Selected programs of study at the Northwest School of Wooden Boatbuilding 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.

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

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

Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington, 98504
Web: wtb.wa.gov
Phone: 360-709-4600
E-mail Address: pvsa@wtb.wa.gov

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.

ACCSC
2101 Wilson Boulevard, Suite 302
Arlington, Virginia, 22201
703-247-4212

Accrediting Commission of Career Schools and Colleges

Catalogue certified as true and correct for content and policy.

Betsy Davis, Executive Director
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# Table of Contents

**Life at the Boat School** ........................................................... 5
- About the School ................................................................................. 6
- School History .................................................................................... 7
- Instructors Passing Along Traditions ....................................................... 8
- About our Campus ............................................................................... 8
- Our Boatbuilding Instructors ................................................................. 9
- Student Life ....................................................................................... 12

**Academics** ........................................................................... 15
- Programs .......................................................................................... 16
- Courses ............................................................................................. 19
- Calendar 2016–2017 ............................................................................ 21
- Course Descriptions ............................................................................ 22

**Admissions** ......................................................................... 31

**Tuition** ............................................................................... 35

**Financial FAQ** ...................................................................... 36

**School Policies** ...................................................................... 41
- Training Standards and Satisfactory Academic Progress Policies .......... 42
- Additional Policies and Procedures ....................................................... 46

**Get to Know Us & Stay in Touch** ..................................................... 49
I was a student of yours nearly 20 years ago, in the class of 1993. At age 21, I came into your program without ever having held a hand plane, a chisel, or a spokeshave. I had no previous exposure to technical drafting or lofting. I only say this because I want you and the staff there to know that my journey as a craftsman began at your school. My craft has become, over time, the building of guitars rather than that of boats, but it is a craft that I have mastered ... I am immensely grateful for all that your school has done and continues to do for the preservation of craftsmanship.”

Kipp Krusa, class of 1993
About the School

Our mission is to teach and preserve traditional and contemporary wooden boatbuilding skills, while developing the individual as a craftsman.

What We Do

NWSWB Provides Quality Education and Job Placement

Between 2007 and 2015, over three quarters of our alums have found employment using the skills they learned at the Boat School (Traditional Small Craft – 75%, Traditional Large Craft – 74%, Contemporary Wooden Boatbuilding – 85%).

In an increasingly digital world we provide experiential education to teach time-honored skills to new generations of craftspeople. Over 70% of our students become employed using the skills they developed at NWSWB. Boatbuilding employers from around the country contact us when they have job openings. While the skills are taught in the context of building boats, the general knowledge students gain about using tools, working with wood, reading plans, working in teams, project management and problem-solving also equip students to go into jobs such as composites, home construction, furniture making or teaching boatbuilding and craftsmanship to others.

NWSWB Teaches and Preserves 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 to 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.”

NWSWB Brings 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 to the maritime trades and professions that serve owners of wooden boats throughout the country.

The Boat School creates a pool of talent for these local employers to draw from. Some graduates choose to stay in the local community and start businesses or become involved in other types of woodworking or construction.
LIFE AT THE BOAT SCHOOL

School History

Where We Are Located

Port Hadlock lies at the southern end of Port Townsend Bay, framed to the east by the waters of Indian and Marrowstone Islands and backed up to the west by the fields of Chimacum and Irondale. Take the first left off Oak Bay Road and coast downhill away from the commercial center of town. Evergreens and ferns soon give way to sand and water. 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 boat shops is a restaurant occupying a 1870s vintage house followed by a neat row of shoebox cabins - often occupied by students. It can be difficult to imagine, while walking down the quiet and tree-lined Water St., that Lower Hadlock was once a clear-cut bustling industrial center.

The 6-acre Port Hadlock Heritage Campus curves 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, 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 designed boats. A number of new boats are launched each semester by NWSWB students, who, like the designs of the boats they build, hail from across the globe.

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 comprise over 100 maritime businesses and draw customers from around the world. The annual Port Townsend Wooden Boat Festival celebrates the traditions for over 25,000 visitors each September. The local school district has committed to the Maritime Discovery Schools Initiative, and the new Race to Alaska draws over 11 million people through social media. The area’s reputation for skilled boatbuilders (many of whom trained at NWSWB) led the owners of John Steinbeck’s “Western Flyer” to select Port Townsend for the boat’s restoration.

Founding of NWSWB

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 over 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.
Instructors Passing Along Traditions

The school practices a hands-on teaching methodology that it has taught over 1,500 students the fine art of wooden boatbuilding. The Chief Instructor position has only 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. Tim Lee was the next to take on the position and he helped the School transition to the new Port Hadlock Heritage Campus. Jeff then helped select our current Chief Instructor, Sean Koomen, and continues to mentor through regular visits throughout the year.

As the School's Chief Instructor for over 30 years, Jeff led thousands of students through the lofting and building of more than eighty 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.

Sean attended the Boat School as a student of Jeff’s in 2003 after he ran his own small boat shop while studying cello in college. After graduating from NWSWB, he worked for a decade in boat shops on both coasts. He worked with Rutherford's Boat Shop in Richmond, CA on historically significant vessels at San Francisco Maritime Museum and honed his skills in new construction at Brooklin Boatyard in Maine. Sean was the unanimous choice of the instructors, board, and Jeff Hammond to fill the role of Chief Instructor.

About our Campus

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

The School’s property includes 14,500 square feet of covered space on a 6-acre campus. The School’s 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.

The upper campus also includes a 3,500-square-foot “Rubb Shelter” that serves as an additional boat shop, the Community Boat Project, the School parking lot, and an updated 800-square-foot machine and welding shop. The machine shop is used periodically for instruction on boat-related metal work. The Community Boat Project gives high school students and other community members an opportunity to learn boatbuilding and also participate in on-the-water training. It is located in a separate 1,600-square-foot shelter.

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 a few coffee shops within walking distance of the School.
Our Boatbuilding 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 and fine woodworking.

The student/teacher ratio in the shop environment is 12:1, providing each student with the training and supervision they need at each stage in the boatbuilding process. Our teaching methodology is based on a hands-on approach. Students work directly with master builders while constructing beautiful boats that are built to last a lifetime. Learn more from our instructors in these videos on our website: [http://www.nwswb.edu/instructors](http://www.nwswb.edu/instructors).

### Instructors

**Sean Koomen**  
**Chief Instructor and Boatbuilder**

Sean brings a wealth of experience in craftsmanship and boatbuilding to his work at NWSWB. Sean came to NWSWB as a student in 2003 after running his own small boat shop in college, where he also studied cello performance. After graduation, he worked throughout the country on restorations of historically significant vessels including the 138’ Steam Yacht *Cangarda* and the 1929 schooner, *Viveka*, at Rutherford’s Boat Shop in Richmond, California. He also led the restoration of *Wanda*, a 90’ 1922 Ted Geary design, and worked as a shipwright for the San Francisco Maritime Museum. Additionally, Sean learned the craft of cold molding and honed his skills in new construction at Brooklin Boatyard in Maine.

**Bruce Blatchley**  
**Instructor and Boatbuilder**

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. Because of Bruce’s outstanding management of this project, the School is now viewed as a hub of activity in the realm of contemporary wooden Boatbuilding.

**Jody Boyle**  
**Instructor and Boatbuilder**

In 1998, Jody started his woodworking career in the wood shop at the Martha’s Vineyard Shipyard, along with 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.
LIFE AT THE BOAT SCHOOL

Jeff Hammond
Master Boatbuilder and Instructor Emeritus
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.

