

# CLASSROOM POLICY AND PROCEDURES FOR COASTAL NAVIGATION      SPRING 2012

## A. CLASS SCHEDULES

1. Class Schedules are on Blackboard and are your responsibility to retrieve and monitor.
2. Much of the class information will be given on-line via Blackboard. It is your responsibility to immediately inform us if IT can not provide you access to Blackboard.
3. Cadets are responsible for reading assignments, classroom lectures, and assigned projects.
4. Reading Quizzes will be given as shown on your Lecture Schedule as "rq."  
**READ YOUR ASSIGNMENTS.** There will be no make ups for reading quizzes and missed ones will incur a **zero grade.**
5. Cadets may be quizzed at any time without notice
6. Refer to your Lecture and Lab Schedule for Lab Quizzes and exams.
7. Make-up for non-reading quizzes, tests and examinations for **authorized** periods of absence will be scheduled (**prior to the absence**) for a mutually agreed upon time. Examinations missed as a result of an unauthorized absence will incur a **zero grade.**

## B. ABSENCES

1. Attendance at all classes is mandatory. Unauthorized absence will not be tolerated. **Disciplinary action and or grade point reduction** will be administered to policy offenders.
2. Notice of absence for any reason must be given to the instructor **prior** to the respective class.

## C. GRADING POLICY

1. In accordance with the Mass Maritime Academy academic policy, the minimum passing grade for Coastal Nav is 60%.
2. However, as this course satisfies a portion of your STCW requirements for licensing, in order to receive credit for the knowledge-based components of STCW for this subject, it is necessary to obtain a grade of 70%.
3. Those who receive a grade of 60-69% only satisfy prerequisites for following Marine Transportation courses, and **must retake** Coastal Nav in order to satisfy their STCW requirements.
4. Anyone receiving a grade below 60 satisfies neither the prerequisites nor the STCW requirements, and must retake the course to satisfy both.
5. Grades will not be scaled.
6. The + - system will be used.
7. Grades will be averaged based upon the following percentage values:

Classroom Quizzes and Tests	25%	
Classroom Homework	20%	55%
Classroom Final	10%	
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Lab Homework	20%	
Lab Tests and Quizzes	10%	45%
Lab Chart Final	15%	
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Total	100%	100%

## CN Policies Spring 2012

**Cheating will not be tolerated and will incur a zero on the quiz/exam and disciplinary action.**

**D. ACCOMODATIONS --** Mass Maritime is committed to providing reasonable accommodations to students with documented disabilities. Students who believe they may need accommodations in this class are required to contact Ms. Fran Tishkevich, Director of Disability Compliance, within the first two weeks of class. ftishkevich@maritime.edu MMA Tel. ext. 2208. Harrington Bldg Room H 311A. Remember, you must notify me, **in advance** if you require accommodations for class or testing.

**E. ASSESSMENTS**

1. During the semester, cadets will have the opportunity to satisfy three STCW required assessments. Copies of these are attached.
2. Should a cadet fail to pass any of these three assessments during the course, he/she **will not have to** repeat the course (providing that they have satisfied the 70% minimum grade requirement). The cadet would only have to retake the assessment at a later scheduled time or during Coastal Nav 2.

**F. EXPECTED OUTCOMES**

At the completion of this course, cadets will have demonstrated via testing and practical assessment, the ability to safely navigate in coastal waters through:

- Reading and understanding nautical charts and publications
- Fast and Accurate plotting of Latitude and Longitude
- Fast and Accurate determination of and plotting of courses; true and magnetic
- Ability to calculate Speed/Time/Distance problems
- Determination and application of Variation and Deviation
- Proper use of fixology
- Proper use of Dead Reckoning
- Ability to accurately calculate the Geographic, Nominal and Luminous visibilities of lights
- Proper plotting of LORAN C and Radar fixes

**G. INSTRUCTORS**

Approved instructors for this course and labs are Mrs. Kerry Chicoine, Mr. John Belle Instructor:

LCDR John Belle                      Office # 321A  
Phone:                      830-5000 ext. 2100  
E-mail [jbelle@maritime.edu](mailto:jbelle@maritime.edu)  
Office Hours: Mon & Wed 1000-1050 & Mon 1400-1450 and by appt.

Captain Kerry Chicoine      Office # 323 A  
Phone:  
E-mail [kchicoine@maritime.edu](mailto:kchicoine@maritime.edu)  
Office Hours: Tu 1100- 1200 & Thur 1100- 1200  
Wed by appt.

## CN Policies Spring 2012

### H. REQUIRED BOOKS & ACCESSORIES

1. DUTTONS 15th ed
2. BOWDITCH - Recommend you purchase the book, but **BOOK IS AVAILABLE ONLINE at:**  
<http://www.nga.mil/portal/site/maritime/>  
Choose: PUBLICATIONS, then Menu Options, then pull down  
(AMERICAN PRACTICAL NAVIGATOR)
3. Charts 12221-TR, 12354-TR, 13205-TR, & 18465-TR
4. Chart # 1 Latest Edition
5. Pad of universal plotting sheets
6. Plotting Gear: Triangles, Parallel Ruler, Dividers (2 pairs, one with points, one w/lead)

### G. SUGGESTED BOOKS & EQUIPMENT:

1. Navigational Slide Rule
2. Check out from Library, on semester loan, Copy of IALA buoyage system pamphlet.

Books and calculators are to be brought to **every class** and lab throughout the semester.

In addition to the books and calculators, plotting tools, **all charts and plotting sheets** (unless specifically requested by the instructor not to) are also to be brought to **every lab** throughout the semester.

Check BlackBoard prior to each class for assignments, tip offs and notes.

### Two final notes:

No "extra credit" work will be available. There is sufficient work, and if you do all of it, you will succeed, period.

From time to time LCDR Belle and I *do* offer *extra help*. Our experience is that those cadets who need extra help do not realize this, and don't avail themselves of it when offered.

If you do your assignments and fail them despite your best efforts, ask us, your instructors, for help. Despite some poor grades at the beginning, you can pull it out.

If you are not turning in your assignments, you will have no way of knowing if you need extra help. I propose that you do, and recommend that you seek it.

Regards, Chicoine/Belle