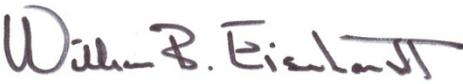




ACADEMY POLICY MANUAL

Policy Title:	Cadets Employed as Co-Ops on the Training Cruise
Policy Number:	MP 04-005
Policy Administrator:	Provost/Captain of the Training Ship
Policy Initiator:	Provost, Dr. Gerald S. Jakubowski
Authority:	
Effective Date:	May 1, 2012
Revised Date:	
Approved:	President William Eisenhardt
Approval Signature:	

Purpose: The purpose of this policy is to establish a protocol for when students may be employed as co-ops on board the training ship during cruise.

Scope: This policy applies to all enrolled students at The California Maritime Academy.

Accountability: The Provost/VPAA, Captain of the Training Ship and Instructor of Record.

Policy: It is the policy of the California Maritime Academy that cadets may be employed as “co-ops” to work on the training ship during the cruise.

Procedures for Cadets Employed as Co-Ops on the Training Cruise The California Maritime Academy

It is the policy of the California Maritime Academy that cadets may be employed as “co-ops” to work on the training ship during the cruise.

In order to be hired as a co-op, cadets may not be enrolled in a “cruise” course.

Cadets must register for a “Co-Op” course and pay the Co-Op Fee.

Cadets will be paid by the hour and will normally be expected to work eight (8) hours per day. Co-op students will also be expected to keep a timesheet to record daily hours worked.

Co-op students will be provided Room and Board at no cost to the co-op student.

Cadets will not be permitted to take other courses that may be offered on board the training cruise.

Cadets who are employed as co-ops are considered students and, consequently, are considered part of the Corps of Cadets. In this capacity, they must abide by all Corps regulations, e.g. grooming, shore leave, housing, uniform, etc.

It is the responsibility of the employer (Captain, Department Head, etc.), at the time of hire, to give to the co-op in writing, what is expected of them both as an employee and as a member of the Corps which includes abiding by all Corps regulations.

Co-op students must submit a report at the conclusion of their co-op experience and will be assigned a grade by the co-op’s instructor of record.