Olivier Huin
Instructor and Boatbuilder
Olivier was born in Brittany, France and comes from a long line of seafarers. His boatbuilding education began at age 13 when he and his brothers built their first boat, The Bihanic, a 12’ cold-molded skiff. The boat had been designed by their father who was a naval architect. He has built and restored many traditional and contemporary boats throughout his boatbuilding career. At 25, Olivier was commissioned to build Imotep, a 74’ cold-molded sloop. At the same time, he designed and built Breur Bihan, a 42’ ketch for himself. Olivier also built Breskell, a 51’ cold-molded wooden sloop that he and his wife, Coco, still own today. Olivier has a 100-ton U.S. captain’s license with a sailing endorsement and STCW certifications. He is a passionate sailor, and has travelled more than 45,000 miles of blue water including five Atlantic Ocean crossings, one of which he sailed single-handedly. Throughout his numerous voyages, he founded and managed several boat yards in France, Senegal, the Canary Islands, the Caribbean, and the U.S. – always specializing in wooden boatbuilding.

Ben Kahn
Instructor and Boatbuilder
Ben learned the value of good tools and a good day’s work growing up on a farm in Ohio. Drawn to study traditional arts and crafts, he earned his Bachelor’s Degree in Industrial Technology at Berea College in Kentucky, under the tutelage of master wood-turner Rude Osolink. Since becoming an instructor in the spring of 2007, Ben has led his students through the processes of new boat construction on more than 20 boats and the restoration of 18. He has a passion for teaching and strives to accommodate different learning styles with new ways to challenge and inspire his students. So far, building the classic Herreshoff Buzzards Bay-14 with his students has been his favorite boat school project. In 2013, Ben and his students built two large Whitehalls for the BBC to be used on a replication of John Wesley Powell’s journey down the Colorado River. Ben was the resident boatbuilder on the expedition. He is currently lead instructor on the School’s Chamberlin-36 motor sailor project.
Bob Miller  
**American Maritime Heritage Instructor**  
Bob teaches American Maritime Heritage at the School. He is a Munson Institute Scholar (graduate Maritime History studies, Mystic Seaport) as well as a retired career U.S. Coast Guard officer and high school teacher (American Studies/Humanities and Technology). He earned his B.A. in History and his Secondary Education Credential from California State University, Fresno. He has continued graduate studies at various universities including the University of California Berkeley, Stanford, and Harvard. He has run small craft for USCG Search and Rescue and Icebreakers in Antarctica, as well as developed, implemented, and managed training programs and operations. He recently taught Boating Safety, Seamanship, and Coastal Navigation for the U.S. Power Squadrons. Bob is a 2008 NWSWB Traditional Small Craft alum.

Leigh O’Connor  
**Instructor and Boatbuilder**  
Leigh grew up in the coastal town of Swampscott, Maine. He formed a love for the ocean at a young age and spent summers working on lobster boats out of Beverly and Nahant. He attended the Art Institute of Boston where he studied as an apprentice in sculpture and bronze casting. After graduating, he moved into the field of woodworking, cabinetmaking, construction, and historical restoration. In 2008, he received an Associate Degree from the Northwest School of Wooden Boatbuilding and immediately began working as a shipwright. He has worked for himself, as well as with two of the top wooden boat companies in the Port of Port Townsend.

Ray Speck  
**Master Boatbuilder and Instructor Emeritus**  
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.
LIFE AT THE BOAT SCHOOL

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 boatbuilding education.

Student Body

Common threads expressed by the people who attend NWSWB are an affinity for wood, boats, and fine craftsmanship. Students include recent high school and college graduates, veterans, professionals making career changes, international students, and retirees learning new skills. Woodworking experience also ranges from novices to experienced carpenters 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 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 the art of wood crafting. Our commitment is to ensure your time as a student is productively directed by providing you with excellent instructors, and invigorating learning environment, and informative courses.

A Typical School Day

The school day usually begins with two hours of lecture. Students spend the remainder of the day in the boat shops working on bench projects, drafting, lofting, and building boats. Instructors take into account the skills, interests, and goals of each student to shape their boatbuilding 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. This may include sorting, selecting, and milling lumber; blocking up and moving boats; sanding, painting, and varnishing; and adjusting and servicing tools. At the end of the school day, everyone cleans up the assigned areas around the campus.

Students complete one hour of research each week on a maritime subject of their choosing, utilizing the School and community maritime libraries.

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 on after school two days a week. Students also receive library cards for the regional library system which includes two special maritime collections. Students can access the web and personal email accounts through the School’s free Wi-Fi and computer workstations at regional libraries.

Housing

Most students choose to live in either Port Hadlock or Port Townsend, which is about a 20 minute drive to the campus. 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. For more information about housing, please contact housing@nwswb.edu.
Communication
Students can receive mail 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 Wi-Fi is available throughout the campus.

Student Resources
The Student Services Coordinator can help students connect with resources related to academic advising, financial aid, transportation, housing, medical care, counseling, crisis management, conflict resolution, veteran’s services, and disability services.

Placement and Advisory
The Boat School is in contact with potential employers around the world. The School sends out email notices to graduates with current employment opportunities. The Student Services Coordinator can provide resources for resume writing, application competition, references, digital portfolio development, and interview skills. The School tracks graduates and keeps a record of their work and boatbuilding histories. Graduates automatically become members of our alumni association.

The School cannot guarantee graduate employment.

Applying Credit Toward a Bachelor of Arts Degree
NWSWB’s partnership with Goddard College allows NWSWB students to apply their course credits toward a Bachelor of Arts degree at Goddard College. For more information, visit goddard.edu or call the Port Townsend Goddard Campus at 360-344-4100.

Livery Program
NWSWB has a boat livery for student use throughout the school year. The livery includes rowing skiffs that were built by students in previous years. Students can check out and use the boats after school and on weekends after they have successfully completed a required safety orientation.

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 Coordinator 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 and 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. 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/index.htm and www.fs.usda.gov/olympic/. Port Townsend offers community events, live music, entertainment, arts, theatre, dance, sports, and more: 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 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.
I was working in Providence, Rhode Island as a licensed contractor specializing in historical restoration. I came to the Boat School as a student in 2007 to further my knowledge of woodworking. After graduating, I worked on many amazing large-scale boat repair jobs in the Port of Port Townsend. While working in the port, I was hanging planks, framing, and doing major structural repair on Alaskan fish boats, Canadian Forest Service boats, Washington yachts, and power scows. I have now come full circle and am an instructor at the Boat School. I now have the opportunity to pass down all the skills I acquired while at the School and in the boat yard to new students each year.”

Leigh O’Connor, class of 2008
ACADEMICS

Programs

NWSWB offers a 12-month Associate of Occupational Studies (AOS) Degree and a 9-month diploma. Students choose between the following programs: Traditional Large Craft, Traditional Small Craft, and Contemporary Wooden Boatbuilding. All students must have earned a high school diploma or recognized equivalency certificate (GED) prior to the first day of class.

12-Month Associate of Occupational Studies (AOS) Degree

NWSWB offers an accelerated, one-year, AOS degree. Associate degrees at most schools take two years to complete; but, 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 (at no cost). We offer American Maritime Heritage as a free evening four-credit applied general education course to help students satisfy the general education or applied general education requirement for their associate degrees.

