

Title: Cadet Observer Standards

No. 04-02

Date: 02.08.2004

1. This policy formally incorporates the previously published Cadet Observer Standards into the Engineering Department Administrative Policy system.
2. The attached document **Cadet Observer Standards for Engineering Students**, revision dated February 8, 2004, is hereby promulgated to the Engineering Department faculty and staff.
3. This document should to be distributed to all advisees and other third class engineering cadets expressing an interest in sailing as cadet observer (ENGR521) in lieu of Summer Sea Term II (ENGR520).

Maritime College

State University of New York

Engineering Department

February 8, 2004

Cadet Observer Standards for Engineering Students

This document is intended to establish for students, faculty, and corporate sponsors the expectations and requirements for second class cadets sailing as *Cadet Observer* in lieu of the Maritime College Course ENGR520, Summer Sea Term II. This document does not supersede or alter any of the approvals rendered by the Maritime College Faculty, the State University of New York, the New York State Education Department, or the U.S. Coast Guard. It does set forth a guideline for consistent and fair acceptance of completed Sea Projects.

Cadet Observer: Definitions and Intent

Cadet Observer is a six credit academic course that subjects the student to an intense practical, professional learning experience aboard a working merchant vessel. The intent is that the student will encounter and address situations aboard the ship where his or her technical knowledge is relevant and applicable, but at the same time will encounter situations where the knowledge that will be gained in the coming academic semesters will be placed in a recognizable, applied context. Cadet Observer status should comprise a work experience of no less than sixty sea days, and is only available to cadets in good academic and military standing who are on track in their academic programs.

An *External Sponsor* is a company, a government agency, or another organization external to the Maritime College Engineering Department, that has opportunities available for cadets aboard their vessels, and which is willing to accept Maritime College engineering students in that role. External sponsors may choose to compensate students for their work as cadets, and to provide travel expenses, but in no event does the Maritime College provide or guarantee such payments. It is expected that the student will be provided with food and berthing at no expense.

The *Faculty Supervisor* is a regular or emeritus faculty member in the Maritime College Engineering Department designated by the department chair to oversee the student's cadet observer experience from an academic perspective.

The *Cadet Observer Proposal* is a written application that the student will complete prior to being allowed to apply for a berth as Cadet Observer. This proposal will include a (1) completed Application (Attachment 1) with a cogent, literate explanation of why the student is seeking to sail as Cadet Observer, (2) a printed copy of the student's current transcript, and (3) a current resume suitable for passing to potentials External Sponsors.

The *Sea Project* is a written report that will comprise the principal deliverable to the Maritime College Engineering Department upon completion of the student's experience as Cadet Observer. It will contain a written summary of the voyage(s) completed, a description of the ship(s) and the trades in which they engage, a daily work log attested to by the Chief Engineer, detailed drawings of the ships' engineering systems, copies of signed discharges, and other relevant materials for evaluation by the faculty supervisor. This project report, together with the Chief Engineer's evaluations of the student's performance, comprise the basis for granting academic credit and for assigning a grade.

Responsibilities

Three parties must participate to complete a successful internship: (1) the student, (2) the faculty supervisor, and (2) the external sponsor.

The responsibilities of the student are:

1. To complete the Cadet Observer Proposal in a timely manner.
2. Once the Cadet Observer Proposal has been accepted, to consult with the Career Center to discuss possible opportunities. While the Maritime College makes no guarantee of that every student seeking a placement will be given one, the College will make every reasonable effort.
3. To do all things necessary to obtain a *Merchant Mariner's Document* from the U.S. Coast Guard in a timely manner.
4. To make all necessary tuition and fee payments to the College, in accordance with the requirements prevailing at the time of registration for the course substituting for ENGR 520.
5. To meet the assigned vessel punctually, show the proper deference to the officers of the vessel, obey all orders, and report promptly and work diligently as assigned by the ship's officers.
6. To rigorously familiarize oneself with the ship, the ship's engineering spaces, and all ship systems as one would expect a professional mariner to do.
7. To behave in an appropriate and professional manner, and to observe the external sponsor's policies for employee behavior with respect to all of the external sponsor's employees, clients, and vendors,
8. To document all onboard activities, and to diligently prepare the Sea Project to fully and accurately represent the Cadet Observer experience.

The responsibilities of the faculty supervisor are:

1. To fully discuss the goals of the Cadet Observer experience with the student, and to see that these goals are fully understood.
2. To assure that the Cadet Observer Proposal is correctly and completely prepared, filed with the Engineering Department office with a recommendation to the Department Chairman concerning acceptability.
3. To sign the student's registration form for the appropriate course.
4. To assure that the Chief Engineer(s) of the ship(s) concerned receive the proper evaluation forms.
5. To receive and review the Sea Project and the external Chief Engineer's Evaluation Report, and to submit a grade for the student's work.

The responsibilities of the External Sponsor are:

1. To fully explain company policies to the cadet, and to provide the cadet with detailed instructions concerning travel, boarding the vessel, and work aboard the vessel.
2. To provide full the details of the financial arrangements to the cadet.
3. Through the ship's officers, especially the Chief Engineer, to arrange that the cadet will be assigned to meaningful work, within his or her capabilities, and that the cadet will be given reasonable opportunities to observe and participate in activities in the engineering spaces as a learning experience.
4. Through the ship's officers, especially the Chief Engineer, to arrange that the cadet will be fully and fairly evaluated concerning (1) his or her knowledge of the ship and it's systems, (2) his or her skill and knowledge in doing shipboard work, (3) his or her knowledge and capabilities for the normal and emergency operation of ship systems, and (4) his or her conduct, level of professionalism, and diligence.

Timeline

The student should expect to observe the following timeline:

- Cadet Observer Proposal due – first week of February
- Cadet Observer Proposals accepted or declined – second week of February
- Apply for USCG Merchant Mariner's Document – second week of February
- Initiate consultation with Career Center --- third week of February
- Depart – as soon as possible after final exams conclude
- Return – when practicable after approximately sixty sea days have been accumulated, but prior to resuming classes
- Sea Project due—beginning of the third full week in September

Issued by:

Richard J. Burke, Ph.D.

Professor and Chairman, Engineering Department

Attachments

Previous revision: 02/06/2004

Maritime College
State University of New York

Engineering Department
Cadet Observer Proposal

Name _____

Student No. _____

Date Submitted: _____

Current GPA: _____/4.0

Instructions: Complete answers to questions 1-3 (below) by typing on a separate page, and attach it with your current resume and transcript to this signed page. Submit three copies of the completed proposal to the Engineering Department Office.

Question 1: Why do you wish to sail as a Cadet Observer, and why should your proposal be accepted? Be explicit about your particular qualifications for this experience.

Question 2: What experiences and specific learning objectives do you expect to achieve by sailing as Cadet Observer?

Question 3: Are there any academic, military, physical, or other issues that may interfere with the successful completion of this experience? Failure to disclose and discuss serious infractions in conduct or academic performance may result in the denial of your proposal.

I have read and understood the *Cadet Observer Standards for Engineering Students*, and I agree to fulfill my responsibilities.

Signature: _____