

Syllabus

Sea Sail 101 – 3 credit

Summer 2019

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Texts & Resources

Required Textbook:

- 1) Competent Crew, RYA, Royal Yachting Association 2002
- 2) Hand-outs provided by the instructor in class and on the Moodle system.

Catalogue Description

Sea Sail 101 -3: Introduction to Sea Sailing

The aim of this course is to provide the basic yachting theoretical and practical skills so that successful students will be:

- Safety conscious,
- Have a basic knowledge of sailing, and
- Be capable of taking a yacht out without an Instructor on board in light winds in protected waters.

Learning Areas/Objectives

1. Knowledge of sea terms and parts of a boat, her rigging and sails
 - Sufficient knowledge to understand orders given concerning the sailing and day-to-day running of the boat
2. Sail Techniques & Manoeuvres
 - Hoisting, reefing and handling of sails
 - Use of sheets and halyards and their associated winches
3. Engines
 - Able to start and operate a sail boat engine
4. Anchorage
 - Is able to lift and drop anchor
 - Understands the dynamics of anchorage
 - Is able to secure a sail boat on a dock by dropping anchor in a in-harbour scenario
 - Is able to secure a sail boat in free-anchorage scenario by dropping anchors on 1hodes
5. Rope work
 - Handling ropes, including coiling, stowing, securing to cleats and bollards
 - Handling warps
 - Ability to tie the following knots and to know their correct use: figure-of-eight, clove hitch, bowline, single and double sheet bend, reef knot

6. Fire precautions and fire fighting
 - Awareness of the hazards of fire and the precautions necessary to prevent fire
 - Knowledge of the action to be taken in event of fire
7. Personal safety equipment
 - Understands and complies with rules for the wearing of safety harnesses, lifejackets and personal buoyancy aids
8. Man overboard
 - Understands the action to be taken to recover a man overboard
9. Emergency equipment
 - Can operate distress flares and knows when they should be used.
 - Understands how to launch and board a life raft
10. Rules of the road
 - Is able to keep an efficient lookout at sea
11. Meteorology
 - Awareness of forecasting services and knowledge of the Beaufort scale
12. Navigation
 - Understands how to read a map
 - Is able to chart position and direction on a map

Grading

The following is the breakdown of the letter grade percentages

Grade Description	% points	US Letter Grade	US point grade
Excellent	95-100	A	4.0
Very Good (high)	90-94	A-	3.67
Very Good (low)	85-89	B+	3.33
Good (high)	80-84	B	3.0
Good (low)	75-79	B-	2.67
Satisfactory (high)	70-74	C+	2.33
Satisfactory (low)	65-69	C	2.0
Fail	0-64	F	0

Class Format

1. **In-Class Activities (approximately 15 hours)**
 - a. Lecture on theoretical material
2. **On-Board Activities (approximately 45 hours in total)**
 - a. **Weekly Hands-on practice** of the theoretical topics presented. Each student is expected to rotate through all the positions on the boat and keep practicing their practical and theoretical skills
 - b. **Training Trips**: The students will participate in 2 full day trips. During this trips the students will become accustomed to sailboat operation and navigation as well acquire the living on-board experience

Assessment

- **On-Board Continuous assessment.**

The instructor will be assessing the student's learning on a continuous base while on-board and performing the tasks asked of them. Emphasis will be given on the level of improvement of each student in the duration of the course and on the level achieved at the end of the course.

The areas that you will be assessed are the following:

- Passage Planning
- Preparation for sea
- Pilotage
- Passage Making and Ability as Skipper
- Yacht Handling Under Power
- Yacht Sailing Under Sail
- Emergency Situations

- **Examinations:**

There will be one final examination addressing all the theoretical topics covered both in lecture and on-board by the instructor and the textbook. The final grade percentages of all assignments/projects assigned are the following

Navigation assignment – 5% of the total grade

Midterm – 15% of the total grade

Exam – 35 % of the total grade

On-Board Assessment – 45% of the total grade

Note: To receive the sailing licence you need to earn a 75% on the final exam. This is an international licence, not given by ACT.

Advice for Success

You are expected to:

- Attend all theory and on-board classes
- Complete the reading assignments
- Ask the instructor to aid you any problems that you are facing
- Take initiative while on-board and be active
- Participate fully in all aspects of the course

Policy on Student Class Attendance:

No absences are allowed. If need arises for a student to miss a course, arrangements must be made with the instructor for make-up.

*Last Updated: March 2020
by Emmanuel Maou*

A College-wide Policy on Academic Integrity

Statement on Academic Integrity

"The College has the responsibility of maintaining the highest possible standards of academic integrity for the purpose of ensuring the quality of education it provides, underscoring its dedication to fostering a love of learning for its own sake, and of protecting those who rightly practice integrity in their academic affairs. It is the responsibility of the student to be informed about the college's policy on Academic Integrity, to refrain from infractions of that policy and from conduct, which may lead to suspicion of infractions, and to refrain from aiding or encouraging others in such infractions. It is the responsibility of the faculty to establish and maintain an environment which is conducive to Academic Integrity."

Academic Honesty

"Academic Dishonesty is the violation of Academic Integrity, committed by engaging in any form of unethical behavior which violates acceptable standards of scholarly conduct. Such practices as cheating on examinations, submitting borrowed or purchased papers and/or prepared bibliographies as one's own, plagiarizing, falsifying or copying lab reports, or aiding another person in any of the above infractions of Academic Integrity, constitute acts of Academic Dishonesty."

College-wide Policy on Academic Integrity

All academic divisions at ACT, both undergraduate and graduate, will apply the following policy on academic integrity:

"A student committing an act of Academic Dishonesty in a given course will receive an F (0 percentage points) in the assignment where the academic infraction took place. If a student commits an act of Academic Dishonesty for a second time in the same course, this student will receive a failing grade in that course.

The individual faculty is responsible for enforcing the policy in a conscientious manner, for reporting all cases to the Academic Standards & Performance Committee (AS&PC) for record-keeping and for informing the affected students of their right to appeal the faculty's decision to the AS&PC. Faculty must also insert the college's policy on Academic Integrity in their course syllabi."

Academic Standards & Performance Committee

A student may appeal an initial decision made by an individual faculty to a formal body called the Academic Standards & Performance Committee (an existing standing Committee), chaired by the Director of Academic & Student Affairs.

The AS&PC will meet as needed to evaluate appeals on alleged cases of academic dishonesty referred to the Committee by an involved party. Each case referred to the Committee will have a separate hearing (several hearings could conceivably take place during a single session of the Committee). Cases sent before the Committee deemed invalid will be dismissed. The AS&PC will keep records of all academic infraction cases, whether appealed or not and it will reserve the right to invite a student who has breached repetitively the school's policy to a hearing that may lead to sanctions ranging from failure of an assignment, to failure of a course, semester-long dismissal from the college, expulsion from the college.