

NORTHWEST
SCHOOL *of* WOODEN
BOAT BUILDING

SCHOOL CATALOG

2018-2019

Make a living, craft a life...

www.nwswb.edu

Northwest School of Wooden Boatbuilding

42 N. Water Street, Port Hadlock, WA 98339

(360) 385-4948 • www.nswwb.edu • info@nswwb.edu

Volume 1: January 2018



Accrediting Commission of Career Schools and Colleges

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

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

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

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

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

Workforce Training and Education Coordinating Board
128 10th Ave. SW, Box 43105, Olympia, WA 98504
wtb.wa.gov
(360) 709-4600
pvs@wtb.wa.gov

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

Betsy Davis
Title IX Coordinator
42 N. Water St.
Port Hadlock, WA 98339
(360) 385-4948
betsy@nswwb.edu

For more information about graduation rates, the median debt of students who complete the program, and other important information, please visit our website at: www.nswwb.edu

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A School with Heart and History

A Sketch in Words

By Evelyn Ansel, Maritime Historian and Writer

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

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

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

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



Message from the Chief Instructor

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

Sean Koomen
Chief Instructor
Northwest School of Wooden Boatbuilding
January 2018

Message from the Executive Director

The Boat School is a special community and I hope you choose to become part of it. This school is unique: classrooms are boatshops, instructors are skilled craftspeople, and school administrators help you get out on the water. You'll be surrounded by mountains, trees, and eagles, and a lively town with over 100 active maritime trades and businesses. I am inspired daily as I watch students build tools, boats, skills, and life-long friendships with people from around the world. I feel fortunate to live and work within this community of people who value craftsmanship, authenticity, and integrity. Please visit and take a look around. I look forward to meeting you.

And with my official hat on, I do certify that this Catalog is true and correct for content and policy.

Betsy Davis
Executive Director
Northwest School of Wooden Boatbuilding
January 2018

Mission Statement

To teach and preserve traditional and contemporary wooden boatbuilding skills, while developing the individual as a craftsman.

Vision

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

Academic Calendar

2018

October

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

November

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

December

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

Fall Quarter

10/1/18 Fall Quarter classes begin
 10/5/18 In-service
 10/8/18 Indigenous Peoples Day
 11/9/18 In-service
 11/12/18 Veteran's Day Holiday (observed)
 11/21/18-11/23/18 Thanksgiving Holiday Break
 12/14/18 In-Service
 12/21/18 Last School Day - Fall Quarter
 12/24/18-1/4/19 Winter Holiday Break

2019

January

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

February

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

March

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

Winter Quarter

1/7/19 Winter Quarter classes begin
 1/18/19 In-service
 1/21/19 Martin Luther King Jr. Holiday
 2/15/19 In-service
 2/18/19 President's Day Holiday
 3/15/19 In-service
 3/22/19 Last School Day - Winter Quarter (Graduation)
 3/25/19-4/5/19 Spring Holiday Break

April

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

May

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

June

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

Spring Quarter

4/8/19 Spring Quarter classes begin
 4/19/19 In-service
 5/17/19 In-service
 5/24/19-5/27/19 Memorial Day Break
 6/14/19 In-service
 6/21/19 Last School Day - Spring Quarter
 6/24/19-7/5/19 Summer Holiday Break

July

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

August

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

September

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

Summer Quarter

7/8/19 Summer Quarter classes begin
 8/30/19 In-service
 9/2/19 Labor Day Holiday
 9/13/19 Last School Day - Summer Quarter (Graduation)

Hours of Availability

The Northwest School of Wooden Boatbuilding's Main Office is open Monday through Friday from 8:00 am to 5:00 pm, excluding School closures and holidays. The Learning Resource Center is open Monday and Thursday evenings from 11:30 am to 1:30 pm. The School hosts a free tour of the campus and shops at 3:30 p.m. on the first Friday of each month. Private tours of the School are available by appointment.



NORTH WEST
SCHOOL of WOMEN
BOATBUILDING
PORT HADLOCK, WA

Life at the Boat School

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 say this only 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

Discover More

Follow the links below or visit us at www.nswsb.edu for access to more great content.

“Building on Tradition”

Click below to watch a short film about the Boat School.

www.nswsb.edu/video-media



Keep in Touch!

Website: www.nswsb.edu

School E-Newsletters Sign-up:
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Facebook:
www.facebook.com/NWBoatSchool
or search for “nswsb”

Instagram: www.instagram.com/nswsb
or search for “nswsb”

FlickrR: www.flickr.com/photos/nswsb/collections

YouTube: www.youtube.com/user/NWBOATSCHOOL

LinkedIn: www.linkedin.com and search for “nswsb”

What We Do

NWSWB Provides Quality Education and Job Preparedness

In an increasingly digital world, we provide experiential education to teach time-honored skills to new generations of craftspeople. 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. Many boatbuilding employers from around the country contact us when they have job openings.

For the 35 students who graduated from the 12-month class in September 2015, employment rates are as follows: Traditional Small Craft - 90%, Traditional Large Craft - 75%, Contemporary Wooden Boatbuilding - 100%. Please see our website for detailed information about our program employment rates.

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 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.

School History

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

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

process – to the School. His students remember his priority was to teach craftsmanship, with boatbuilding as a useful platform for that instruction.

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



About our Campus

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

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

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

The upper campus also includes an updated 800-square-foot machine and welding shop, the student parking lot, and a 3,500-square-foot "Rubb Shelter" that serves

as an additional boat shop. The welding shop is used periodically for instruction on boat-related metal work.

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

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

Training equipment includes: power saws, band saws, jig saws, lathes, routers, multi-masters, thickness sanders, table saws, circular saws, sawzalls, jointers, shapers, stationary sanders, and power sanders.

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

Campus Map



Instructors Passing Along Traditions

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

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

to mentor through regular visits to the School. Tim Lee was the next to take on the position and he helped the School transition to the new Port Hadlock Heritage Campus.

