



## STUDENT FIELD GUIDE

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Note: this field guide may be out-dated. Please refer to the primary document at <http://beamreach.org/guide.pdf> if this version is old. Latest revision of this version: 02/13/2008.

#### Waiver notice:

As a condition for participation in a Beam Reach program, you are required to document that you have read, understood and accepted all academic, safety, administrative and operational policies, rules and requirements by reading this guide, and then reading and signing the Beam Reach and University of Washington waivers which will be given to you on or before the first day of class.

# Welcome!

This Student Field Guide is an important tool that should help you get the most out of your educational experience with Beam Reach. We hope you find it useful when preparing for the program, as you participate, and even after you return home.

The Guide begins with a vision for Beam Reach in the future and a summary of your curriculum and courses. We trust you will embrace the parts of the vision that appeal to you and work with us as students (and alumni!) to realize them. We hope the vision inspires you to incorporate the innovative spirit of Beam Reach, even as you experience it for the first time through the curriculum.

Next, the Guide offers information about what life will be like with Beam Reach. There is information about the land campus (Friday Harbor Laboratories) and life aboard the sailing catamaran *Gato Verde* – your home at sea. You will also read about how to stay in touch with your friends and family while you are here.

Finally, there are three important sections that establish some ground rules and help us learn in a safe environment. The first section articulates the logistics of academic affairs. The second presents policies that are designed to help reduce the risks involved in participating in the Beam Reach program. Finally, your rights and responsibilities as a Beam Reach student are described.

**Please be sure to read through the entire Guide. Then print, fill out, and sign all waivers, medical forms, and any other forms emailed to you prior to the program and bring them with you to the first class meeting.**

Bon voyage,



Dr. Scott Veirs  
President, Beam Reach  
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# OVERVIEW OF BEAM REACH

## THE VISION

When sailors travel on a “beam reach” their boat and sails are oriented to maximize progress across the wind. The vision for Beam Reach described in this section focuses on three societal problems: science is too often taught through textbooks and large lectures; ocean research is too rarely applied to critical marine environmental problems; and American culture is moving too slowly towards sustainable practices, particularly in the oceans. Students and citizens adrift in these troubled societal seas need a way to make quick progress to more innovative waters – where science is taught through inquiry and collaboration, where marine research focuses on critical issues, and where humans harvest marine food sustainably, pollute less, and utilize renewable energy efficiently. Beam Reach is the way to get there fast, and to begin transforming society along the way.

### ***Improve science education***

The Beam Reach educational outcomes define a scientifically literate citizen<sup>1</sup>. Beam Reach students learn science through rigorous experiential education: an intense combination of traditional lectures, innovative classroom activities, collaborative exploration in the laboratory and field, extensive research at sea, and public presentation of results in a public forum. Beam Reach teachers foster student curiosity and model scientific skepticism. They help students make a meaningful contribution to a research project that is relevant to the student. Inquiring alongside professional scientists, Beam Reach students quickly comprehend the scientific process and have many opportunities to practice it in the field. Repeatedly, they ask their own questions, gather and analyze data, and distill their results into publishable form.

### ***Focus ocean science on critical marine issues***

Unsustainable human use of ocean resources has intensified the need to explore and understand the marine environment and ecosystems<sup>2</sup>. Beam Reach instructors and students motivate their scientific investigations with the goal of realizing sustainable human interaction with the sea. On shore our students and instructors collaborate with researchers at the University of Washington Friday Harbor Laboratories, as well as local and visiting scientists, to study topics that are immediately relevant: from the decline of local marine mammal populations to the rational design of marine protected areas. Throughout the Northeast Pacific, our scientific objectives are determined by the interests of the Beam Reach students and instructors, the talents of collaborating researchers, the technologies introduced by visiting engineers, and the most urgent marine issues in each region we visit.