9-Month Diploma

NWSWB also offers a 9-month diploma for all of our programs. Students enrolled in a 9-month diploma program take all the same classes as the 12-month AOS degree students, except they do not take a summer quarter class. Diploma program students graduate at the end of the spring quarter.

Students awarded with a 9-month diploma must successfully complete 65 quarter-credits, 55 of which are in the core occupational subjects and 10 quarter-credits are in general education or applied general education courses. Students complete the 10 quarter-credits of applied general education by completing the Drafting and Lofting courses during the fall quarter.
Traditional Large Craft

Educational Objective
This comprehensive course trains students to build a variety of traditionally constructed large vessels. Projects might include fishing boats, tugs, cruising yachts, and motorboats. Large craft is not a description of the size of the boats to be built, but of the vessels' structural elements.

Scope and Sequence

<table>
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<tr>
<th>12-Month Degree and 9-Month Diploma:</th>
<th>Courses</th>
<th>120 Drafting</th>
<th>125 Lofting</th>
<th>130 Skiff Construction</th>
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<tr>
<td>Fall Quarter: Basic Skills for Boatbuilders</td>
<td>110 Classic Woodworking</td>
<td>120 Drafting</td>
<td>125 Lofting</td>
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<td>Winter Quarter</td>
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<td>Spring Quarter</td>
<td>240 Traditional Large Craft</td>
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<td>Part II</td>
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12-Month Degree program only:

| Summer Quarter                               | 270 Repair and Restoration    | OR           | 280 Yacht Interiors |

Traditional Large Craft Prepares Students For:
Completion of the 12-month AOS degree program in Traditional Large Craft prepares students for entry-level employment opportunities. Those who enter the workforce specializing in Yacht Interiors 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. Graduates specializing in Repair and Restoration find entry-level employment in traditional boat shops, ship yards, educational institutions, and maritime museums.

The Traditional Large Craft Construction program prepares students for employment in the field of wooden boatbuilding with an emphasis on large vessel construction. The knowledge and skill sets students acquire in this program equips them to join teams of boatwrights at an entry level, building vessels such as offshore cruisers, motoryachts, workboats, and replica craft of many types.

Traditional Small Craft

Educational Objective
This course focuses on the construction techniques typical of small boats from approximately 10' to 25'. In addition to carvel planked small craft, students also learn the lapstrake or clinker-style planking method. Project boats might include rowing skiffs, motor launches, daysailers and small working craft.

Scope and Sequence

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<td>150 Traditional Small Craft Part I</td>
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<td>Spring Quarter</td>
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12-Month Degree program only:

| Summer Quarter                               | 270 Repair and Restoration    | OR           | 280 Yacht Interiors |

www.nwswb.edu
Traditional Small Craft prepares students for:
Completion of the 12-month Associate of Occupational Studies (AOS) degree in Traditional Small Craft with the addition of courses in either Repair and Restoration or Yacht Interiors prepares students for entry-level employment. Repair and restoration skills are sought after by boatyards and interior joinery skills apply to vessels of any size or hull material.

Graduates of the Traditional Small Craft degree and diploma programs join teams of boatwrights at an entry level, building vessels such as offshore cruisers, motoryachts, workboats, and replica craft of many types. Traditional Small Craft graduates also find entry-level employment in maritime museums, historical societies, schools, and non-profit organizations that build, maintain, and operate traditional small craft.

Contemporary Wooden Boatbuilding

Educational Objective
This course teaches students how to build wooden boats using strip plank, plywood, cold molding, and laminating techniques applicable to both small and large vessels and other complex wooden structures.

Scope and Sequence

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<tr>
<td>Summer Quarter</td>
<td>270 Repair and Restoration OR 280 Yacht Interiors</td>
</tr>
</tbody>
</table>

Contemporary Wooden Boatbuilding prepares students for:
The technology of modern wooden boat construction is employed by many yacht manufacturers and wooden boatbuilders, 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 this field. The addition of the Yacht Interiors course provides students with skills that are in high demand throughout the boatbuilding industry.

The 9-month Contemporary Wooden Boatbuilding diploma program prepares students for entry-level employment in boat shops and vessel manufacturing utilizing laminating, strip-planking, cold molding, and other composite boatbuilding techniques. 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.
Courses

**Fall Quarter Courses: Basic Skills for Boatbuilders**
(All students take these introductory classes for the first quarter.)

110 Classic Woodworking  
120 Drafting  
125 Lofting  
130 Skiff Construction

**Winter Quarter Courses**
140 Traditional Large Craft Construction Part I  
150 Traditional Small Craft Construction Part I  
160 Contemporary Wooden Boatbuilding Part I

**Spring Quarter Courses**
240 Traditional Large Craft Construction Part II  
250 Traditional Small Craft Construction Part II  
260 Contemporary Wooden Boatbuilding Part II

**Summer Quarter Courses (AOS degree programs only)**
270 Repair and Restoration  
280 Yacht Interiors

**Optional Course for students to complete the AOS degree**
180 American Maritime Heritage

*This applied general education evening course is offered free to students during the spring quarter. Students may transfer four general education or applied general education quarter credits from an approved post-secondary school to satisfy this course requirement.*

**General Education and Applied General Education Credit Transfers**
Students wishing to acquire the AOS degree may transfer their general education or applied general education credits from other approved post-secondary institutions. Applied general education is defined as courses directly applicable to a specific occupational cluster in related natural and physical sciences; social and behavioral sciences; technology; and humanities and fine arts. General education is defined as courses that are designed to develop essential basic academic skills. Students without the required general education credits may take the American Maritime Heritage course offered free at the Boat School.
Prerequisites
All students must successfully complete each quarter before moving on to the following quarter.

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 comprise: didactic learning environment; supervised laboratory setting of instruction; externship; and/or out-of-class work/preparation.

The contract hour conversion formula is below:
- One quarter-credit hour equals 30 units comprising 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

Workshops
The Boat School offers a variety of non-credit, non-clock hour workshops throughout the year for a modest charge. Students are able to participate in these workshops after regular school hours, thus expanding the educational opportunities available to them. Topics may include sail-making, rigging, marlinspike, carving, and boat design.
The School's AOS degree program and 9-month diploma program follow an intensive instructional schedule. Classes are held 9am - 5pm on Mondays, and 8am - 5pm on Tuesdays - Fridays. The School observes state and federal holidays; several times a year, students will have a day off from classes while the staff holds an in-service day.

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>10/3/16</td>
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<tr>
<td>11/11/16</td>
<td>Veteran's Day Holiday</td>
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<td>11/23/16-11/25/16</td>
<td>Thanksgiving Holiday</td>
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<td>11/28/16</td>
<td>Classes resume</td>
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<td>3/20/17-3/31/17</td>
<td>Spring Holiday Break</td>
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<td>Spring Quarter Classes Begin</td>
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<td>5/29/17</td>
<td>Memorial Day Holiday</td>
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<td>6/16/17</td>
<td>9-Month Boatbuilding Graduation</td>
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<td>6/19/17-7/4/17</td>
<td>(Last School Day - Spring Quarter)</td>
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<td>7/4/17</td>
<td>Independence Day Holiday</td>
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<td>7/5/17</td>
<td>Summer Quarter classes begin*</td>
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<td>9/4/17</td>
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<td>9/15/17</td>
<td>12-Month Boatbuilding Graduation</td>
</tr>
<tr>
<td>9/19/17-9/25/17</td>
<td>(Last School Day - Summer Quarter)</td>
</tr>
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Staff In-Service Days (No School)

9-month Diploma Programs
October 3, 2016 - June 16, 2017

12-month (AOS) Degree Programs
October 3, 2016 - Sept. 15, 2017
Course Descriptions

Fall Quarter: Basic Skills for Boatbuilders
All students take these introductory classes for the first quarter.