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

Our Instructors

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

The student/teacher ratio in the shop environment is generally 12:1, providing each student with the training and supervision they need at each stage 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.



Sean Koomen

Chief Instructor and Boatbuilder (Alum 2003)

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 (Alum 2008)

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



Jody Boyle

Instructor and Boatbuilder

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



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. During the course of his career, he founded and managed several boat yards in France, Senegal, the Canary Islands, the Carribean, and the U.S. — always specializing in wooden boatbuilding.



Leland Gibson

Instructor and Boatbuilder (Alum 2007)

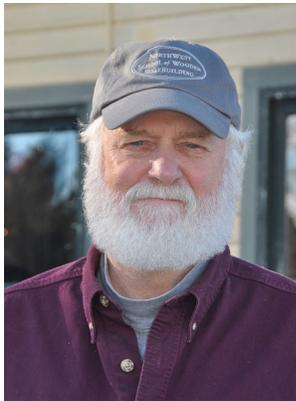
Leland was raised on Lake Superior in Northern Michigan and spent his early life learning how to build boats with his dad (sometimes off the grid). He traveled extensively in his late teens and early twenties, most notably spending a year in India. After attending college for two years on a track to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



Ben Kahn

Instructor and Boatbuilder (Alum 2001)

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.



Bob Miller

American Maritime Heritage Instructor (Alum 2008)

Bob teaches American Maritime Heritage at the School. He is a Munson Institute Scholar (graduate in 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.



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.



Jeff Hammond

Master Boatbuilder and Instructor Emeritus (Alum 1985)

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.



Kevin Ritz

Marine Systems Lead Instructor

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



Walt Trisdale

Marine Systems Instructor

Since his training in 1978, Walt has worked professionally on engines and transmissions in various applications: trucks and buses, hospital generators, oil rigs, giant earth moving machines, and logging equipment. His skills have led him to distant places including the Arctic, the Antarctic, and the Bering Sea. For the past 20 years or more, Walt has worked exclusively in the marine industry through engine and transmission rebuilds, re-powers, repairs, and systems designs and installations. He is a member and is dedicated to the standards of the American Boat and Yacht Council (ABYC).

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 excellent instructors, an 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 are required to complete one hour of research each week on a maritime subject of their choosing, using the School's library resource system and community maritime libraries.



Student Services

Student Services can assist students with resource networking related to academic advising, financial aid, transportation, housing, medical care, counseling, crisis management, conflict resolution, nutritional needs, veterans services, and disability services. Sponsored events include: Welcome Potluck, Halloween Costume Contest, Veterans Day Observance, Thanksgiving Meal, Movie Nights, Pancake Lunches, St. Patrick's Day Lunch, Bring your Family to School Day, Memorial Day Observance, Seattle Mariners Game Outing, Habitat for Humanity Volunteer Day, Port Hadlock Community Day, and Graduation.

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

Career Services

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

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

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

While every effort will be made to place graduates in the boatbuilding industry following graduation, if that is requested, no guarantee of employment is offered or implied.

Communication

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

Housing

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

Learning Resources System

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

On-the-Water Experiences

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

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

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

Women in the Marine Trades

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

Veteran Services

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

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

Workshops

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

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

Activities

Port Townsend Wooden Boat Festival

Students participate in the Wooden Boat Festival each year prior to graduation. The Wooden Boat Festival is the most educational and inspiring wooden boat event in the world, with over 300 boats on land and water, 120 presentations, dozens of exhibitors, live music all day, interactive exhibits for kids, and plenty of local food, beer, and wine options to satisfy everyone. The 42nd annual Wooden Boat Festival will take place September 7–9, 2018.

NWMC Complimentary Membership

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

Recreation

The Boat School encourages students to explore Port Townsend Bay in the evenings and on weekends. Many hundreds of miles of protected cruising waters spread out from Port Townsend Bay. Sailing experience is also available in Port Townsend aboard vessels ranging in size from 20' sloops to 100' schooners. The Student Services 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 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: www.facebook/groups/nswbnetwork.



Academics

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

Programs

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

12-Month Associate of Occupational Studies (AOS) Degree

NWSWB offers an accelerated, one-year, Associate of Occupational Studies (AOS) Degree. Associate degrees at most schools take two years to complete; 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 or military transcript (at no cost). We also 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.

6-Month Diploma in Marine Systems

NWSWB also offers a 6-month Diploma program in Marine Systems. Students awarded a 6-month diploma must successfully complete 42 quarter credits.

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



Traditional Wooden Boatbuilding

90 credits or 1,460.0 clock hours - Monday, 9am to 5pm and Tuesday through Friday, 8am to 5pm

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

Educational Objective

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

Traditional Wooden Boatbuilding Program Goals

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

Scope and Sequence

Quarter	Courses
Fall Quarter: Basic Skills for Boatbuilders	110 Classic Woodworking 120 Drafting 125 Lofting 130 Skiff Construction
Winter Quarter	140 Traditional Wooden Boatbuilding - Part I
Spring Quarter	180 American Maritime Heritage (optional) 240 Traditional Wooden Boatbuilding - Part II
Summer Quarter	340 Traditional Wooden Boatbuilding - Part III

Contemporary Wooden Boatbuilding

90 credits or 1,460.0 clock hours - Monday, 9am to 5pm and Tuesday through Friday, 8am to 5pm

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

Educational Objective

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

Contemporary Wooden Boatbuilding Program Goals

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

Scope and Sequence

Quarter	Courses
Fall Quarter: Basic Skills for Boatbuilders	110 Classic Woodworking 120 Drafting 125 Lofting 130 Skiff Construction
Winter Quarter	160 Contemporary Wooden Boatbuilding - Part I
Spring Quarter	180 American Maritime Heritage (optional) 260 Contemporary Wooden Boatbuilding - Part II
Summer Quarter	360 Contemporary Wooden Boatbuilding - Part III



