

SURFACE WARFARE OFFICERS SCHOOL
SYLLABUS
FOR
THE ADVANCED DIVISION OFFICER COURSE



MISSION STATEMENT:

The Advanced Division Officer Course (ADOC) is designed to reinforce and build on the core concepts introduced in the Basic Division Officer Course by pairing them with fleet experience through practical application, simulation, and discussion. This course will advance the knowledge of the student through 160 hours of intensive professional military training. The product of ADOC is the Fleet Lieutenant; a consummate special evolutions Officer of the Deck, expert trainer of watches “under instruction”, and an Officer ready to undertake qualification in advanced warfare and engineering watchstations.

COURSE OBJECTIVES:

The following are completion requirements (enabling objectives in parenthesis):

1. Establish and demonstrate familiarity with future homeport.
(Homeport Chartlet Assignment, Homeport COVE Transit, COVE-3 Pierwork)
2. Establish and demonstrate familiarity with future hull type shiphandling characteristics. (All COVEs except COVE -6 BRM Transit are conducted on future hull type)
3. Enhance the concepts of shiphandling and the underway watch.
(Classroom shiphandling instruction, seminars, and COVE)
4. Demonstrate knowledge and confidence in watch level *Voyage Management System* operation.
(VMS lab instruction and assignments)
5. Develop the principles of Maritime Warfare and current Naval tactics for advanced warfare (Warfare Coordinator) qualification during second Division Officer tour.
(Maritime Warfare instruction and Multi-Mission Tactical Trainer [MMTT] simulations)

6. Develop advanced engineering skills and knowledge required for Engineering Officer of the Watch (EOOW) and Command Duty Officer (CDO) Qualification during the second Division Officer tour.

(JOSMRC lectures and practicals)

7. Demonstrate knowledge and confidence in leadership positions, ethical actions, and ability of Division Officers to lead and influence overall Command Climate.

(Leadership Seminars with focus on Second Tour Officers)

EXPECTATIONS OF STUDENTS:

Be an Active Participant. Student preparation before and commitment during this course is absolutely essential. Students are expected to embody the spirit of leadership and professionalism on arrival at SWOS. Academic participation is expected and essential to fostering the proper learning environment. Participation during lectures and seminars is the only way to guarantee learning is tailored to the student's level of knowledge.

Turn in Assignments When Due. Graded assignments are expected to be completed and turned in to the Wardroom Advisor by the assigned date. Late assignments will be assigned a grade of 0% unless prearranged with the Wardroom Advisor. A list of assignments and due dates are attached and apply unless specifically modified by the Wardroom Advisor. Additional assignments may be prescribed during class by the instructor and will be completed during the time allotted, but they will not count towards the final grade. Incomplete assignments will be made up with the instructor for that lesson. Wardroom Advisors may facilitate this, but the student is responsible for ensuring completion.

Be on Time. Attendance is compulsory and tracked by the instructors. Tardiness is not actively policed, as we assume a level of responsibility equal to the rank of the student. However, lateness is noted by the instructor *whether the student is called to account for it or not*. A pattern of tardiness or absenteeism will be addressed first by the Course Lead, and if not resolved, by the Academic Director. A student's history in this regard, is always consulted when they are considered for academic review. This history will also weigh heavily on the board's decision.

ACADEMIC POLICY:

There are four exams and multiple course assignments which comprise the course requirements for ADOC. The four exams comprise the majority of the student's final grade in ADOC. They are the only academic requirement whose failure alone requires that academic counseling be held. Exams are often accompanied by a written portion (short answer/essay questions) that is graded separately from the multiple choice portion of the exams administered on *Questionmark Perception* (testing software). The final grade for each exam is only available from the Wardroom Advisor and may vary greatly from the test results displayed on the testing software. Exam grades will be available the following class day.

The last exam, depending on the wardroom schedule, will either be Maritime Warfare or JOSMRC. In an effort to avoid being held up at SWOS, the student should dedicate enough study to these subjects. It is expected that the student spend 2-4 hours each weeknight studying for the exams and reviewing course material. Preparatory readings and review of course material is essential to success.