### ***Promulgate a sustainability ethic***

The resolution of marine environmental issues requires citizens who value the ocean and understand how to minimize human impacts upon it. Living aboard any sailboat motivates constant environmental awareness because the sailor’s home is immersed in the sea and isolated from the conveniences of land. The vessel itself represents a relatively closed system in which resources and waste cannot be ignored. Living aboard the Beam Reach sailboat, we not only interact personally with the ocean, but also are exposed to novel ways of achieving a sustainable

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<sup>1</sup> [National Science Standards](#), National Research Council, National Academy Press, 1996

<sup>2</sup> [America’s Living Oceans: Charting a Course for Sea Change](#). Pew Oceans Commission, 2003

human society. We research ocean ecosystems and study sustainable marine practices. We witness renewable power moving us across the planet, appreciate efficient design, and experiment to improve the sailboat's "clean" technologies. In each destination port, Beam Reach instructors and students culminate their learning experience by sharing new ways to mitigate or eliminate human impacts on the environment. With guidance from partner institutions in Canada, the Northwestern U.S., Mexico, Ecuador, Polynesia, and Hawaii, Beam Reach students – including representatives of destination port communities – present their scientific results and conduct service projects, like installing photovoltaic panels and wind turbines.

### ***Create an icon of sustainability***

The Beam Reach sailboat symbolizes for the world a new American dedication to finding ways to consume less and cooperate more, thereby increasing our quality of life. It is an inspiring catamaran that carries scientists, students, ideas, and innovations cost-effectively between West Coast cities and Pacific ports, exclusively under renewable power. Both at sea and at the dock, it is emblematic of scientific understanding of natural systems and demonstrates appropriate technological solutions to environmental problems. While the Beam Reach sailboat presents new technologies and behaviors that are sustainable, it also embraces the best of human cultural history; it is a modern hybridization of Pacific traditions: the Polynesian and First Nations voyaging canoes.

### ***Improve teaching and research conditions at sea***

The Beam Reach catamaran also sets new standards as a compelling classroom for teaching marine science and engendering environmental stewardship, personal growth, and collaboration. Compared to other sailing school vessels, it is safer: it is so simple it can be handled by just two people and it has reduced sail area and no ballast – in contrast to sailing school tall ships which too often have been knocked down and rapidly, tragically sunk. Because of its small displacement, it is also more efficient. It is light enough to be powered without fossil fuels and fast enough to fit long Pacific passages into standard academic schedules. Finally, it is more conducive to teaching and scientific research because it is quiet, stable, close to the water, and spacious.

### ***Utilize the marine and scientific resources in the Pacific Northwest***

The logical homeport on the West Coast for such a sailboat and the Beam Reach school is Friday Harbor, Washington. The San Juan Islands are a focal point of efforts to use best available science to address major marine environmental concerns – from depleted orca populations to the establishment of new marine protected areas along the U.S./Canadian border. The Pacific Northwest region is also extremely rich in scientific resources and expertise relevant to the Beam Reach program. The University of Washington (UW) in Seattle is a global leader in oceanography, fisheries, conservation biology, acoustics, engineering, and environmental science. The proximity of the University enables myriad opportunities for student learning, instructor exchanges, technology transfers, and scientific collaboration. It also means logistical benefits for Beam Reach: the University's Friday Harbor Laboratories (the "Labs") provide Beam Reach with access to excellent library research and teaching facilities; the University's outstanding reputation in the marine sciences bolsters the Beam Reach programs; and, the undergraduate program is approved for academic credit by the UW.

## THE CURRICULUM

The core program of the Beam Reach marine science and sustainability school is a 10-week-long "voyage" divided about equally between land (based at the Labs) and sea (aboard a sailing research vessel). The curriculum is the product of a collaborative, outcomes-based design process that has engaged the Beam Reach Academic Advisors, as well as instructors, staff, and students.