Marine Systems

42 credits or 730.0 clock hours - Monday, 9am to 5pm and Tuesday through Friday, 8am to 5pm

Maximum Number of Students: 12 Credential Awarded: Diploma

Educational Objective

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

Marine Systems Program Goals

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

Scope and Sequence

1st Quarter	Courses: Topics covered
Fall Start: 10/1/18 - 12/12/18 Spring Start: 4/8/19 - 6/21/19	170 Marine Systems - Part I <ul style="list-style-type: none"> • Marine Systems Introduction • Marine Electrical I • Marine Pumps • Diesel Engines • Corrosion I • Marine Plumbing I • Marine Propulsion I • Steering & Controls
2nd Quarter Winter Dates: 1/7/19 - 3/22/19 Summer Dates: 7/8/19 - 9/13/19	270 Marine Systems - Part II <ul style="list-style-type: none"> • Marine Plumbing II • Marine Electrical II • Corrosion II • Inboard Gasoline Engines • Outboard Gasoline Engines • Marine Propulsion II • Marine Hydraulics • Marine Heating, Refrigeration, AC, and LPG • Marine Systems Safety and Regulations

The Marine Systems program has not yet been approved for Federal Student Financial Aid or Veteran Education Benefits.

Prerequisites

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

Boatbuilding Course Descriptions

Fall Quarter: Basic Skills for Boatbuilders

All 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 enrolled in either Traditional or Contemporary Wooden Boatbuilding must successfully complete all four fall quarter courses to continue with 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 techniques, and develops their skills in executing typical joinery found in wooden boatbuilding.

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

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

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

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

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

120 Drafting

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

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

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



125 Lofting

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

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

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



130 Skiff Construction

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

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

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



Winter, Spring, and Summer Quarters

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

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

Course Description

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

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

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

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

Students learn how to:

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

Philosophy/Purpose

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

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



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

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

Course Description

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

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

Students learn how to:

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

Philosophy/Purpose

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

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



Applied General Education Course

180 American Maritime Heritage

4 quarter-credit/ 50 clock hours | Optional; Three months - spring quarter

This optional evening course is available for free to Boat School students. It is offered during the spring quarter and 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. 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

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 Wooden Boatbuilding program one year could also complete the Contemporary Wooden Boatbuilding program the following year by skipping the Fall quarter - Basic Skills for Boatbuilders courses, and starting during the winter quarter with 160 Contemporary Wooden Boatbuilding - Part I course.

Marine Systems Course Descriptions

Fall/Spring Quarter

Marine Systems: Part I - 170

21 quarter-credits/ 365 clock hours

The Marine Systems 6-month diploma program is approved for Federal Student Financial aid. This program is not approved for Veteran Education Benefits .

Course Description

In this first course of the Marine Systems program students will research, study, and practice skills in many marine systems disciplines. Our target industries include all vessels, both commercial and recreational. All topics will be covered using didactic teaching methods, reinforced with extensive hands-on learning.

After completing introductory courses in boat nomenclature, hand tool use, and shop safety, students will begin work in the main program coursework. These topics will include studies in marine electrical, marine pumps, diesel engines, marine corrosion, marine plumbing, marine propulsion, marine steering and controls. All courses will be taught using a broad scope of applicable marine industry accepted standards. These include:

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

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

Students learn how to:

- Practice appropriate shop, equipment and tool safety.
- Identify and label parts of a boat.
- Differentiate between marine industry systems standards.
- Design, install and troubleshoot DC marine electrical systems.
- Design, install and troubleshoot marine diesel engine systems.
- Identify, label and differentiate between types of marine corrosion and prevention.
- Design, install, and troubleshoot marine plumbing systems.
- Identify types of transmissions and transmission controls, as well as their maintenance and repair.
- Identify and differentiate between types of steering systems.
- Recognize effects of rudder design and hull speed.
- Design, install, and troubleshoot hydraulic steering systems.

Teaching Philosophy

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

Training/ Instructional Aids and Facilities

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

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

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



Winter/Summer Quarter

Marine Systems: Part II - 270

21 quarter-credits/ 365 clock hours

Course Description

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

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

Students learn how to:

- Design and install black water systems, bilge pumps, and live-well tanks.
- Design, install ,and troubleshoot AC marine electrical systems.
- Perform a marine corrosion survey, analyze results, and make recommendations for appropriate cathodic protection.
- Identify and troubleshoot factors promoting marine corrosion.
- Select appropriate metal alloys used in the marine environment.
- Design, install ,and troubleshoot marine gasoline engine systems.
- Operate, install, and troubleshoot gasoline outboard engines.
- Design, install, and troubleshoot marine propulsion systems including bearings, shafts, and propellers.
- Design, install ,and troubleshoot marine hydraulic systems.
- Design, install, and troubleshoot marine heating, refrigeration, air conditioning, and LPG systems.
- Prepare for marine industry exams and certifications.

Teaching Philosophy

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

Training/ Instructional Aids and Facilities

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

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

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

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



Continuing Education

Marine Systems Intensives

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

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

Diesel Engines

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

Credential Awarded: Certificate

Course Description

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

Students learn how to:

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

Teaching Philosophy

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

Training/ Instructional Aids and Facilities

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

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

Electrical Systems

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

Credential Awarded: Certificate

Course Description

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

Students learn how to:

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

Teaching Philosophy

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

Training/ Instructional Aids and Facilities

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

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

Hydraulics

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

Credential Awarded: Certificate

Course Description

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

Students learn how to:

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

Teaching Philosophy

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

Training/ Instructional Aids and Facilities

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

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

Corrosion

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

Credential Awarded: Certificate

Course Description

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

Students learn how to:

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

Teaching Philosophy

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

Training/ Instructional Aids and Facilities

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

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

Prothero Internship

The Prothero Internship enables a recent graduate of the School to work in a paid apprentice-style role on increasingly complex boatbuilding projects. To be considered, students must submit an application, attend an interview with the Chief Instructor and staff, have recently graduated, and be in good academic standing.