Scope and Sequence
110 Classic Woodworking ........................................... 7 quarter-credits/109 clock hours
120 Drafting................................................................. 4 quarter-credits/62 clock hours
125 Lofting........................................................................ 6 quarter-credits/92 clock hours
130 Skiff Construction ................................................... 6 quarter-credits/102 clock hours

Students must successfully complete all four fall quarter courses in order to continue on to the rest of the classes 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 practices, and develops their skills in executing typical joinery found in wooden boatbuilding.

Before students are able to successfully build a wooden boat, they must 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: lay out and measure accurately, how to use handsaws and chisels to cut complex joints, and how to use spokeshaves and draw-knives to shape a variety of curved sections. 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 express the shape of a hull on paper using a line drawing. Students learn to visualize the three-dimensional shape of the hull described by these 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-breath, and diagonals. They learn how to measure and 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 visualize the three-dimensional shape of a vessel while working with the two-dimensional line drawings.

**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

Course Description: 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 use their spokeshaves and planes to shape gunwales, transom, and oars. They are introduced to the powerful technique of spiling, which they continue to use and refine throughout their boatbuilding education.
Winter and Spring Quarters

Traditional Small Craft, Part I-150 and Part II-250

21 quarter-credits/365 clock hours each quarter for a total of 42 quarter-credits/730 clock hours
Six months – winter and spring quarters

Students are introduced to the construction techniques typically found in boats that range in size from 15’ to 25’.
Topics to be covered in the course include an overview of the variety of the 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 clench nails; and caulking, fairing, 
and preparation for and application of the finish. This course is a prerequisite to Repair and Restoration 270 and 
Yacht Interiors 280.

Students will learn how to:
A. Read and analyze plans used in vessel construction.
B. Loft, develop, and assemble components.
C. Develop a materials, cut, and vendors list.
D. Select and evaluate the grade and wood species used in different vessel building.
E. Use the process of spiling and scribing to develop the shapes of planks.
F. Select and install fasteners of appropriate size, alloy, and type.
G. Cut the lap bevel and gain.
H. Design, lay out, and install interior components.
I. Select, prepare for, and apply appropriate bedding compounds, adhesives and coatings.

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 consists of daily lectures and demonstrations, but is 
heavily based on practical application. The course requires work on individual projects and coordination with a 
group to complete the major course projects. Assignments require students to draw upon skills learned in earlier 
course work. Student assessment is based on completed tasks and projects, coordination with the group, project 
presentations, and demonstration of skill and knowledge. In following through with the tasks involved in completing 
the course projects, students explain how they thought through the process and considered alternative solutions 
and processes to complete their assignments. Students are expected to confer with faculty members, as well as 
members of the regional boatbuilding community to enhance their knowledge and experience. Students are given 
ample time to complete their assignments to, or near, industry standards, but are encouraged to become more 
efficient as the course proceeds.
Traditional Large Craft, Part I–140 and Part II–240

21 quarter-credits/365 clock hours each quarter for a total of 42 quarter-credits/730 clock hours
Six months – winter and spring quarters

Students take part in the building of sail and power vessels in the range of 20’ to 35’. 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 set-up of molds; building a curved raked transom; building a pattern or mold for the ballast; shelf and clamp; 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.

Students learn how to:
A. Read and analyze plans used in large vessel construction.
B. Loft, develop, and assemble components used in large traditional sail and power vessels.
C. Analyze and calculate the material needs and compile a materials and vendor list.
D. Evaluate grades and species of a variety of woods used in traditional construction.
E. Apply the process of spiling in describing a variety of vessel components.
F. Use the galvanic series and corrosion principles in evaluating metals and alloys.
G. Select and install fasteners of appropriate size, alloy, and type.
H. Select and apply bedding compounds where appropriate.
I. Mix and apply adhesives and coatings where appropriate.
J. Build and use steam apparatus to steam-bend components in a variety of applications.

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, they learn how to check their progress against the many examples available in the community, and make adjustments when necessary.
Contemporary Wooden Boatbuilding, Part I-150 and Part II-250

21 quarter-credits/365 clock hours each quarter for a total of 42 quarter-credits/730 clock hours
Six months – winter and spring quarters

Students are introduced to modern wooden boatbuilding techniques. Knowledge of the requisite materials and their safe handling is prominent throughout the course. Students develop basic construction techniques, 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; stitch and glue; and glued-lap and strip-planked construction.

Students learn how to:
A. Safely use epoxy as an adhesive and coating.
B. Laminate wood in creating structural members.
C. Scarf plywood and solid wood components.
D. Loft, create patterns, and produce components for vessels built with state-of-the-art techniques.
E. Build a vessel using the glued lap construction technique.
F. Build a vessel using the strip plank construction technique.
G. Prepare for and apply fiberglass cloth as a protective sheathing.
H. Prepare for and apply paints and coatings used in contemporary building.

Philosophy/Purpose
The 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 uses 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, they learn how to check their progress against the many examples available in the community, and make adjustments when necessary.
Summer Quarter

270 Repair and Restoration

21 quarter-credits/365 clock hours | Three months - summer quarter

Students take part in the survey, assessment, and repair of a variety of wooden vessels, ranging from skiffs to large sailing vessels, depending on the availability of suitable projects. Topics include a review of safety procedures for working with hand and power tools; the application of lofting and development as it applies to the repair of an existing vessel; an overview of career opportunities in the marine industry, including tours of local marine trade businesses; common degradations to hull integrity over its working life; common repairs and techniques; and annual maintenance routines. Problem-solving skills and adaptations are common themes of repair. Students are also introduced to common business concepts such as licensing and accounting. They are also exposed to restoration and documentation techniques as contrasted with common repair, rebuilding and maintenance.

Students learn how to:
A. Survey a vessel, assess the findings, and make recommendations for repairs, including prioritizing repairs for immediate action and identifying items for future haul outs.
B. Create a plan to complete the identified repairs within the course time, including intent to preserve and protect portions of the vessel while wrecking deteriorated sections.
C. Analyze, calculate, and estimate time and materials needed to complete the repairs.
D. Evaluate materials commonly utilized in the marine industry.
E. Wreck, prepare for replacement, splice, hang, and caulk a plank.
F. Splice and install a stem, either on a boat or on a stem replacement jig.
G. Prepare, paint, and varnish a hull.
H. Replace, repair, or sister frames.
I. Participate in deck repair and explore common alternatives to deck repair, such as plywood/fiberglass decks.
J. Assess on-going repairs and problem solve.

Purpose
Students are expected to meet all the course goals and demonstrate proficiency in accomplishing the tasks involved in completing the course projects. Instruction consists of 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 followed to complete the projects assigned. 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 are 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.
280 Yacht Interiors

21 quarter-credits/365 clock hours | Three months - summer quarter

Using the completed hull and deck from previous course work, Students 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:
A. Read and analyze plans related to layout and joinery detail on sail and power vessels.
B. Develop interior components on the loft floor.
C. Line-out the interior for the sole and ceiling.
D. Line-out for bulkheads.
E. Select the materials for, mill, and install the sole, ceiling, and bulkheads.
F. Ergonomically lay out and install settees, berths, and other horizontal interior components.
G. Design and build marine cabinetry, including face frames, doors, and drawers.
H. Design, build, and install the finish joinery commonly found in sail and power vessels.
I. Prepare for and apply marine finishes and coatings.
J. Prepare a vessel interior for the installation of the engine, electrical, and related systems.

