



# Yacht & Small Craft Surveying

Total: 180 hours / 6 weeks



## EDUCATIONAL OBJECTIVES

- To prepare men and women for entry into the field of yacht and small craft surveying.
- To impart to them the needed technical knowledge and the highest sense of ethical, business and professional honesty.
- To provide others in the marine industry, such as insurance adjustors and underwriters as well as corporate, government and military personnel with in-depth knowledge of boat systems and values.

A competent marine surveyor requires in-depth technical and market knowledge. Involved is the knowledge of hull design, construction methods & materials and what happens to them under various conditions of use and service. The same applies to vessel propulsion, navigation, communication, electrical and waste disposal systems.

The course is designed to equip the student to recognize, evaluate and communicate findings in such a manner as to leave no doubt as to the condition of the vessel at the time of the survey. Instructional methods include classroom lecture and on board demonstration, field trips to boatyards, guest lecturers noted for their expertise in the field, practice surveys and report preparation.

Our goal is to provide a balanced curriculum developing technical knowledge coupled with high business integrity.

## COURSE DESCRIPTION

### Yacht & Small Craft Surveying

Total: 180 hours

#### Hull Design, Construction and Materials – 53 hours

The hull is a boat's essential element, and hull integrity is the result of proper design and construction. Students will study design and give consideration to fiberglass, wood, steel, aluminum, ferro cement and other boat building materials and methods. Special emphasis is given to the detection of deficiencies.

#### Propulsion & Support Systems - 54 hours

An examination of sail and engine powered propulsion systems. Navigation, communication, fresh water, galley, heating, venting, air conditioning, waste disposal, running rigging, electrical and fuel systems also studied.

#### Business, Professional and Legal Considerations - 29 hours

An exploration of marine surveying, as a business, and its professional, ethical and legal aspects.

#### Surveys & Survey Reports - 44 hours

A professional surveyor follows a step-by-step procedure that begins with an assessment of the hull's condition and a detailed inspection of the vessel's systems.

Each student will conduct three (3) complete surveys and prepare Reports of Survey.

**For Damage & Claims Program information, consult the Registrar at 800-225-2841 or registrar@chapman.org**

#### Schedule for 2018

Class		Start	End
2-18	Basic	2/19	2/23
2-18	Advanced	2/26	3/2

## 2017/2018 Yacht & Small Craft Surveying Program Schedule

Class	11-17	01-18	03-18	05-18	09-18	11-18
<b>Starts</b>	11/6	1/8	3/12	5/7	9/10	11/5
<b>Ends</b>	12/15	2/16	4/20	6/15	10/19	12/14
<b>Holidays</b>	11/23-11/24			5/28		11/22-11/23

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## Admission

To qualify for admission, the student must be 18 years of age or older and in overall good health. The successful student must be able to use basic mathematical skills and the English language in order to fully benefit from the program. Foreign students must score at least 500 on the TOEFL® PBT test or 85 on the TOEFL® iBT or equivalent.

A high school graduation diploma or state secondary equivalency certificate (GED) or evidence of student's ability to benefit from instruction is required. Please have a copy of your high school, college or previous training transcript sent to the Chapman School Registrar.

The review process takes into consideration the applicant's prior education, experience and an expressed desire to learn. Previous training and education will be evaluated and appropriate credit given. With this in mind, it is desirable for the applicant to be a graduate of the Professional Mariner Training Program at the Chapman School or have survey related marine industry experience.

The Enrollment Agreement must be completed, signed and returned to the School along with the \$150 registration fee. Students must have an official photo ID on the first day of class. Students may enroll in this program through the second day of classes.

Average class size is 10 students, maximum class size is 15 students. Early registration is encouraged for the January and March classes which generally fill early.

## Tuition & Fees

Registration Fee . . . . .	\$150.00
Tuition Deposit . . . . .	\$1,500.00
Tuition Balance. . . . .	<u>\$2,850.00</u>
TOTAL . . . . .	\$4,500.00

- Registration Fee must accompany Enrollment Agreement.
- Tuition Deposit is due 45 days prior to start of classes.
- Tuition balance is due 10 days prior to the first day of class.
- Tuition does not include housing, board or transportation.
- All costs are payable in U.S. currency only.
- The School makes no interest charges of any kind.
- Visa, MasterCard & Discover cards are accepted.

## Refund Policy

- If the application is not accepted by the School, all payments made by the applicant will be promptly refunded.
- If cancellation is requested within three (3) business days after signing the Enrollment Agreement, all payments made by the applicant will be refunded in accordance with the Buyer's Right to Cancel.
- If cancellation is requested more than three (3) business days after signing the Enrollment Agreement, but before the beginning of the classroom instruction, the applicant is obligated for \$150 which may be transferred to a future date within one year.
- If classes have begun and the student wishes to withdraw, the School must receive written notice. The refund will be based on the last actual date of class attendance.

## Refund Policy (cont'd)

Students terminating training after the beginning of the course are obligated to pay on a prorated basis through 40% of course completion. Thereafter, the student is obligated for the full amount of the contract price.

- Refunds are made within thirty (30) days after the date that the student fails to enter or terminates training.

## Veteran's Refund Policy

The VRP is in accordance with the Federal Code of Regulations Chapter 38 Section 21.4254.

The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of days or hours in the course.