Admissions, Tuition & Fees, and Financial Assistance

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

NWSWB encourages diversity and accepts applications from all minorities. NWSWB does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. NWSWB acknowledges that information pertaining to an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, NWSWB will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the Admissions Manager upon registration for the program; some programs require medical documentation due to the rigors of the curriculum.

Steps to Enroll

Complete online application by visiting www.nwswb.edu

- Upload or email a copy of your high school diploma/transcript, GED certificate, or college diploma/transcript. If you have attended college we must receive a copy of your transcript. College transcripts that will be used to obtain transfer credit must be received from the granting institution in a sealed envelope. Applications cannot be formally accepted until we receive proof of high school graduation or equivalent.
- Pay the \$100 registration fee and \$200 tuition deposit.

If you intend to utilize VA Education Benefits, please upload to the student portal or email admissions@nwswb.edu the following:

- A copy of your current VA Certificate of Eligibility which can be obtained from: www.ebenefits.va.gov/ebenefits or www.benefits.va.gov/gibill or www.vets.gov/education/apply.
- A copy of your Military Transcript which can be obtained at: [Joint Services Military Transcript](#) or [Air Force Transcripts](#).
- A copy of your DD-214.

For additional Veteran Benefits support and questions please contact our Veteran Resources Specialist, Rita Frangione, at rita@nwswb.edu.

If you are an International Student, please upload to the student portal or email admissions@nwswb.edu the following:

- A copy of your passport.
- A letter requesting a Certificate of Eligibility for Non-Immigrant (M-1) Student Status for Vocational Students.
- A completed and signed International Student's Financial Statement, along with the required documentation, which provides evidence of ability to pay tuition, additional expenses, and living expenses for the length of the course.
- If you will be bringing dependents, please complete the International Student Dependent Information form and provide a copy of their passport.
- Please see [2018-2019 International Students Procedures, Forms & FAQ](#).

For help with enrollment, feel free to reach out to our Admissions Office at admissions@nwswb.edu or (360) 385-4948 ext. 305.

Eligibility

To be eligible for enrollment, all students must have:

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

Enrollment in programs at the Northwest School of Wooden Boatbuilding do not require prior woodworking or boatbuilding experience. The 12-month AOS degree program in Boatbuilding and the 6-month diploma program in Marine Systems start in the fall with an additional start in the Spring for the Marine Systems program. Students must successfully complete each quarter sequentially to continue to the next quarter.

Enrollment Capacity

The stated capacity for each program is as follows:

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

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, 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

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 when credits were earned
- GPA: Students must have a minimum 2.0 grade point average for course credits to be considered for transfer.

Physical Requirements

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

As a student, you must be able to:

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

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

Disability Accommodations

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

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

ADA Grievance Procedure

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

Betsy Davis, Title IX Coordinator
 42 N. Water St. Port Hadlock, WA 98339
 (360) 385-4948
 betsy@nswsb.edu

Service and Emotional Support Animal Policy

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

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

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

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

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 calling (360)385-4948 ext. 305 or emailing admissions@nswsb.edu. Additional information about immigration procedures and forms are available for download from the School website: www.nswsb.edu.

Transfer of Credit Policy

Due to the unique occupational nature of the courses offered at the Northwest School of Wooden Boatbuilding, transfer credits from other post-secondary institutions are not accepted except to meet the General Education requirement.

Credits earned at NWSWB may or may not be transferrable to other institutions depending upon policies of the receiving institution. Students wishing to transfer credits outside the institution should contact the receiving institution to determine which courses and how many credits will be transferrable.

Articulation Agreements

The NWSWB partnership with Goddard College provides an opportunity for NWSWB students to apply their course credits towards a Bachelor of Arts degree through Goddard.

The mission of Goddard College is to advance cultures of rigorous inquiry, collaboration, and lifelong learning, where individuals take imaginative and responsible action in the world. Goddard College offers four low-residency Bachelor of Arts programs in the Pacific Northwest.

The general aspects of the agreement are provided below.

- Graduates of identified NWSWB programs retroactive to October 1, 1996 are covered under the terms of this agreement and thus eligible to have NWSWB work applied toward the identified Goddard College Bachelor of Arts degrees.
- Goddard College Bachelor of Arts degrees identified to accept credit from NWSWB programs include: B.A. in Individualized Studies, B.A. in Sustainability, B.A. in Health Arts and Sciences, and B.A. in Education (non-licensure).
- A total of 45 semester-hour credits from a completed AOS degree or from a combination of NWSWB programs included in the agreement can be applied toward a Goddard College Bachelor of Arts degree.
- NWSWB graduates must apply and be admitted to Goddard College Bachelor of Arts program.
- NWSWB graduates must submit, as part of their application for admission, an official transcript from all completed programs at NWSWB.
- Inclusive of NWSWB work, up to 75 semester-hour credits may be accepted toward the Goddard College Bachelor of Arts degree through any combination of transfer credit and/or credit awarded through assessment of prior learning (APL).
- NWSWB and Goddard College agree to inform the partner institution of any organizational, programmatic, or curricular changes that impact the terms of the partnership within ten business days of that change, and agree that the partner organization can unilaterally opt out of the partnership at any point if the adopted changes conflict with requirements, policies, or practices at the partner school, or are perceived to have the potential of diminishing the standing of the partner organization.

