlock for over a decade. Becoming a librarian at the Northwest School of Wooden Boatbuilding brings together two of her passions—books and boats. Her favorite part about being a librarian is helping library users find just the book or other type of information that they need.

## Christa Ayer

### Copy Editor

Christa Ayer is a flourishing transplant to Port Townsend. In her life before PT, she was senior editor for a family of tech magazines. She is now a freelance editor and writer, and a happy mom of three kids.

## Erik Banach

### IT Support (Alum 2015)

Retired from a career in high tech, Erik is generously helping the School build its IT infrastructure.

## Liam MacLochlainn

### VetCorp Member (Class of 2020)

Liam brings a life full of experience to his role supporting students who are military veterans during their time at the school.

## Program Advisory Committee

NWSWB has established an independent Program Advisory Committee as a means to provide the School with an external review of its programs. The Committee meets at least twice a year and is composed of appropriately qualified representatives external to the institution (i.e., non-school employees) who can provide a meaningful review of the School's programs and supporting resources and materials. We are proud to have broad representation resulting in energetic discussions and practical suggestions for improvement.

**Ann Avary**, Director, Northwest Center of Excellence for Marine Manufacturing & Technology

**Steve Bamsberger**, Marine Systems Manufacturer Representative, Jack Park Company

**John Mark Barrett**, Marine Systems Manufacturer Representative, Imtra Corporation

**Chris Brignoli & Chris Sanok**, Members, Port Townsend Shipwrights Co-Op

**Ethan Cook**, Boatbuilder

**Brandon Davis**, Owner, Turn Point Design

**Sarah Fiskin**, Marine Operations Specialist, Washington Sea Grant

**Jim Franken**, Owner, James J. Franken Inc.

**Stephen Gale**, Owner/Manager, Haven Boatworks

**David King**, Former Port Townsend Mayor, Retired CFO Townsend Bay Marine

**Dieter Loibner**, Editor at Large, Professional Boatbuilder Magazine

**Jim Lyons**, Member, Port Townsend Shipwrights Co-op

**Scott McEniry**, Marine Systems Manufacturer Representative, Power Products LLC

**Jake McFadin**, Schooner Creek Boatworks

**Dan Newland**, Owner, Pegasus Aeromarine Inc.

**Jim Pivarnik**, Executive Director, Port of Port Townsend

**Peter Proctor**, Owner, Proctor Boat Company

**Gordon Sanstad**, Boatbuilder and Former Boatbuilding Instructor, Seattle Central Community College

**Heron Scott**, Executive Director, Port Townsend School of Woodworking



## Board of Directors

### Sonja Mathews

#### President

Sonja is a management consultant and has held senior executive roles in Research, Strategy, and Marketing for USAA, PepsiCo, and Metromedia. She specializes in helping companies maximize their potential through better marketing, experience design, product innovation, and people development. Sonja's main focus is to help the Boat School execute its Strategic Plan and its contribution to students, craftsmanship, and the community.

### Dr. John Barrett

#### Vice President

John earned his undergraduate degree at Tulane University in 1968. He joined the U.S. Navy and flew fighter aircraft during the Vietnam era. He then attended Baylor College of Dentistry in Dallas, Texas, and following a residency at the Veterans Hospital in Portland, Oregon, established Dentistry Northwest in Port Hadlock. John served as a board member of Washington Dental Service for ten years and as chairman of the board for two years. During his tenure, he helped lead the non-profit corporation to a ten-fold increase in annual revenues and in people served. He fabricated his newest airplane from a carbon fiber kit and now uses it for transportation throughout the continental U.S. and Alaska. He invented the Carbinge carbon fiber hinge and markets it to the aerospace as well as other high-tech industries including the boating world. He has developed interests in cabinet making since taking a welding course at the Northwest School of Wooden Boatbuilding in metal work and fabrication.

### J. Michael Delagarza

#### Treasurer (Alum 2003)

Michael brings to the board a valuable and broad spectrum of business knowledge, including small-market television production as well as restaurant, retail, and corporate management experience. Prior to attending the Boat School, Michael served as Director of Inventory Management Services for Long Island-based Henry Schein, Inc., the world's largest distributor of healthcare products to office-based practitioners. A life-long sailor, Michael sailed small boats at the New Jersey shore as a child, cruised the Pacific Northwest during the 1980s and most recently was a partner in Concordia Yawl #76, Sumatra. Since 2008 he has been a part of Champion Productions in Port Townsend which creates fundraising, promotional, and commercial videos for local and national clients.

### David Blessing

#### Secretary (Alum 2003)

David grew up in Seattle and graduated from the University of Washington with a degree in Physics. For most of his working life, until 2002, he was a nuclear power engineer, working on nuclear submarines for the U.S. Navy. When it was time to choose another career beyond submarines, David came west to the Northwest School of Wooden Boatbuilding, where he could pursue his passion for wooden boats. The School provided a deeply satisfying transition. After graduating, he worked for a while building wooden sea kayaks. In 2004, an opportunity came up to join the Lockheed Martin team developing the design for a nuclear powered spacecraft for scientific exploration. Subsequently, he has been working on advanced reactor designs for commercial application. In his spare time, he skis, hikes, climbs, and sails a wooden sailboat that the Boat School built for him. His time on the Board gives him an opportunity to give back to the School.