*The School does not discriminate on the basis of age, sex, religion, race or ethnic group in the administration of its policies and programs.*

## Student Housing

Campus housing consists of dormitory apartments. Each unit contains a bedroom, convertible living room/bedroom, bath, kitchenette and a covered porch. The number of students per unit during this program is a maximum of three. All units are air conditioned, fully furnished and equipped with refrigerator, countertop range and cooking utensils. Dormitory fee includes utilities. The school is not responsible for the loss of any personal property. Sorry, no pets.

The following rates and fees apply to housing offered by the School on a space-available basis:

Security Deposit. . . . .	\$300.00
Dormitory Fee . . . . .	<u>\$1050.00</u>
TOTAL . . . . .	\$1350.00

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## Housing Security Deposit & Refund

- Security deposit is due with the Enrollment Agreement to reserve accommodations.
- Student housing fees are due 45 days prior to the start of class.
- If a student cannot attend the class date for which he or she is registered, dormitory fee and deposit are refundable.
- Once a student moves into the facilities, no fees will be refunded except the \$300 security deposit, and that within 30 days after the inspection of the vacated room.
- In the event any student does damage to the accommodations, he or she will be responsible for the replacement cost and labor required to repair the damaged School property. In the event the damage exceeds \$300, the student will be responsible for the additional costs of repair.

## Financial Aid

The School offers, depending upon availability and need, supplemental scholarships to qualified students who are eligible for employment in the United States. Other opportunities to consider in planning for financial aid assistance are:

### Veteran's Education Benefits

If you are a U.S. military veteran, you may be eligible for education benefits.

### Rehabilitation Benefits

You may be eligible for education benefits due to job-related injuries that preclude continued employment in your present trade or profession.

### Retirement Benefits

You may be eligible for education benefits offered by some firms upon retirement.

## Financial Aid (cont'd)

### Retraining Benefits

You may be able to secure training benefits if you are a dislocated worker or eligible for programs offered by other agencies.

### *Important Notice -*

**The School requires that all student survey reports be typed. In order to comply with this requirement, students must supply a personal computer or typewriter.**

## Attendance

### Attendance Requirements

A student must attend at least 153 hours (85%) of the 180-hour program. An accumulation of 27 hours of absences from classes is considered excessive and may result in dismissal from School. Veteran's benefits are interrupted at this point.

### Class Schedule

Classes meet daily, Monday through Friday from 8:30 to 3:30. Lunch is from 12:30 to 1:30.

### Tardiness

Lateness for any part of an hour will be counted as a full hour of absence.

### Leaves

A student who must take extensive leave beyond the allowed attendance policy limits due to special circumstances such as prolonged illness, family emergency, etc., will be permitted to re-enter at a phase of training that is identical to the one he or she left. Earlier phases of training may be repeated at no additional tuition cost as determined by the School. Veteran students must be terminated for pay purposes.

## Re-admittance Policy

If a student has been terminated for attendance reasons and can give evidence that the cause for poor attendance has been eliminated, the student may be re-admitted on a probationary basis for a three-week period. Six hours or one full class day of unexcused absence during this period will result in termination. Veterans benefits may be resumed during this period.

## Grading Policy

### Tests & Examinations

Periodic tests will be given throughout the 6 weeks as a measure of each student's progress.

### Final Grade

A minimum final grade average of 80% must be achieved in order to qualify for a graduation certificate. The final grade will be based on a weighted average of all test and exam scores as follows:

Periodic Test Scores . . . . 50%  
Final Survey Report . . . . 50%

### Student Progress

All student records will be kept on file for the viewing of students and authorized parties.

Student progress will be carefully monitored on a regular basis. If a student's average falls below 80, he or she will be considered on academic probation until the average is brought up to passing. If grades are not brought up to passing within two weeks, the student will be terminated for unsatisfactory progress. At this point, veterans benefits may be interrupted. Re-entry will be at the discretion of the School's administration.

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## **Student Responsibilities**

Students are required to observe proper standards of personal conduct. Justification for dismissal from the School would include any action that would be considered offensive by the faculty, the student body or community at large. Student conduct is taken into consideration for employment recommendations.

Proper dress, including shoes, shirt and pants or shorts must be worn in the classroom and Administration Building. Work clothes are recommended for shop and boat maintenance lab work. To safeguard against infection from minor scrapes or punctures, we suggest obtaining a current tetanus booster before arrival on the campus.

## **Graduation & Job Search Assistance**

### **Requirements for Graduation**

The Chapman School awards a certificate. All attendance requirements must be met and any financial obligations to the School satisfied. A final average of 80% is required for graduation.

### **Job Search Assistance**

Most surveyors are self-employed individuals who have worked to gain the recognition of marine insurers, influential yacht dealers, brokers and owners. Through its influence in the marine industry, the Chapman School is building its contacts with the same clientele in order to assist successful graduates in gaining entry into the profession. The School cannot guarantee job placement.

Complimentary resume preparation is offered to graduating students.

Curriculum, fees, expenses and other matters described are subject to change without notice at the discretion of the Chapman School of Seamanship. Currently enrolled students will not be affected by any such changes unless they change the date of enrollment to a future class.

## **Faculty**

### **Jerry Schmitt, AMS**

*Director of Marine Surveying*  
Regional Director—Society of Accredited Marine Surveyors  
USCG License Masters 100 GT  
Power, Sail and Towing  
CWO4 USN (Ret.)

### **David C. Robertson, AMS**

*Sails and Rigging & Sea Trials*  
Society of Accredited Marine Surveyors

## **Guest Lecturers**

### **Ted Stevens**

Computer Consultant (SAMS/AFF)  
“Survey Software Programs”

### **Joanne M “Jody” Foster**

*Attorney*  
Legal Considerations



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rev. 8/2017