For more information visit www.goddard.edu

Tuition and Fees

Full-time Degree and Diploma Programs

	Credits	Days / Quarters	\$/Credit	Tuition
12-month AOS Degree Programs				
Traditional Wooden Boatbuilding	90*	200 / 4	\$225.00	\$19,400.00
Contemporary Wooden Boatbuilding	90*	200 / 4	\$225.00	\$19,400.00
6-month Diploma Program				
Marine Systems	42	100 / 2	\$225.00	\$9,700.00

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

Additional Costs for All Programs

Items	Cost	Notes
Registration fee	\$100.00	Due with Enrollment Agreement
Tuition Deposit	\$200.00	Due with Enrollment Agreement
Boatbuilding Programs: Woodworking Tools	\$1,300.00 - \$1,500.00	Varies. Cost assumes student has no tools. Tool lists and purchasing information can be found on our website.
Boatbuilding Programs: Drafting Kits and Required Textbook	Varies	All students are provided a drafting kit free of charge. Students are provided a copy of the required textbook "Hand Tools" free of charge. All other required or recommended book titles are available in the School's library for checkout or the School's store, available to students at a 20% discount off the list price.
Marine Systems	\$1,500.00 - \$2,000.00	Varies. Cost assumes student has no tools. Tool lists and purchasing information can be found on our website.

2018/2019 Cost of Attendance

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

	12-Month AOS Degree Boatbuilding Programs	6-Month Diploma Marine Systems
Tuition/fees	\$19,500	\$9,700
Tools/books/supplies	\$1,500	\$2,000
Room/board	\$12,840	\$6,420
Transportation	\$1,936	\$968
Misc/Personal	\$2,426	\$1,213
TOTAL cost of attendance	\$38,202	\$20,301

Tuition Payment Requirements

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

Delinquent Accounts

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

Cancellation, Termination, and Refund Policies

Cancellation by the School

NWSWB may terminate the enrollment of any student for any of the following reasons:

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

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

Withdrawal by the Student

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

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

Discontinuance of Instruction by the School

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

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

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

1. The School must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the School.
2. The School must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. Applicants who have not visited the School prior to enrollment have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the School facilities and inspection of equipment where training and services are provided.
4. The School may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
5. If training is terminated after the student enters classes, the School may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% , whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

1. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
 - b. When the School receives notice of the student’s intention to discontinue the training program;
 - c. When the student is terminated for a violation of a published School policy that provides for termination; or,
 - d. When a student, without notice, fails to attend classes for 30 calendar days.
2. 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.

Financial Assistance

Financial Aid

NWSWB offers a variety of financial assistance to eligible students. Aid in the form of grants, loans, and scholarships help offset the cost of educational expenses. Financial aid is administered in accordance with established state and federal policies and philosophies. The basis of these policies is the belief that financing a student's education is the responsibility of the student and family.

A student's financial aid award is based on a demonstrated financial need. Need is determined from analysis of the Free Application for Federal Student Aid Form (FAFSA). This form is analyzed to determine the expected contribution from the student and the student's family toward the educational expenses. Financial need is the difference between total educational expenses for an academic year and the student/family contribution. Financial aid should be viewed as a supplement only after the full resources of the student and family are committed.

Financial aid may be available for those who qualify. The School is approved to participate in Federal Student Aid programs, including the Federal Pell Grant program, 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 2018/2019 FAFSA (Free Application for Federal Student Aid) form online at www.fafsa.ed.gov. Our Federal school code is **041550**.

Questions regarding financial aid should be directed to the Financial Aid Officer at (360) 385-4948 or via email at katie@nswsb.edu.

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.

Veteran's Benefits

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

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

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

Military Active Duty Policy

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

Refund Policy for Active Duty

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

School Certifying Official

Katie Whalen
katie@nswsb.edu
 (360) 385-4948 ext. 302

85/15 Rule

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

VA Student's Point of Contact

Rita Frangione, Veteran Resources Specialist, rita@nswsb.edu or veterans@nswsb.edu

School-Based Scholarships

Scholarships are available for students at the Northwest School of Wooden Boatbuilding. These scholarships are needs-based, meaning you must be enrolled in the School and complete the FAFSA online at www.fafsa.ed.gov in order for us to determine your eligibility. Scholarship applications will be available for the 2018-2019 school year in the fall of 2018. The school-based scholarships are dispersed as tuition reductions and are applied incrementally each quarter to help cover the costs of attending the School full-time for a 12-month program. Students must be in good academic standing and attendance to receive scholarship disbursements.

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 for information on the Canadian Student Loan Program.

Tax Credits

Federal Income Tax credits can help offset the cost of attending school. Visit www.irs.gov and enter "education credits" in the search box for current details.

Careers That Work! Scholarship

The Careers That Work! program was launched in 1999. Each year, every high school in Idaho, Oregon, and Washington (public and private) are given five \$1,000 tuition scholarships to award to graduating students headed to one of the participating career colleges.

Seniors awarded Careers That Work! scholarships by their high school are not restricted to colleges within their home state. That means seniors graduating in Idaho, Oregon, and Washington may be awarded the scholarships for attendance at any participating private career colleges in any of those three states.

Scholarship recipients are identified and awarded by the high school. The high school must complete the award process via the online application at www.nwcareercolleges.org/scholarships/careers-that-work.

Scholarships are tentative, pending the student's acceptance for admission and commencement of study at the college. If accepted, the scholarship will be credited to the student's tuition, generally in equal disbursements during their first academic year, in accordance with the college's scholarship award policy. Students should talk with their college to determine when their scholarship will be applied.

Returning Funds to Federal Student Aid (Title IV)

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

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

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

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

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

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

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

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

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

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

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

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

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

Additional Third Party Funding Agencies

Information regarding refunds to the Veterans Administration can be found through www.va.gov.

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



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

Academic Policies

Added Course Completion Time

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

Adding or Repeating Courses

A student may request to add or repeat courses 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.)

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. Two 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.

Class/Program Cancellations

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

Clock Hours and Quarter-Credits

A clock hour is defined as 50 minutes of instruction in a 60-minute period of time.