Purpose
In this course students focus on the lofting, line-out, and installation of the interior framework and joinery found in traditional as well as contemporary motor and sailing vessels. Students begin by learning how to read the construction plans used to describe a vessel’s interior layout and joinery details. They have the chance to 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 are expected to meet all of the course goals and demonstrate proficiency in accomplishing the tasks involved in completing the course projects. The instruction consists of 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. 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 that they followed to complete 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 will be 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.
Applied General Education Course

180 American Maritime Heritage

4 quarter-credits/50 clock hours | Optional; Three months – spring quarter
This optional evening course is offered free to Boat School students. It is offered during the spring quarter and it satisfies the four quarter-credits of applied general education required to complete the AOS degree. (Students may also transfer approved credits in general education or applied general education from another approved post-secondary institution.)

Educational Goals
The goal of American Maritime Heritage is to learn about American history within the context of maritime activities and culture. Students leave this class with a better understanding of how our maritime heritage contributed to our country’s history, and how it continues to help define our future as a nation and a world.
American Maritime Heritage explores the history of maritime America from before Columbus to the present. The course traces a variety of topics in roughly chronological order along the way. Subjects include the rise of the U.S. Merchant Marine and international commerce, the evolution of new technologies, the history of U.S. naval forces, and the development of seaport communities. Questions of gender, race, and class are examined. The survey closes with discussions of current issues facing the oceans and the United States. There is also a segment on maritime art. The course studies the American maritime people – the vast number of seafarers and citizens of shore-side communities who have shaped this country culturally, economically, and diplomatically throughout its history.

Additional Courses and Upgrades
Graduates of any of the School’s programs may upgrade their award at a later date by taking additional courses. For example, graduates of the 9-month diploma program can earn an AOS degree by later taking either the 270 Repair and Restoration course or the 280 Yacht Interior course, along with as well the four additional general education or applied general education credits.
Students wishing to complete additional School programs may do so; however, the classes run concurrently and must be taken in subsequent years. For example, a student who enrolls in the Traditional Small Craft program one year could also complete the Contemporary Wooden Boatbuilding program the following year by skipping the fall quarter 100 Basic Skills for Boatbuilders series, and starting the winter quarter with 160 Contemporary Wooden Boatbuilding Part I course.
I am lucky to have learned from and worked with such talented individuals; Hammond, Lee, Speck, Wilmore, Packard, Tally, Baird, Blatchley, and Kahn to name some. Their influence and guidance has lead me to where I am now, and for that I am grateful.”

Jeff Covert, class of 2007
Admissions

Steps to Enroll

Please follow these instructions to ensure a timely & accurate enrollment process:

- Complete and sign the application. Be sure to sign/initial/date all highlighted areas.
- Complete your one-page personal statement (See application for details).
- Complete, sign, and date the Financial Responsibility Statement.
- Complete, sign, and date the Physical Requirements form.
- Associate of Occupational Studies (AOS) degree candidates must complete, sign, and date the General Education Requirement Form.
- Submit your application and the supplemental documents described above by email as a PDF to heidi@nwswb.edu or by mail:

  Northwest School of Wooden Boatbuilding
  Attn: Admissions
  42 N. Water Street
  Port Hadlock, WA 98339

- Pay the $100.00 (U.S.) registration fee and $200.00 (U.S.) tuition deposit. 
  Payments may be made by credit card/debit card, cash, check, money order, or bank wire.
- Send a copy of your high school diploma, GED certificate, college diploma and/or transcript, or military transcript to NWSWB. It must be received from the institution in a sealed envelope. Your enrollment application cannot be formally accepted until we receive this additional documentation.
- If you are a Veteran: Please send us a copy of your VA Certificate of Eligibility for our records.
  *For additional Veteran Benefit support and questions please contact our Veteran Resources Specialist, Rita Frangione, at rita@nwswb.edu.

For help with enrollment, feel free to reach out to Heidi Groh, Admissions Coordinator, with any questions at heidi@nwswb.edu or 360-385-4948 ext. 307.

Eligibility

In order to be eligible for enrollment, all students must have:

1. Earned a high school diploma or recognized equivalency certificate (GED) prior to the first day of class.
2. The physical and health capacity to undertake the day-to-day work.
3. 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 or boatbuilding experience. Both the 12-month AOS degree program and the 9-month diploma program start in the fall. Students must successfully complete each quarter sequentially in order to continue to the next quarter.
Transfer Credits

Four additional credits of general education or applied general education are required to complete an AOS degree. These credits may be transferred in from other approved post-secondary schools or from military transcripts.

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, and humanities and fine arts.

Students without the required general education or applied general education credits may take an optional free evening course (American Maritime Heritage) through the Boat School or an online course through the local Peninsula Community College.

These four general education or applied general education credits and any other possible transfer credits will be assessed against the following criteria before being approved by the School:

- Comparability of the course to curriculum offered at the School,
- Applicability to the School’s required credits for diploma or degree programs,
- Credibility of the source of the class, for example, another accredited educational institution,
- Age of the previously earned credits, and
- Students must have a minimum 2.0 grade point average (GPA) for course credits to be considered for transfer.

Credits students earn at NWSWB may or may not transfer to another institution. For that purpose, students will need to have their NWSWB transcript evaluated by the institution to which they are transferring.
Physical Requirement

The Northwest School of Wooden Boatbuilding is a recognized vocational institution of Washington State and is accredited through the ACCSC, a nationally recognized accrediting agency. The School takes great pride each year in graduating students who are capable and who are primed to make positive contributions in the marine trades across the nation and around the world. As part of this high-quality preparation, students must be able to handle the rigorous physical requirements of the School’s boat shop activities. Students must be able to:

- Be on their feet for extended periods of time. Students are in the boat shops from 10am – 5pm daily, with one hour off for lunch.
- 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 50lbs multiple times throughout the day.
- Work with their arms raised above their heads.

In the application packet, there is a form titled “Physical Requirements.” On that page, students can share with the School a disability condition or special needs that may adversely impact their ability 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. Based on that documentation, NWSWB will work with the student to explore means to provide the needed accommodation(s).

NWSWB strives to accommodate special needs and to assist students to overcome obstacles to success through individualized service and creative problem solving, all toward the goal of graduating as an accomplished boatbuilder.