### Kathleen Brooker

#### Board Member

Kathleen brings exceptional experience working with non-profits, public development authorities, and the public. Brooker served as the president and CEO for Historic Denver for 15 years before taking on the role of executive director for Historic Seattle. At Artifacts, Brooker provides a specialized skill set providing technical expertise for small non-profits within Washington state as they work to steward their resources.

## Linda Newland

### Board Member

A maritime lawyer and former school district administrator, Linda is the past Commodore of Pacific Coast Yachting Association. She holds a 100-ton Captain's license, is an American Sailing Association (ASA) certified sailing instructor, and specializes in teaching women to sail. At the annual meeting of the Women's Sailing Foundation at the Corinthian Yacht Club in Marblehead, Massachusetts, Linda was elected president for the June 2014 to June 2015 Foundation Board team. Elected to the Foundation Board in 2005, Newland served as Vice President from 2009 to 2010 and again from 2013 to 2014.

## Stephen Sklar

### Board Member

Stephen was named to take over the local Edward Jones branch office located at 2500 W. Sims Way in Port Townsend. He brings strong financial skills to the board, along with a deep commitment to engaging in his local community. Stephen believes vocational education programs like the Boat School are important to preserve as options for people investing in their future.

## Lynn Schwarz

### Board Member

Lynn and her husband relocated to Port Hadlock from San Diego, where she had a 20 year career in the biotech industry. She's worked for several successful start-up companies and had extensive experience with executive coordination and fundraising. Lynn is committed to helping the Boat School continue to grow opportunities for education and career development within our community.

## Graduates in the Trades



### Misha Bogart

State of Alaska (Alum 2017 & 2019)

Misha graduated from the boatbuilding program and was part of the inaugural Marine Systems program class. *"Hands down, the most educational I've done in my life. It's led to great things. It definitely made me competitive in the workforce."* Shortly after completing the Marine Systems program, Misha was hired by the State of Alaska to maintain their fleet of Fish and Wildlife law enforcement vessels and to captain one of their 85' boats.



### Ginny Wilson

Port Townsend Shipwrights Co-Op (Alum 2018)

Working in the trades always appealed to Ginny. With stints in welding, commercial fishing, and boat maintenance, she still longed to become a woodworker. *"Happiness comes from solving problems,"* says Ginny, and boatbuilding is problem solving. *"The amount of confidence I built was transformational."* Ginny works at the Port Townsend Shipwright's Coop helping to restore the historic WESTERN FLYER. Ginny is a graduate of the wooden boatbuilding program.



### Justin Victoria

Skoolie Homes (Alum 2017)

After graduation for the wooden boatbuilding program, Justin began working as a boatbuilder at First Light Boatworks. *"Being around super talented beings every day is the most rewarding feeling I've ever had,"* says Justin. *"I could never have experienced this without the support and knowledge the staff at NWSWB passed on to us."* From his first boatbuilding job, Justin spent a year working at Wooden Boatworks in Greenport, New York, then expanded his skills to interior house carpentry and furniture making at Rogue Built in Queens, New York. Currently, Justin is working at Skoolie Homes in North Carolina, a leader in interior bus conversions.



### Damian Hill

Ebb Tide Tech (Alum 2019)

*"I grew up in a fishing town in Bristol Bay in Alaska, so I came in very much aware of the need for competent marine technicians to maintain these very high horsepower boats with thrusters, all these complex electrical systems, RSW to chill the catch down. When I found out there was a 6-month Marine Systems program to teach me everything I needed to get an entry-level job working on the boats, I signed up right away. The strength of the program is having experts right there, learning from people with deep knowledge. You can't get that from a book. It's hands on."* Damian is a graduate of the 6-month Marine Systems program and opened his own business Ebb Tide Tech.



### Julia Hechanova

Dolphin Club (Alum 2016)

Julia practically grew up at the Dolphin Swimming and Rowing Club in San Francisco, where her parents introduced her to traditional wooden boats like BAGGIANI, a 1948 Whitehall that became the model for a Whitehall the club commissioned from the school. After graduation, Julia returned to California to work as a boatbuilder in the Dolphin Club Boat Shop, helping restore and maintain the historic boats in their livery. Julia is a graduate of the wooden boatbuilding program.

## Photo Gallery

Thank you to our volunteer photographers for their dedication of time and talent. To view more photos of the School's programs and projects, visit our website at [www.nwswb.edu](http://www.nwswb.edu) and follow the Flickr icon  at the top of the page.



*Student Seongho epoxies the transom of the cold-molded Kingston launch.*



*Instructor Kevin Ritz gives a demonstration on the importance of using the proper wire gauge.*



*Student Ginny checks measurements on a keel timber.*



*Student Tucker and four-legged friend Rupert row a newly launched skiff.*



*Student Drew works with Instructor Walt Trisdale on replacing a diesel engine's alternator and starter.*



*A student's completed sea chest built in the last quarter of the program.*

## Photo Gallery



Student Christine aka 'Ducky' uses a chisel for fine details on the Poulsbo boat in the Traditional Wooden Boatbuilding program.



Student Sean fits the tiller on the Nordic Folkboat.



Student Jo works with a partner on wiring an electrical panel.



The original Blue Moon built in Norway undergoing restoration at the School.



Student Melanie shapes the coaming of the Dark Harbor sailboat. After completion, this boat will be shipped to New Zealand.



Students and instructors take an icy dip to launch a new skiff.



**Northwest School of Wooden Boatbuilding**

42 N. Water Street, Port Hadlock, WA 98339

info@nswb.edu | www.nswb.edu | (360) 385-4948