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

The contract hour conversion formula

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

Comparable Programs

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

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

Credentials Awarded

Wooden Boatbuilding students who satisfactorily complete their course of training are granted an Associate of Occupational Studies degree. Students in the Marine Systems program who satisfactorily complete training are granted Diplomas.

Conditions for Re-admission

When students leave the program, it is not automatic that they will be able to return to the program. Students who want to return after not completing their previous program must follow this procedure:

1. Student submits their enrollment form at least 60 days before proposed date of return.
2. Chief Instructor talks to instructors for background and makes a decision.
3. Student Services Manager sends letter informing the student of the decision and rights of appeal.

Grade Appeal Policy

A student who wishes to appeal a grade must submit a letter to the Chief Instructor within 10 days of the completed quarter. The letter must describe any and all circumstances deserving further consideration. The burden of proof in an appeal lies with the student. The Chief Instructor, student's Instructor, and the Student Services Manager will review the appeal. The student will be notified within one week with an appeal decision.

Grading System

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

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

Graduation Standards

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

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

Homework

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.

Incompletes

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

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

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

Leave of Absence

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

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

Liability Policy

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

Makeup Work

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

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 with completion of the related form is required 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 five days/school year, with any exceptions to be approved by both the Chief Instructor and Student Service Manager.

Pets

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

Passing Grades

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

Pregnant Students

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

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

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

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

Probation

Students who fail to meet the minimum published standards for attendance, grades, or conduct may, upon 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. 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. Refunds will be given in accordance with the School's refund policy.

Program Advisory Committee

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

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.

Satisfactory Academic Progress

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

Social Security Number Policy

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

Student Records

The Northwest School of Wooden Boatbuilding maintains a permanent educational record for all currently and formerly enrolled students that consists of all admissions, academic, and financial information upon which a student's enrollment is based. These records (physical and electronic) are securely maintained and protected against damage or loss (fire, water, theft, tampering, etc.) Student records will be maintained by the School for 50 years or until the School closes. If the School closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Student records are available for review by the student at any time.

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

Transcripts

Northwest School of Wooden Boatbuilding maintains an official transcript for all currently and formerly enrolled students (graduates as well as terminated or withdrawn students). Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. The transcript includes, at a minimum, the program of study; the date of program entry; the date of graduation, termination or withdrawal; and the clock or credit hours and grades earned. A request for a copy of academic transcripts may be made in writing to:

Northwest School of Wooden Boatbuilding
Attn: Student Services
42 N. Water Street
Port Hadlock, WA 98339
(360) 385-4948
studentservices@nswsb.edu

Withdrawal

Students who withdraw from the School must complete a Withdrawal Form and have it signed by specified School officials in order to officially close their records. Withdrawal forms are available from Student Services. All financial obligations on the part of the School and the student will be calculated using the last recorded date of attendance.

Student Notification of Rights under FERPA

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

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

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

Conduct and Disciplinary Policies

Conduct Standards

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

Students are expected to:

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

Northwest School of Wooden Boatbuilding maintains the right to make and enforce rules for conduct. This includes the right to dismiss at any time a student whose conduct, academic standing, or health is such that the Administration believes it undesirable for that student to continue at Northwest School of Wooden Boatbuilding.

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

Dismissal

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

- Absent more than seven days per quarter
- Disruptive behavior in class. (For example, a pattern of interrupting the instructor, eating during class, using cell phone, playing loud music, etc.)
- Derogatory or defamatory remarks
- Defiance of staff or slander
- Disruptive use of profanity
- Threatening remarks or threatening behavior
- Violence or harassment
- Vandalism
- Drug or alcohol abuse at the School
- Smoking in prohibited areas
- Stealing or breaking into unauthorized areas
- Weapons on campus (e.g., guns, large knives, or martial arts weapons)
- Willfully ignoring safety procedures
- Willful damage to or improper use of student workstations, for example: altering system files; using School computers for immoral, illegal, or unethical purposes; or using third-party software without permission or proper license.

Investigation

The Student Services Manager will conduct a formal investigation resulting in a formal report with their assessment of whether school rules were violated, and what sanctions, if any, would be appropriate. The Student Services Manager will then talk with the student(s) about the findings.

Appeal Procedure

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

Withdrawal

Students who voluntarily withdraw from the School must complete a Withdrawal Form and have it signed by specified School officials in order to officially close their records. Withdrawal forms are available from the Student Services Manager.

Re-Enrollment

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

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

Anti-Harassment Policy

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

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

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off-color or sexual remarks, jokes, slurs, propositions or comments that disparage a person or group on the basis of race, color, age (40 and over), sex, sexual orientation, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service, or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, electronic mail, or gestures.
- Inappropriate touching, hitting, pushing, or other aggressive physical contact or threats to take such action.
- Tampering with another student's work or workspace.

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

Non-Fraternization Policy

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

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

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

Non-Discrimination Policy

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

The Northwest School of Wooden Boatbuilding prohibits discrimination on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in its programs and activities. Employees are also protected from discrimination for filing a whistleblower complaint with the Washington State Auditor.

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

Betsy Davis
Title IX Coordinator
42 N. Water St.
Port Hadlock, WA 98339
(360) 385-4948
betsy@nswsb.edu

Seattle Office for Civil Rights
U.S. Department of Education
915 Second Ave., Room 3310
Seattle, WA 98174-1099
Telephone: (206) 220 7900
Fax: (206) 220 7887
TDD: (877) 521 2172
Email: OCR.Seattle@ed.gov

Gender Equity Policy

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

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

Sexual Misconduct Policies & Procedures

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

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

Sexual Harassment

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

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

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

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

Quid Pro Quo Sexual Harassment

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

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

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

Sexual Misconduct

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

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

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

Reporting

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

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

Betsy Davis
 Title IX Coordinator
 42 N. Water St.
 Port Hadlock, WA 98339
 (360) 385-4948
 betsy@nswsb.edu

Privacy

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

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

Retaliation

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

Weapons and Violence Policy

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

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

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

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

Drug-Free and Alcohol-Free Campus and Workplace

In accordance with federal law, NWSWB has adopted this Drug-Free and Alcohol-Free Campus and Workplace Policy. NWSWB recognizes that students and employees have a right to a safe and secure campus and workplace and has implemented a drug and alcohol abuse prevention and assistance program. Furthermore, NWSWB recognizes that employers who hire students from its programs demand employees who are drug free. NWSWB has adopted this policy to encourage students to develop a healthy lifestyle and to ensure that graduates are able to meet the demands of employers.

