

# SUNY Maritime College's Cadet Observer Program

- 1. Cadet Observer Program Overview:** Intricate, Unique, Rigorous. The program brings together partnering maritime companies and cadets to develop the skills necessary to function as an EFFECTIVE member of a ship's crew. Cadet Observer integrates real-life maritime exposure, practical work experience, and independent academic studies to prepare them for their USCG 3/M's and 3/AE's licenses in a professional, industry-supported environment. Leadership, Responsibility, Accountability.
- 2. Two types of Cadet Observer:** 1. Academic "In Lieu Of" 2/C Cruise – Cadets sail for either 60 days (engine), 70 days (deck) or 90 days (for deck cadets wishing to obtain their PIC-Person In Charge- aboard a tanker) 2. Non-Academic (for experience only): Winter Break (up to four weeks) or Post-Cruise (up to 7 weeks). All cadets must have successfully completed their 3/C Cruise to cadet ship.
- 3. Expectations of Partnering Company:** Provides transportation (most cases), supervision, guidance, and opportunities to improve cadet performance in an active marine environment. Cadets are placed on either US Flag (of which there are about 200 total in the US Fleet) or Marshall Islands flagged vessels. Partnering companies, in most cases, are providing billets (berths) to the other six maritime schools around the nation. So, when SUNY Maritime receives one of these limited billets, we are appreciative!
- 4. Expectations of the Deck/Engine Cadet Observer:** Attitude, Conduct, Professionalism, Eager to Learn, Appearance, Respect, Basic Knowledge of Ship's Deck/Engine Operating Systems, Basic Watch Standing Knowledge/Skill, Responsibility with assigned tasks, Leadership, Timely. Cadets will be involved in all aspects of Shipboard Life: Arrival and Departure Procedures, Bridge, Engine and Cargo Watch Standing, Maintenance and Repair, etc.... Voyages may be domestic or foreign. Cadets, most times, will receive a cadet wage for their time aboard.
- 5. When to contact the Cadet Observer Coordinator/Career Center:** Major injury or illness, vessel goes to anchor, dry dock or is at the dock for any length of time that would compromise "at-sea days". When not to contact the Cadet Observer Coordinator: For Sea Project questions.
- 6. Sea Projects:** Cadets should contact their respective Academic Departments and/or Advisors for any questions regarding the sea project.
- 7. Application (for "In Lieu Of" Cruise) :** Initial application is through cadets' Academic Department for academic approval. Then cadets are screened regimentally through the Regimental Affairs Office. Finally, the Career Center receives a final list and cadets are individually contacted to attend a meeting outlining the program. At this meeting, cadets are provided a packet outlining the rules and regulations of the program and the documents required: TWIC, MMC, Passport, USCG 9-Page Physical, STCW and Drug Letters. Cadets will identify their top three vessel choices, but MAY NOT specify a specific company. Cadets seeking Military Sealift Command (MSC) require a separate, more in-depth application meeting and must provide additional travel immunizations. Estimated Cadet Observer cost is \$1,850. Additional costs may occur based on cadets' vessel-type selection such as additional immunizations, benzene test, flu shots, etc...
- 8. Application Deadline:** Cadets have 2 ½ weeks to submit documentation after attending Career Center meeting. Company assignment will be based on timely submission of application, academic

ranking (engine-only), and vessel-choice. Company assignments are given out one week prior to finals week. Cadets are instructed to introduce themselves to their Company POC (Point of Contact). Then, companies will contact a cadet when its time. Cadets' availability is May – August, no exceptions. Companies may provide travel within one or two days prior to their flight – cadets must be ready and packed to travel. Companies are not interested in families' need to "plan", and therefore, parents may not contact the company for information or prompt their son/daughter to continually demand from the company a definite time of departure. Companies simply may not know this yet.

- 9. Cadet Email Etiquette:** Cadets must be professional and use proper and respectful salutations at all times. Cadets should not SEND if it reads in any way offensive or abrupt. Cadets should re-read as if he/she was the recipient as rudeness delays and is ignored! Understand that the recipient may be crewing up a ship and coordinating 12 people to fly to Portland, Oregon. Cadets are not a priority – they do not add to the company's bottom line. Cadets are only cadets, yet they have the power to be an exceptional people in their mannerisms and fine examples of SUNY Maritime Cadets!

**Examples of inappropriate emails:**

- A. "Mrs. Johansson, I haven't spoken to you since Friday. Last you told me I was supposed to leave probable Saturday, and its Monday now. I still don't what ship I'm on or where I'm going. I am getting very aggravated about this situation and not knowing anything about my billet. I just want to find out more information on my billet and not be informed an hour before I have to be on the plain."
- B. "hey mrs. johannsen. i haven't heard from you in several days nor have i heard from my poc. Is this normal. Please let me know if anything comes up. Thanks"

**Example of an appropriate email:**

Dear Mrs. Johansson,

I was told by Mr. James Freeman at Alaris last Thursday that I will be leaving between the 11th and 15th of this month. So far I have not received a travel itinerary. As per your request, I am contacting you to let you know of this. Best Regards,

- 10. Medical Guidelines:** Injuries/sickness must be reported immediately to the Safety/Medical Officer. In serious cases, the Master will seek medical care ashore. Cadets must bring aboard their medical insurance cards. Cadets taking prescribed medications must have an appropriate supply for length of voyage plus extra for delays.

- 11. Code of Conduct:** Students are expected to conduct themselves in accordance with the rules and regulations of the college found in the Student Code of Conduct provided upon admission to the college. Sexual Harassment: It is unprofessional, unacceptable, and illegal! Report it!

- 12. What To Bring Aboard:** Travel Instructions, E-Tickets, Phone Numbers, Personal Documents, Money, Clothing, Miscellaneous Supplies (Toiletry Kit, Sunglasses, Flashlight, etc...) A non-academic gear list is provided by the Career Center. For sea-project questions, requirements, tools, and equipment, cadets should contact their Academic Chairperson and/or Advisor.

- 13. Contact:** Cadets may contact me via email or cell phone:

**Cell: 347-346-3453**

**mjohansson@sunymaritime.edu**