Students who successfully complete the Beam Reach curriculum will have mastered:

- 1) each step in a 10-week research collaboration with peers and a scientific mentor -- from initial questions and proposals on land, through data collection and analysis at sea, to final papers and presentations in the destination port;
- 2) a basic understanding of the oceanic environment, marine ecosystems, and human interaction with the sea;
- 3) how to assess and choose sustainable technologies and practices, especially those that are common in marine settings and/or are utilized on the Beam Reach vessel;
- 4) safe navigation and efficient operation of a sailing research vessel during a multi-week voyage in the Pacific ocean; and
- 5) setting and achieving personal goals, cooperating within a small group, and acting as a leader.

In the long-term, the Beam Reach curriculum is designed to achieve two overarching outcomes:

- 1) students, instructors, and alumni advancing marine science through research and education, and
- 2) students, instructors, and alumni enhancing and promulgating sustainable technologies and practices in the marine environment.

Advancement of marine research by students is assessed in the short-term by audience ratings of final presentations and instructor assessment of final papers. Long-term success is defined by the number and quality of student papers and alumni publications derived from Beam Reach research projects. Research progress by instructors is measured by successful publication of results in peer-reviewed journals and/or dissemination in the popular media.

Progress in science education is assessed by students and teachers who rate each other both during and at the end of the land and sea components. Over longer periods, successful advancement of marine science education by Beam Reach will be quantified by: a growing number of applicants and participants; broadening use of Beam Reach educational materials; and the percentage of our alumni who describe Beam Reach as a valuable educational experience.

Enhancement of sustainable technologies by Beam Reach is measured by increases in efficiency and decreases in environmental impacts of school activities. Successful promulgation is defined by an exchange of technologies and practices with affiliate organizations that is rated positively by service project partners in the destination port communities. An additional metric for assessing effective promulgation is the percentage of alumni who report that Beam Reach led to more sustainable practices in their personal lives.

## COURSE DESCRIPTIONS

## MARINE FIELD RESEARCH

This course is designed to guide you through a rigorous scientific experience in the marine environment. Key steps are formulating your own questions within a research theme, generating a research proposal and integrating it within a collaborative group science plan, implementing the plan at sea, and presenting your results in a public forum. The research theme is customized for each voyage by Beam Reach advisors, staff, instructors, students, and stakeholders from the relevant geographic area. Mini-lectures, lab exercises, and readings introduce aspects of biological, chemical, geological, and physical oceanography and other marine sciences that are relevant to the class research theme.

The land component of the course begins with a series of presentations from local scientists and instructors who are involved in the research theme that anchors the course. Their presentations emphasize background information, recent results, and controversies, and are designed to nurture your curiosities and help you learn to pose scientific questions fearlessly. In the first few weeks, you refine your questions into a research proposal through an iterative process that includes library research, critical analysis of scientific literature, daily exchanges of ideas with your peers, and weekly consultation with your instructor/mentor. Students and instructors collaborate to revise the proposals and interactively formulate a science plan that will accomplish all individual research projects within the allotted sea time.

The sea component begins with safety and sail training and then focuses increasingly on accomplishing the science plan. During the first weeks at sea, you observe and experiment intensely. Then your first priority shifts from observation to data analysis. Most cruise tracks and syllabi allow you to return to land intermittently to assess preliminary results and refine methods. Data collection and interpretation of results continue throughout the sea component. Opportunities for constructive feedback at sea from peers are built into the daily class, which also includes mini-lectures on science topics related to the research theme from instructors, staff, or visiting scientists. The final week (back on land) is dedicated to preparation of final written and oral reports. Daily office hours, informal interactions, and scheduled weekly meetings with mentors prepare you to present your findings in a public forum as the program ends.

The course emphasizes scientific communication and may satisfy writing requirements. You practice communicating through reading scientific literature, writing scientific proposals and papers, presenting research results to a scientific audience, and describing your scientific experience to a general audience through web-based “blogbook” entries. On average, an hour a day is devoted to developing communications skills. Typical structured activities are discussing readings from the primary literature (journal club) and sharing feedback with peers and instructors on writing or presentations.