Standards of conduct regarding drugs and alcohol

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

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

Health risks

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

School sanctions

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

Random testing

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

For-cause testing

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

Post-accident testing

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

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

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

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

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

Legal sanctions

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

Available assistance treatment programs

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

Washington Recovery Helpline	(866) 789-1511
Alcoholics Anonymous (24/7)	(360) 830-6283
Discovery Behavioral Healthcare	(360) 385-0321
North Olympic Peninsula Area Narcotics Anonymous (24/7)	(360) 477-9367
Peninsula Behavioral Health	(360) 681-0585
Safe Harbor Recovery Center	(360) 385-3866
West Puget Sound Area Narcotics Anonymous (24/7)	(360) 509-8009

Smoking

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.

Filing a Complaint

Filing a Complaint with the School

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

Filing a Complaint with the State

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

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

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

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

Workforce Training and Education Coordinating Board
 128 Tenth Ave. SW PO Box 43105
 Olympia, WA 98504-3105
 (360) 709.4600
 workforce@wtb.wa.gov

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

Filing a Complaint with the Accreditor (ACCSC)

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
703.247.4212
703.247.4533 (fax)
www.accsc.org



Filing a Complaint Against an ACCSC-Accredited Institution

Institutions that are accredited by the ACCSC are required to have a published procedure and operational plan for handling complaints. Accordingly, before contacting the Commission with a complaint against an ACCSC-accredited institution, the Commission encourages complainants to first avail themselves of the school's complaint procedures.

If you feel an ACCSC-accredited institution school has not adequately addressed a complaint, or that the school is not in compliance with the [Standards of Accreditation](#), you may file a written complaint with the Commission using the [ACCSC Complaint Form](#). In order for the a complaint to be processed by the ACCSC, it should include:

- The basis for an allegation of noncompliance with the ACCSC standards or requirements;
- All relevant names and dates and a brief description of the actions forming the basis of the complaint;
- Copies of any documents or materials that support the allegations, when available; and
- A signed release authorizing the Commission to forward a copy of the complaint, including the identification of the complainant, to the school.

Complaint Process

Upon receipt of a complaint filed in accordance with the aforementioned format, the Commission will forward a copy of the complaint to the school for a response.

- Schools are given a period of time upon receipt of the complaint to prepare a response addressing the alleged areas of non-compliance with the Commission's requirements.
- The Commission may determine, based on a review of the school's response, that the school has adequately addressed the concerns raised in the complaint and is in compliance with the [Standards of Accreditation](#).
- In all cases, both the school and complainant are notified of the final disposition of the complaint.

Although one possible outcome of the complaint process may be the resolution of a dispute between parties, the Commission does not act as an arbitrator. The Commission will not intervene on behalf of individuals in cases of disciplinary action or dismissal or review decisions in such matters as admission, graduation, fees, and similar points unless the context suggests unethical or unprofessional actions that seriously impair or disrupt the educational services of an applicant or an accredited school.

For more information on ACCSC, visit online at www.accsc.org.



Get to Know Us

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

Student Services, Facilities, and Administrative Staff

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

Betsy Davis

Executive Director and Title IX Coordinator

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

Katie Whalen

Business Manager and Title IV Coordinator

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

Richard Johanson

Admissions and Student Services Manager (Alum 2015)

Richard developed his love of boats spending every summer of his youth "down the shore" in Barnegat Light, New Jersey. Prior to graduating from the Boat School in 2015, Richard had a twenty-year career in banking, accounting, and consulting. Richard received a BA in History from The Citadel and served in the U.S. Army Reserves as a commissioned officer. When he is not building or repairing mahogany runabouts for his company, Philbrick Boat Works, he enjoys spending time with his dachshund Frank.

Rita Frangione

Veteran Specialist

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

Steve Stanton

Shop and Facilities Manager (Alum 2013)

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

Christina Cogan

Communications and Development Manager

Originally from Central Florida, Christina moved to the area when her fiancé 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.

Mary Beth (MB) Armstrong

Career Services and Program Evaluation Specialist

MB moved to the northwest in 1997 to work aboard the local tall ship, *Adventuress*. She has called the northwest 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 12 ½.

Linda Tolf

Administrative Assistant and Accounts Payable

In February, 2005, “a call from the sea” and her husband’s urgings to head north brought Linda from Vancouver, Washington to Port Hadlock. Aligning her love of water, woods, and wooden boats with a desire for work, she answered an ad for a position with the School. Linda assists with the financial and administrative responsibilities and makes sure that everyone’s needs are being met at the front desk of our historic Boat School office.

Karen Wyman

Librarian

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

Christa Ayer

Copy Editor

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

Erik Banach

IT Support (Alum 2015)

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

James Vanwert

VetCorp Member (Alum 2016)

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

Program Advisory Committee

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

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

Steve Bamsberger, Marine Systems Manufacturer Representative, Jack Park Company

John Mark Barrett, Marine Systems Manufacturer Representative, Imtra Corporation

Ethan Cook, Boatbuilder

Sam Devlin, Owner, Devlin Designing Boat Builders

Sarah Fiskin, Marine Operations Specialist, Washington Sea Grant

Jim Franken, Owner, James J. Franken Inc.