The course assignments are completed either in or out of class, both graded and ungraded, and as detailed later in the “Course Assignments” section of this syllabus. Completion of these assignments is expected and required. A student who misses an assignment or reading *may* be recommended for Academic Review consummate to the “First Failure” as listed below in addition to loss of credit for that assignment. The exams and graded assignments are listed below as a percentage of the course “final” grade.

Navigation Rules Exam (Rules of the Road)	10% of final grade
Navigation, Seamanship, and Shiphandling (NSS) Exam	15% of final grade
Maritime Warfare (MW) Exam	25% of final grade
JOSMRC Exam	25% of final grade
ADOC Exam Total	75% of final grade

Except for Navigation Rules, exam minimum passing score is 75%.

Minimum passing score for Navigation Rules is 90%.

Homeport Chartlet	5% of course grade
VMS Practical	5% of course grade
OOD Math, Visual Aids, MOBOARD, and other homework	5% of course grade
COVE Assessment	5% of course grade
Participation	5% of course grade
ADOC Assignment Total	25% of final grade

Updated overall grades will be available to the Wardroom Advisor once weekly. In the interest of discretion, these grades will not be posted, but will be available on request from the Wardroom Advisor.

The purpose of Academic Review is to determine the cause of difficulty for the student and prescribe proven study methods. Remedial study and assignments will be assigned to assist students in achieving academic success and an exam retake will be scheduled on a not-to-interfere basis with other academic requirements. While SWOS is a NETC school house and can dis-enroll students at any time, the *goal* is always to remediate and graduate. Exam failures will be reviewed by an Academic Board and will be convened in accordance with the requirements below.

First failure: Academic Counselling with Course Lead and Academic Director
 Second failure: Academic Review Board (ARB) with Director of Fleet Training
 Third failure: Professional Review Board (PRB) with CO SWOS

SWOS reserves the right to convene an ARB or PRB outside of this order if for any reason the student is deemed to be a high risk of failure or has disrupted other students’ ability to learn. An *ARB can always recommend PRB without a subsequent failure*. Generally, behavioral or disciplinary concerns go directly to PRB. Student attitude and trends are always considered in the academic review process.

COURSE PRE-TEST and QUIZZES:

At the beginning of the course, a “Pre-test” will be given to identify areas in which the student may need to invest additional study time and to aid the Wardroom Advisor and other instructors in determining who may require additional tutoring. The results of the Pre-test ***do not count towards the final grade.***

To familiarize the student with the style, format, wording, and detail level of test questions, the wardroom advisors will administer quizzes. These quizzes will correspond with class material covered within that module and are designed to reinforce daily topics. **Quiz grades do not count towards the final grade.** Additionally, neither the Pre-test nor the quiz grades count against “academic recognition” standards.

TUTORING and ADDITIONAL INSTRUCTION:

The use of instructors outside of class at SWOS is encouraged for all students! Additionally, extra help will *always* be made available to the students for any course material. Please follow the guidelines below when seeking instructor assistance:

1. The best time to ask questions is *always* in class. Every class in ADOC is *instructor facilitated* which means that the pace of the class *is set by the students*. If you do not ask questions, the instructor will assume you understand the topic material and move on.
2. You may schedule extra study with your instructor directly. The easiest time to do this is immediately following the class. Your Wardroom Advisor or any ADOC instructor can help you get in contact with an instructor.
3. You may request to schedule that instructor through your Wardroom Advisor. Please know that this method is likely the slowest one and that help may not be available that same evening. The instructor may need to be scheduled through their Directorate and will be dependent on their course loading and availability.
4. ADOC’s parent directorate, N72 is responsible for all COVE and NSS training SWOS-wide. When looking for help in the N72 instructor bay, be sure to ask for an “ADOC Instructor”. Those two words convey precisely what people can best help with your question.
5. Lastly, make sure if you have questions to *ask them early!*

ACADEMIC RECOGNITION

In the spirit of exceptional student effort, SWOS will award those students who display a superior acumen in ADOC course work.