## PRACTICING SUSTAINABILITY SCIENCE

This course is designed to give you first-hand experience with real-world marine policy issues and the technologies that can help to mitigate environmental impacts, particularly in the oceans. Like Marine Field Research, this course is based partly on land and partly at sea.

During the land component, this course uses short (day- to week-long) projects and field trips for three purposes. Field trips and associated readings help you develop the broad societal (as opposed to scientific) motivation for your main research project. Interactions with local decision

makers (like the members of the local Marine Resource Committee) demonstrate how scientific information can be used to define and work toward marine sustainability.

The course also exposes you directly to sustainable practices and technologies, both on shore and at sea. You tour technologies that reduce environmental impacts in local island communities, experiment with similar technologies on the Beam Reach "sustainability ship," and propose and analyze improvements in both contexts. Finally, the course guides you through the formulation and implementation of a service project with stakeholders in the destination port. The project usually involves an exchange of information or technology between the Beam Reach students and the home or destination port community.

## PROGRAM LOGISTICS

### LIFE WITH BEAM REACH

#### A TYPICAL DAY AT FRIDAY HARBOR LABS

0745-0830	Breakfast
0830-1000	Morning class 1
1030-1200	Morning class 2
1215-1245	Lunch
12 45-1400	Exercise/break
1400-1730	Work on research and/or service projects
1800-1830	Dinner
1900	Independent/group study/recreation

On land, mornings are usually more structured and emphasize scheduled presentations from instructors and visiting scientists. Afternoons generally involve students in group activities, guided individual research, or field experiences. Students have a weekly advisory meeting for about an hour, often during meal times. Lunchtime is a 2-hour period during which students are encouraged to exercise or otherwise enjoy the peak daylight hours, especially during the short days that occur at Friday Harbor's latitude during the winter. Some weekend days are relatively unstructured, but the course syllabus may override traditional vacations and conventional days off.

#### A TYPICAL DAY AT SEA

At sea, formal interactions occur primarily during watches and a 2-hour class (usually in the morning). Typically, one group of ~2 students is on sailing watch while the remaining students are on science watch. Watch duties are planned by instructors and students to accomplish scientific goals while safely operate and monitor the vessel. The following list characterizes typical activities during the sea component.

- Typical watch: gather or analyze data; keep records or write about results; small group activities; operate vessel and monitor ship systems, technologies, and resources
- Typical class:
  - 40 min: student reports on sailing, science, technology, and resources
  - 15 min: discussion

- 05 min: break
- 20 min: synopsis or mini-lecture by instructor(s)
- 40 min: discussion
- Typical Sunday: all hands clean and re-provision vessel; group science debriefing/planning session.

## FOOD

At Beam Reach, many meals will be planned and prepared by you and your classmates, with guidance and assistance from your instructors and captains. In general, on land and at sea, rotating groups of students will share the primary responsibility for provisioning, cooking meals, and cleaning up.

During the land component, meals either will be provided by the Friday Harbor Laboratories cafeteria or will be prepared in the kitchenettes associated with common spaces and/or some student or instructor housing. At sea, meals are prepared in the galley and served family- or buffet style in the salon or on deck.

Our goal is to collaborate to share healthy, delicious group meals that are easy to prepare and clean up. Please remain flexible, particularly at sea where cooking, storage, and refrigeration facilities are limited.

We also aspire to eat sustainably – consuming low on the food chain when possible and preferring staples and fresh produce from local farms and markets. While we make a great effort to accommodate all dietary requirements, whether you are a fruitarian or an obligate carnivore you will need to be prepared to bear the burden of extra costs and logistics associated with any special dietary preferences. It may be difficult or impossible to accommodate exclusive dietary requirements. If your requirements are extreme, please contact a Beam Reach instructor in advance to discuss your needs.