Stephen Gale, Owner/Manager, Haven Boatworks

Sam Gibboney, Executive Director, Port of Port Townsend

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

Jim Lyons, Member, Port Townsend Shipwrights Co-op

Dan Newland, Owner, Pegasus Aeromarine Inc.

Peter Proctor, General Manager, Jensen Motor Boat

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



Board of Directors

David Blessing

President (Alum 2003)

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

Dr. John Barrett

Vice President

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

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 from 2009 to 2010 and again from 2013 to 2014.

J. Michael Delagarza

Treasurer (Alum 2003)

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

Kathleen Brooker

Board Member

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

Lee Hoffman

Board Member

Lee is well known as the former manager of West Marine in Port Townsend for the past five years. He has a great passion for trade schools and learned his trade as a goldsmith in Europe at an excellent trade school program. Lee is also passionate about the maritime industry and helping people learn the skill and craft of working on and maintaining wooden boats. He has served as a volunteer for The Center for Wooden Boats, the Northwest Maritime Center, and the Race to Alaska. Lee is currently the incoming Rear Commodore for the Port Townsend Yacht Club and holds a 100 Ton Coastal and 100 Ton Mates Near Coastal Licenses.

Aislinn Palmer

Board Member

Aislinn is the Managing Director of Bayside Housing & Services, which is partnered with the Old Alcohol Plant Hotel & Event Center in Port Hadlock, Washington. Prior to moving to the area in January 2016, Aislinn spent six years at The Center for Wooden Boats in Seattle, where she managed fundraising events, the Lake Union Wooden Boat Festival, and the Lake Union Park Working Group, a collaboration of maritime, historical, and recreational non-profits and museums. She has also volunteered with a number of maritime organizations, including the Steamer Virginia V Foundation, Northwest Maritime Center, and Sound Experience. She is passionate about access to the water for all, as well as multidisciplinary learning and the importance of vocational education.

Stephen Sklar

Board Member

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

Sonja Mathews

Board Member

Sonja moved to the Port Townsend area with her family in 2016. She is a brand management consultant and has previously held senior executive roles in USAA, PepsiCo, and Metromedia Restaurant Group. She specializes in helping companies maximize their potential through better customer goods, services, and messaging. Sonja is excited to help the Boat School execute its Strategic Plan and maximize its contribution to students, craftsmanship, and the community.

Graduates in the Trades



Tucker Piontek

Turn Point Design (Alum 2017)

Tucker attended the Boat School after a career in the architecture and animation industry. Making things was always his passion, but being a craftsman was an achievement and lifestyle that he sought.

“Boat School gave me the skills, approach, and practical knowledge in one year that many aspiring craftspeople take decades to gain. I left Boat School with great confidence in my abilities to build, solve problems, and produce at a quality that carries on a tradition of woodworking. After graduating, I was hired at Turn Point Design where I’ve applied the Boat School’s traditional principles in a modern shop with modern materials. My skills and knowledge have easily transferred to the composite building world. That would not have been possible without the School.”



Julia Hechanova

Dolphin Club (Alum 2016)

Julia practically grew up at the Dolphin Club in San Francisco, where her parents introduced her to traditional wooden boats like Baggiani, a 1948 Whitehall that became the model for a Whitehall the club commissioned from the Boat School. Today Julia is working in the Dolphin Club Boat Shop, helping restore and maintain the historic boats in their livery.

“I didn’t know how much I’d learned at Boat School until I started solving problems on my own.”

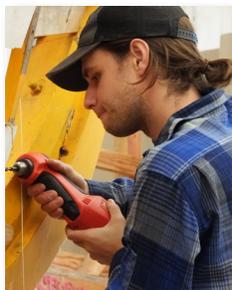
David Klco

Van Dam Custom Boats (Alum 2016)

David graduated from Michigan Tech with a degree in software engineering and spent two years working in the high-tech industry to save money to attend Boat School. David grew up around fiberglass boats and woodworking, but never put the two together until he picked up a copy of Howard Chapelle’s book, *Boatbuilding*, and realized it was a trade that could offer a living.

As a top student in the Class of ‘16, David was selected to continue his education through an advanced internship modeled on apprentice-style learning. David’s goals are to become an expert wooden boatbuilder, as well as get involved with marine electrical systems like hybrid drives and battery systems that combine engineering and boatbuilding.

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



Logan Sampson

John’s Bay Boat Company (Alum 2015)

Logan’s path to professional boatbuilding began at age 12 when he embarked on a seven-year stint working on the *American Eagle*, a historic 90’ schooner that sails out of Rockland, Maine, 15 minutes from his hometown of Lincolnville. In 2011, Logan enrolled at Lewis and Clark College in Oregon, intending to study environmental law, but eventually decided it wasn’t for him. Instead, his thoughts turned to boatbuilding.

Logan started his job with John’s Bay Boat Company in April 2016, a few weeks after finishing his internship at the Boat School. The move brought Logan full circle, back to mid-coast Maine where he’d grown up looking at John’s Bay boats from the deck of the *American Eagle* schooner.

“I could not have asked for a more fulfilling year and a half at the School. As a student, and then as the Prothero Intern, I learned from incredibly talented instructors and gained a solid foundation of skills. I am now prepared and excited to build upon that foundation in my career as a boatbuilder.”



Photo Gallery

Thank you to photographers Nicole Sanders and Steve Stanton for their dedication of time and talent. To view more photos of the School's programs and projects visit our website at www.nwswb.edu and follow the [flickr icon](#)  [link](#).



Student Collin fastens a new plank onto the Blue Moon hull.



Instructor Jody Boyle works with student Tim on spar measurements.



Student Angela works on attaching a new plank to the Peapod stem.



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



Student Misha works on fairing the Fulmar dinghy in the Contemporary Wooden Boatbuilding program.



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

Photo Gallery



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



Student Sean fits the tiller on the Nordic Folkboat, the first wooden folkboat to be built in more than 20 years.



Students Wil and Justin add humor into the lofting process.



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



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



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



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