1. Students meeting the standards below will be designated “Distinguished Graduate”
 - Score of 90% or greater on all exams on first attempt (94% on Nav Rules)
 - Satisfactory completion of all assignments on time.
 - Overall Average of 95%
2. The student with the highest overall average and who also meets the requirements for “Distinguished Graduate” (above) will be given the “Honor Graduate Award” (one student per convening).
3. The student who displays the highest level of skill in the COVE-8 Shiphandling Assessment and also meets the minimum requirements below will be given the “Class Shiphandler Award” (one per convening).
 - Score of 85% or greater on NSS exam on first attempt (90% on Nav Rules)
 - Satisfactory completion of all assignments on time.

COURSE PREPARATION

This is an advanced course and assumes detailed knowledge of Navigation and Rules of the Road. To ensure the best chance of success at ADOC students are strongly encouraged to review the following references before arrival.

1. COMDTINST M16672.2d "Navigation Rules" (Corrected through NTM 24/13)
<http://www.navcen.uscg.gov>, www.uscgq.com
2. CNSP/CNSLINST 3530.4D "NAVDORM" (19JUL13)
<https://www.nko.navy.mil>
3. U.S. Chart No. 1
<http://www.nauticalcharts.noaa.gov>
4. American Practical Navigator (Pub 9) "Bowditch" Chapters 3, 4, 5, 6, 7, 8, 14, 21, 30, 34(Scan), and 36 (Scan) Available for free online at: http://msi.nga.mil/NGAPortal/MSI.portal?nfpb=true&pageLabel=msi_portal_page_62

HOMEWORK and ASSIGNMENTS

Assignment	Job Sheet	Due Date
NSS		
VMS Assignment	VMS-5 (Handout)	In-class assignment
MOBOARD Assignment	NSS-16 (Handout)	In-class assignment
Visual Aids	NSS-15 (Handout)	2nd Monday of Class
OOD Math	NSS-20 (Handout)	2nd Monday of Class
Homeport Chartlet	NSS-12 (Handout)	2nd Monday of Class
Leadership		
Leadership Readings	LE-1 (Student Drive)	3 rd Wednesday of Class
Leadership Readings	LE-2 (Student Drive)	3 rd Wednesday of Class
Leadership Readings	LE-3 (Student Drive)	3 rd Wednesday of Class

LEAVE and LIBERTY WHILE at SWOS NEWPORT

Cited below are portions of SWOSCOLCOMINST 1050.1 which the student is directed to read and be familiar with. A full copy of this instruction is available on the student drive. ADOC students will sign the "out of area Log" that is located in room 218 of Memorial Hall when directed.

(1) Travel Radius Restrictions while on Liberty/Special Liberty

(a) While travelling on liberty/special liberty, the following travel radius restrictions shall be followed. The travel radius is defined as the straight line distance from their residence to their destination.

1. Less than 100 mile radius: No restrictions
2. 100 miles or greater, but less than 400 miles: Sign the out of area log. If travelling by PMV, must complete TRiPS assessment and have their travel plans approved by their Department Director, or the individual must take leave. Commercial air travel authorized.
3. 400 miles or greater: Sign the out of area log. If travelling by PMV, the individual must take leave. Commercial air travel is authorized.

INSTRUCTOR INFORMATION

Department	Job Title	Name	Office	Email
N72	Academic Director	LCDR Rainaault	Memorial 218	Douglas.raineault@navy.mil
	Course Lead	LT Lewis	Memorial 229	Charles.h.lewis@navy.mil
	Alt Course Lead	LT Huntley	Memorial 229	jacob.huntley@navy.mil
	ADOC Instructor	LT Coyle	Memorial 229	benjiman.coyle@navy.mil
	SURFNAV/VMS Instructor	QMCS Tredo	Memorial 229	Jerry.tredo@navy.mil