## LAUNDRY

The Labs have coin-operated washing machines and dryers. Laundry soap is easy to find in Friday Harbor. If you have special soap or cosmetic needs due to skin allergies, you should bring your own supply. Doing laundry at sea is difficult. In a pinch, salt water soap and clothespins are one way to do laundry on the boat.

## THE COMMUNITY

Beam Reach values innovations that increase the capacity of community members to manage their marine and coastal resources sustainably. Fostering such innovation requires constructive relationships with the residents of the San Juan Islands and our destination ports. We ask that you treat all members of the communities you will visit with respect and an open mind. Please work to create and strengthen trusting relationships between Beam Reach and community members. Your reward will be insights and ideas from local workers, experts, scientists, activists, families, children, and professionals. Furthermore, good relationships will support a key component of the Beam Reach curriculum: planning and implementing a service-learning project related to the research theme, sustainable practices, and/or technologies.

## TECHNOLOGICAL RESOURCES

### RESEARCH EQUIPMENT

Beam Reach and the Labs own or have access to the sampling, measuring, and recording equipment needed for use in the field or classroom. This includes geographic positioning system (GPS) units, acoustic hardware/software, recording gear, pH meters, water quality measuring equipment, etc. Beam Reach concentrates on field research and is committed to non-invasive techniques.

### LIBRARIES

The combined libraries of Beam Reach, the Labs, and the University of Washington offer a broad collection of texts and journals focused on marine biology, acoustics, ecology, natural resource management, environmental science, economics, geography, anthropology, statistics, fisheries ecology and management, coastal zone management, sustainable development, conservation biology, environmental policy, and environmental ethics. During your first days at the Labs you will be introduced to the local and online library resources, including the Friday Harbor Labs library (open 24/7). While on the local network you have access to full-text articles in any on-line journal to which the UW subscribes. You will also have access to the Beam Reach library on land and at sea, as well as instructor collections of useful references from the primary literature.

### COMPUTERS

A public computer cluster with Macs, PCs, and standard software packages will be available to you 24 hours/day at the Friday Harbor Labs. The Labs maintain a hard-wired and wireless local area network and have a T1 connection to the Internet. Laptops are sometimes available, as are wireless cards.

If you have your own laptop, you are highly encouraged to bring it. This can help alleviate some of the stress involved during critical assignment periods, when computer access is in high demand. However, all laptops **MUST** meet security standards of the Labs before attempting to join the local area network. Upon arrival, please arrange with your instructor to have your laptop's security status assessed before you connect. Also, Beam Reach cannot accept responsibility for ensuring the safety of students' personal computers, either on land or in the field. Personal laptop insurance coverage can often be obtained through the credit card used to buy the equipment (check with your credit card company), or through homeowners' insurance.

## COMMUNICATIONS

### MAIL

Personal correspondence during the program should be addressed to:

YOUR NAME c/o Beam Reach  
Friday Harbor Laboratories, University of Washington  
620 University Road, Friday Harbor, WA 98250

## TELEPHONE

You will probably get good cell phone reception at the Labs and intermittent reception while at sea in the San Juan Archipelago. The Labs also have landlines available for local and long-distance calls. See the handout “Working and Living at Friday Harbor Laboratories” for details.

## INTERNET

Internet access and e-mail are available for students at the Labs to support research and educational work. In order to maintain the stability of the network, the following actions are prohibited:

- Downloading any files not related to your Beam Reach curricular activities.
- Gaining unauthorized access to remote Internet systems or abusing Internet systems or Internet users.
- Taking actions that compromise the security of the Labs network.
- Spamming, hacking, virus distribution, etc.
- Illegally copying or redistributing copyrighted material.
- Viewing pornographic or illegal content.

In the event of any violation of this policy, Beam Reach reserves the right to suspend or terminate any or all Internet access.

At sea we will maintain a shipboard wireless network, but usually we will not have Internet access. You will be able to check email and upload files to the Beam Reach web site during port stops.