International Students

The Northwest School of Wooden Boatbuilding is approved by the U.S. Government to enroll non-immigrant international students. The process of acquiring the needed student M-1 visa and academic transcript review 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 either calling (360)350-4849 ext. 307 or emailing heidi@nwswb.edu. Additional information about immigration procedures and forms are available for download from the School website: www.nwswb.edu.
**Tuition and Fees**

**Full-time Degree and Diploma Programs**

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<th>Days / Quarters</th>
<th>$/Credit</th>
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<td>12-month AOS Degree Programs</td>
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<tr>
<td>Traditional Large Craft Construction</td>
<td>90*</td>
<td>200 / 4</td>
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<td>9-month Diploma Programs</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Traditional Large Craft Construction</td>
<td>65</td>
<td>150 / 3</td>
<td>$225.00</td>
</tr>
<tr>
<td>Traditional Small Craft Construction</td>
<td>65</td>
<td>150 / 3</td>
<td>$225.00</td>
</tr>
<tr>
<td>Contemporary Wooden Boatbuilding</td>
<td>65</td>
<td>150 / 3</td>
<td>$225.00</td>
</tr>
</tbody>
</table>

*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 educational institution or taken in an evening class offered free for students at the Boat School.*

**Additional Costs for All Programs**

<table>
<thead>
<tr>
<th>Items</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fee</td>
<td>$100.00</td>
<td>Due with Enrollment Agreement</td>
</tr>
<tr>
<td>Tuition Deposit</td>
<td>$200.00</td>
<td>Due with Enrollment Agreement</td>
</tr>
<tr>
<td>Woodworking/Drafting Tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-month AOS Degree programs – $1,500.00</td>
<td></td>
<td>Varies. Cost assumes student has no tools. Tool lists and purchasing information can be found on the School website: <a href="http://www.nwswb.edu/programs/tools">www.nwswb.edu/programs/tools</a></td>
</tr>
<tr>
<td>9-month Diploma programs – $1,300.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*There are no required books for any of the programs. The School maintains a recommended reading list. Titles are available in the School's library for checkout. The School's store stocks a number of the books, available to students at a 20% discount off the list price. 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.*

**2016/2017 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.

<table>
<thead>
<tr>
<th></th>
<th>12-Month AOS Degree</th>
<th>9-Month Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/fees</td>
<td>$19,500</td>
<td>$14,650</td>
</tr>
<tr>
<td>Tools/books/supplies</td>
<td>$1,500</td>
<td>$1,300</td>
</tr>
<tr>
<td>Room/board</td>
<td>$9,630</td>
<td>$7,020</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,452</td>
<td>$1,089</td>
</tr>
<tr>
<td>Misc/Personal</td>
<td>$1,820</td>
<td>$1,365</td>
</tr>
<tr>
<td>TOTAL cost of attendance</td>
<td>$33,902</td>
<td>$25,424</td>
</tr>
</tbody>
</table>
Financial Aid, Veteran’s Benefits, and Scholarships

Financial Aid

Financial aid may be available for those who qualify. The School is approved to participate in Federal Financial Aid programs, including the Federal Pell Grant program, the William D. Ford/Stafford Loan program, and the Plus Loan program. Students who wish to apply for Federal Student Aid will need to complete a 2016/2017 FAFSA (Free Application for Federal Student Aid) form online at www.fafsa.ed.gov. For current information about applying for financial aid, please see the Financial Aid page on the School’s website. Our Federal school code is 041550.

Questions regarding financial aid should be directed to the Student Services Coordinator at 360-385-4948 or via email at info@nwswb.edu.

Veteran’s Benefits

Tuition assistance is available for U.S. Military Veterans with education benefits. For information about what types of benefits are available, and how to apply for these benefits, and to view payment rates, go to www.gibill.va.gov. To apply for benefits, complete a VONAPP (Veterans Online Application) at https://www.ebenefits.va.gov. Please call 1-888-442-4551 with any questions. Please see the School’s website for additional information regarding Veteran’s Benefits, or feel free to reach out to our Veteran Specialist at veterans@nwswb.edu.

Alaskan Residents

Alaskan residents applying for any of the Alaska Advantage Education Program’s loans and/or grants should apply online at acpe.alaska.gov/ or call 1-800-441-2962.

Canadian Residents

Canadian residents should visit www.canlearn.ca/eng/index.shtml for information on the Canadian Student Loan Program.

Scholarships

Please see the School’s website for information about current scholarships and how to apply for them.

Tax Credits


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.
Cancellation, Termination, and Refund Policies

Cancellation by the School
NWSWB may terminate the enrollment of any student for any of the following reasons:
1. The student does not meet the published Eligibility Requirements.
2. The student fails to maintain satisfactory progress as detailed in the Satisfactory Academic Progress (SAP) Policy under “School Policies.”
3. The student violates the Standards of Conduct.

*Termination notice will be given in writing, stating the reasons for the action.*

Re-admission
Students dismissed for any of these reasons may apply in writing to the Executive Director for re-admission, within five business days of notice of dismissal, stating the reasons why re-admission should be considered. The ED, upon reviewing the circumstances of the case, will determine if conformance with School standards can be met, and may reinstate the student on probation.

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
The School will refund all money paid if the applicant is not accepted. This includes instances where a starting class may be cancelled by the School.

The School will refund all money paid if the applicant cancels within five business days (i.e., 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.

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.

The School will retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. The “registration fee” is the fee charged by the School to process student applications.

If training is terminated after the student enters classes, the School will retain the registration fee, plus a percentage of the total tuition as described in the table below.

Refund Due Date
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.
Withdrawal by Student
The student may withdraw for any reason. When calculating refunds, the student’s official date of withdrawal is the last date of recorded attendance, when:

1. The School receives notice of the student’s intention to discontinue the training program; or,
2. The student’s enrollment is terminated for a violation of a published School policy that provides for termination; or,
3. 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).

Refund Table

<table>
<thead>
<tr>
<th>If the student completes this amount of training:</th>
<th>The school will keep this percentage of the tuition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>One week or up to 10%, whichever is less</td>
<td>10% retained</td>
</tr>
<tr>
<td>More than one week or 10% whichever is less, but less than 25%</td>
<td>25% retained</td>
</tr>
<tr>
<td>25% through 50%</td>
<td>50% retained</td>
</tr>
<tr>
<td>More than 50%</td>
<td>100% retained</td>
</tr>
</tbody>
</table>

Appeals
A student with a grievance may appeal to the Executive Director of the School at any time. Students should submit a summary of their concerns in writing to the Executive Director, after which a meeting will be arranged to discuss their concerns. Decisions will be documented in writing and provided to the student within five business days after the meeting.
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 School 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.

Additional Third Party Funding Agencies

Information regarding refunds to the Veterans Administration can be found through 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@nwswb.edu.
School Policies

“For me, attending the Boat School was a transformative experience. The instructors and students I had the opportunity and pleasure to work with made me want to get up and go to school every single day. It’s difficult to think of a day that I didn’t want to be there. The School also gave me a unique skill set that allows me to approach and critically think through almost any problem and come up with a logical sequence of steps to solve it. I owe much of my newfound confidence to the Boat School’s patient and compassionate instructors.”

Kat Murphy, class of 2015
Trainig Standards and Satisfactory Academic Progress Policies

Standards of Conduct

Attendance and Punctuality

Attendance records are kept daily and account for 25% of the student’s grade.

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. Three tardies are recorded as an 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 the length of the absence.

Additional information regarding absences, excused absences, and probation or termination due to absences is located in the Student Handbook.

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 course work clock hours. There is no additional tuition charged for enrolled students who take advantage of scheduled after-hours shop time.

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.

Leave of Absence

Students must apply in writing to the Student Services Coordinator 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.
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

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.

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.

Probation
Students who fail to meet the minimum published standards for attendance, grades, or conduct may, upon written recommendation from their instructor, be placed on probation. The instructor will determine the length of the probationary period, which should reflect a reasonable period during which the deficiency can be corrected. At the time of consultation, the student will be advised that continued unsatisfactory progress will result in cancellation of enrollment.

Adding or Repeating Courses
A student may request to add or repeat courses and must pay additional tuition for those courses. The option of repeating any specific 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.)
SCHOOL POLICIES

Homework
The Northwest School of Wooden Boatbuilding requires students in all the boatbuilding programs to complete a minimum of one hour of research (homework) each week. Instructors work with students to choose assignments that will best reinforce student learning. Research completion is incorporated into student evaluations for each quarter. Integration with use of the School’s and the community’s libraries is required.

At the end of the probationary period, there will be a further review of the student’s progress, after which the probationary status may be removed, extended, or – if it appears unlikely that further progress is possible – enrollment may be terminated.

Graduation Standards
In order 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.

Outside Learning Opportunities – Excused Absence*
On rare occasions, a student and their 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 is highly dependent on the time in the quarter, formal approval of the instructor is required on this form before the student attends the training. Students will also need to document completion of the educational 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. The maximum that can be approved is 5 days/school year, with any exceptions to be approved by both the Chief Instructor and Executive Director.

Conditions for Re-admission
When students leave the program, it is not automatic that they will be able to return to the program. Procedure for students who want to return after not completing previous program:

• Student submits their enrollment form at least 60 days before proposed date of return.
• Chief Instructor talks to instructors for background and makes a decision.
• Student Services Administrator sends letter informing the student of the decision and rights of appeal.
• In the case a student wants to appeal, they write a letter addressed to the Executive Director.
• Executive Director consults with Chief Instructor collects any needed information and writes a written response within 5 business days.

Transcripts and Student Records
Student records are kept for a minimum of 50 years from the date of each student’s enrollment. A request for a copy of academic transcripts may be made in writing to:

Tulip Morrow, Student Services Coordinator
Northwest School of Wooden Boatbuilding
42 N. Water Street
Port Hadlock, WA 98339
(360) 385-4948
General info: tulip@nwswb.edu
Disabilities

The School strives to accommodate students with physical and intellectual disabilities, if possible. Students can share details about any special learning needs they have on the School’s enrollment agreement.

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 the Student Services Coordinator 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 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 20202-5901
SCHOOL POLICIES

Additional Policies and Procedures

Smoking

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, never in the waters of the bay or on the Northwest School of Wooden Boatbuilding grounds.

Alcohol and Drugs

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, the Northwest School of Wooden Boatbuilding is hereby declared a drug- and alcohol-free school and workplace. Alcohol includes beer, wine, grain alcohol, and liqueur. Illegal drugs include, but are not limited to, the following non-prescription substances: narcotics, depressants, stimulants, and hallucinogens.

A copy of the “Northwest School of Wooden Boatbuilding Drug and Alcohol Policy” is included in the Student Handbook in each student’s introductory package, along with a statement that must be signed by each student. Deviations from this policy can have serious safety consequences and may result in dismissal.

Safety Rules

The School environment, like any woodworking area, contains potential dangers: power tools are operating continuously; wood shavings constitute a fire hazard; and 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.

Pets

Pets are prohibited on the campus. Students with pets should plan to arrange for suitable daytime accommodation for their animals at home.

Failure to Comply

Students failing to comply with these or any other regulations may be dismissed. A student is judged to be out of compliance if they repeatedly disregard written or oral safety or conduct instructions from School staff members. Dismissal for failure to comply will result in application of the School’s published tuition refund schedule. The date of the infraction is the effective date of withdrawal.

All additional policies and procedures are located in the School Student Handbook.
Filing a Complaint

Complaint Procedure

Students with complaints of an academic nature 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 Executive Director. The student will be asked to complete the School’s written complaint form. If necessary, the Chief Instructor and Executive Director will meet with the student complainant present, discuss, and attempt to resolve the problem. The Executive Director will document the outcome of the investigation.

ACCSC Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the School has adequately addressed a complaint or concern, 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

A copy of the ACCSC Complaint Form is available at the School and may be obtained by contacting Betsy Davis, Executive Director, or online at www.accsc.org.
Get to Know Us & Stay in Touch

It never occurred to me that by going back in time, metaphorically speaking, I would find my future. The Northwest School of Wooden Boatbuilding opened doors that were previously imperceptible to me thereby opening a new and exciting future, not as a traditional boatbuilder but as a maritime writer. Yes, I learned the traditional boatbuilding and woodworking skills and learned about wood and all the myriad parts and pieces of a traditional wooden boat. But there was more, oh so much more.”

Jerry Farnham, class of 2001
STAY IN TOUCH

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 9. Learn more about the rest of our NWSWB team on the next few pages.

Heidi Groh
Admissions Coordinator
Heidi moved from the San Francisco Bay Area to Port Townsend to attend the Boat School in 2014 after spending several years in hotel/restaurant management in Northern California and the Northern Mariana Islands. While working in Guam with predominantly Japanese and Korean tourists, Heidi taught windsurfing and took resort guests out sailing in Tumon Bay. She grew up swimming, playing water polo, riding horses, and hiking in the Bay Area with her two younger sisters. She loves adventuring on and off the water around the Olympic Peninsula. Heidi has a B.A. in English from University of California at Berkeley. Heidi@nwswb.edu.

Tulip Morrow
Student Services Coordinator
Tulip was born on a farm in rural Jefferson County and moved into Port Townsend at the age of five. When Tulip was a small child, she attended the first annual Port Townsend Wooden Boat Festival where she discovered the magic of wooden boats. Tulip has lived and worked aboard boats, both here and in Alaska. She is a wooden boat owner, avid sailor, and a regular crew member aboard Sparkle, a 1947 racing sloop. She currently holds the position of Board Secretary for the Port Townsend Sailing Association. tulip@nwswb.edu.

Katie Whalen
Business Manager, including Financial Aid
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. Katie@nwswb.edu.

Betsy Davis
Executive Director
Betsy served for more than a decade as the Executive Director of The Center for Wooden Boats (CWB), the Northwest’s hands-on maritime museum. She brings more than a decade of corporate management experience at Microsoft, entrepreneurship, and small-business ownership, and extensive non-profit and fundraising leadership. She owns a century-old wooden boat named Glorybe and attended Seattle Central College’s boatbuilding program. betsy@nwswb.edu
Rita Frangione
Veteran Specialist (volunteer)
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 a Master of Science degree in Vocational Rehabilitation from the University of Wisconsin-Stout, and she is a Certified Rehabilitation Counselor. rita@nwswb.edu

Linda Tolf
Administrative Assistant
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 and makes sure that everyone’s needs are being met at the front desk of our historic Boat School office. linda@nwswb.edu

MB (Mary Beth) Armstrong
Evaluation and Curriculum Specialist
MB (Mary Beth) moved to the northwest in 1997 to work aboard the local tallship, Adventuress. She has called it home ever since! She has spent the past 20 years teaching students of all ages authentic, hands-on classes in non-traditional settings. She has worked as a staff trainer, captain, and educator on land and at sea aboard traditional, wooden boats all over the country. Locally, she has worked with the Northwest Maritime Center, Sound Experience, Schooner Martha Foundation, and Outward Bound. In her spare time, you can find her mucking around the low tide zones with her family or sailing aboard their Haven 12½.

Christina Cogan
Communications and Development Coordinator
Originally from central Florida, Christina moved to Port Townsend when her partner 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.

Charlie Duerr
Shop and Facility Manager
Charlie moved with his wife and two kids from Jackson Hole, Wyoming in 2014 to pursue his passion for wooden boatbuilding. He graduated from the NWSWB Large Craft Construction/Repair and Restoration program in 2015 earning his Associate Degree in Occupational Studies. Charlie has experience in the fields of construction, heavy equipment operation, firefighting, EMT work, and facilities management. In 2008, he earned a B.F.A. in painting and sculpture from the University of Idaho and sees wooden boat construction as a continuation of sculptural art. In his off time, he spends time with wife and kids building boats, hiking, camping, and working with horses.

Christa Ayer
Copy Editor
Christa Ayer is a flourishing transplant to Port Townsend. In her life before PT, she was senior editor on a family of tech magazines. She is now a freelance editor and writer, and a happy mom of three kids.
Sonia Frojen
Livery Coordinator
Sonia moved to the Aleutian Islands with her family in junior high from the Midwest. There she became connected to salt water through kayaking and sailing. An Outward Bound longboat course in the San Juan Islands at age 16 connected her to the Puget Sound. During summers of college in Portland, Oregon, she deck handed on Schooner Adventuress and ran sailing overnight trips at Camp Four Winds / Westward Ho up on Orcas Island in the San Juan’s. After two years homesteading on Orcas Island post-college, she moved to Port Townsend. A year of AmeriCorps at Jefferson Land Trust, a two-year sail to San Francisco and Baja Mexico, a year of schooling for her massage license, and long boating at the Northwest Maritime Center has created a diverse niche for her interests. Now a year-round employee at Northwest Maritime Center as their Associate Program Manager helping them run their school programs, she jumped at the opportunity to become involved with Northwest School of Wooden Boatbuilding’s reinvigoration of the Livery Program in the summer of 2015. She has owned her own 21 foot lapstrake sloop “Freya” for five years and enjoys every chance she can get out! sonia@nwswb.edu

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 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.

Rachel Aronowitz
Librarian
Rachel moved to Port Townsend in 2014 from Oakland, California after visiting for many years and participating in Centrum’s Fiddle Tunes Festival. She holds a Masters in Library and Information Science from San Jose State University and worked as a reference librarian at the San Francisco Public Library for 9 years before coming to the NWSWB Library. Rachel also works at the Jefferson County Library in Port Hadlock and loves nothing more than to help students with challenging research questions and other information needs. When Rachel is not at the library, she can be found with her 2 year old daughter at the nearest playground or looking for an old timey fiddle jam.

Frank Ward (volunteer)
Teaching Assistant | Alum ‘2015
Frank combines his professional background with his experience as a student to his role supporting instructors and students in the classroom.

Erik Banach (volunteer)
IT Support | Alum 2015
Retired from a career in high tech, Erik is generously helping the school build the capacity of the school’s IT infrastructure.

Jon Ferguson (volunteer)
Veteran Support | Alum 2015
Jon brings a life full of experience to his role supporting students that 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 comprised 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 because it results in energetic discussions and practical suggestions for improvement.

Ann Avary, Director, Northwest Center of Excellence for Marine Manufacturing & Technology
Paul Birkey, Owner, Belina Interiors
Al Cairns, Environmental Compliance Officer, Port of Port Townsend
Jim Franken, James J. Franken, Inc.
Stephen Gale, Owner/Manager, Haven Boatworks
David King, Formerly CFO of Townsend Bay Marine; Mayor of Port Townsend
Jim Lyons, Port Townsend Shipwrights Co-op Member
Keith Mitchell, Shipwright, Rutherford’s Boatshop
Dan Newland, President, Pegasus Aeromarine, Inc.
Peter Proctor, General Manager, Jensen Motorboat, Seattle
Sarah Rubenstein, Program Manager Maritime Discovery School
Gordon Sanstad, Boatbuilder/Former Boatbuilding Instructor, Seattle Central Community College
Kelley Watson, Port Townsend High School Maritime Experiential Education Coordinator
Steve White, Owner, Brooklin Boat Yard

Keep in Touch!

Website: www.nwswb.edu
School E-Newsletters: www.nwswb.edu/contact/enews/
School Blog: www.nwswb.edu/category/all-posts/
Facebook: www.facebook.com/NWBoatSchool/ or search for “nwswb”
Instagram: www.instagram.com/nwswb/ or search for “nwswb”
FlickR: www.flickr.com/photos/nwswb/collections
Board of Directors

David Blessing  
President
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. 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 and on energy conservation projects. In his spare time, he is building another wooden sailboat in his workshop in Port Ludlow.

J. Michael Delagarza  
Vice President
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 and cruised the Pacific Northwest during the 1980s. After attending The Boat School in ’03-’04 he stayed on to manage boat commissions and sales before moving onto project management in the local Marine Trades. Since 2009 he has been part of Champion Productions in Port Townsend creating fund raising, documentary and commercial films for local, regional and national clients.

Linda Newland  
Secretary
A maritime attorney and former school district administrator, Linda is 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 term. Elected to the Foundation Board in 2005, Newland served as Vice President in 2009-2010 and again from 2013 to 2014.

Rob Ayer  
Treasurer
Rob is IT Director at Avadyne Health. He came to Washington in 2007 to attend the Northwest School of Wooden Boatbuilding and spent what he describes as the “best year of his life” studying traditional large craft construction. He is passionate about serving as a Director because of the one-of-a-kind sense of community the school produces and the lives that it touches. He has deep respect for the school’s long history of producing craftsmen skilled in a uniquely functional art form. “I contribute what I can to the school today so that my children have the option for the same experience in the future.
Dr. John Barrett  
**Board Member**
John achieved his undergraduate degree at Tulane U. in 1968. He joined the US Navy and flew fighter aircraft during the Vietnam era. He then attended Baylor College of Dentistry in Dallas, TX, and following a residency at the Veterans Hospital in Portland, OR, 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 US 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 and since taking a welding course at the Northwest School of Wooden Boat Building in metal work and fabrication.

Julia Maynard  
**Board Member**
Julia is Owner/Manager of Haven Boatworks of Port Townsend, Washington. Julia came to Haven Boatworks with more than 30 years of experience in the marine trades, spanning from Mystic Seaport to California to Port Townsend. She is renowned for her skills as a finisher, as well as her experience gained from building a boat with her husband, George, and sailing Zulu across the South Pacific to Australia.

Geoff Pentz  
**Board Member**
Geoff comes from a family of wooden boat builders in the Northwest, building his first wooden boat in 1974. He and his wife have lived on the west side of the Puget Sound for 30 years. As an Air Force dependent, he moved all over the world. He is a graduate of Evergreen State College, an Instructor/Course Director Trainer for SCUBA, Whitewater Canoe and Kayaking, Swimming and lifeguarding Instructors. He and his wife own 3 businesses in the area. They race a 30 ft and 40 ft sailboat locally and internationally.

Dee Meek  
**Board Member**
Dee is a retired veterinarian for both large and small animals at his practice in Richland, Washington. In 1991 he and his wife purchased the 78’ wooden tugboat Elmore which was built in 1890. Elmore was built in Astoria and in 1896 came to Puget Sound, went to Alaska during the Gold Rush, and served as the flagship for American Tug Company in Everett. Dee and his wife currently live in Port Hadlock.

Dr. Tammi A Reilly  
**Board Member**
Tammi brings global business knowledge, academics, and executive networking to her role on the board. Growing up in the California Bay Area, she learned how to sail Hobie Cat sailboats and continued that passion thru graduate school. In 2016, she will begin taking US Sailing Certification courses for yacht sailing – a long time dream! She is a retired 32 year Army Reserve Colonel; and a retired U.S. Treasury Special Agent. After retiring from both careers, she was invited to be a School of Business Chair (State Dean) for a for-profit university in Oklahoma. Tammi is the CEO/Founder of Reilly & Associates, LLC., which is currently designing a state-of-the-art policy tech start-up. She resides in Seattle - is an avid bicycle rider; and races her Porsche with a local club.