## NEWS FROM THE FIELD

Be sure to let your friends and family know if you will be blogging during your Beam Reach adventure. They may also want to sign-up to receive our electronic newsletter (at <http://beamreach.org/sign-up-for-the-newsletter.html>) that includes photos, updates from the instructors, and narratives from students about their experience. Both tools offer a great way for your loved ones to follow your progress!

## EMERGENCY CONTACT

Any student emergency should be reported first to your instructors. If they are not available, then you should contact Beam Reach Headquarters in Seattle. Please use these contacts in this order for student emergencies (except in the case of sexual harassment, see page 20):

Scott Veirs	<a href="mailto:scott@beamreach.org">scott@beamreach.org</a>	(206) 251-5554
Tracy Smith	<a href="mailto:tracy@beamreach.org">tracy@beamreach.org</a>	(206) 371-1254

Family emergencies that arise while a student is out of contact (at sea or in the field) should be communicated through Beam Reach Headquarters in Seattle. Parents should first contact Tracy

Smith at (206) 371-1254. Beam Reach will then contact appropriate parties and transmit messages as necessary via cell phone, VHF radio, shortwave radio, or satellite phone.

## ACADEMIC AFFAIRS

### ACADEMIC EXPECTATIONS

The academic atmosphere we aspire to create at Beam Reach is a community of learners. We all differ in age and culture and have a broad variety of academic backgrounds. We view each difference as a learning opportunity. We encourage you to challenge yourself intellectually in areas that are novel to you and to act as a leader by teaching others about topics you know well. Students and staff are expected to engage in civil discourse while collaborating in research, developing field skills, and learning about environmental problems.

### STUDENT CONDUCT

All students accepted in the program and registered by UW shall adhere to the University of Washington Student Conduct Code at the following URL:

<http://www.washington.edu/students/handbook/conduct.html>

### PROGRAM DROP POLICY

With respect to transcript recordation, the UW drop policy listed at the following URL will be used. However, students forfeit the BEAM REACH fees and UW tuition and fees if they withdraw from the program after the registration deadline.

<http://www.washington.edu/students/reg/wdpolicy.html>

### ACADEMIC CREDIT

All Beam Reach courses are approved for academic credit through the University of Washington. Students in Beam Reach programs are automatically registered at UW. You should receive a confirmation of your registration during the first days of the program. Students registered through UW receive grades, UW credit, and have UW transcripts on file and available from UW. A Beam Reach program consists of two courses carrying a total of 18 quarter or 12 semester credits. Since UW runs on the quarter system, Beam Reach students will be registered in the UW quarter that overlaps the most with their program. Beam Reach students should expect transcripts to be available at the end of the quarter in which their program ends.

### TRANSCRIPTS

Participants may request UW official transcripts by (a) sending a written request to Transcript Office, Box 355850, University of Washington, Seattle, WA 98195-5850, including a check or money order to cover the four dollar (\$4.00) per copy transcript fee, payable to the University of Washington; or (b) ordering in person at the Transcript Request Window, 225 Schmitz Hall, University of Washington, Seattle, WA.

Participants may request unofficial transcripts by (a) accessing “MyUW”, the University of Washington’s Internet portal to information resources for currently registered students, entering their UW NetID and password to access MyUW, and following the instructions under “Student Personal Services”; or (b) requesting a copy of an unofficial transcript in person from the Transcript Request Window, 225 Schmitz Hall or the Undergraduate Gateway Center, 171 Mary Gates Hall, University of Washington, Seattle, WA. Unofficial transcripts are issued at no charge.

## DISCLAIMER

Beam Reach is an independent contractor. Beam Reach is not a part of UW. All payments made to Beam Reach are entrusted only to Beam Reach (and not UW). Beam Reach bears sole responsibility for the proper handling, security, and disposition of these payments, and sole responsibility for the delivery of the program to the students. UW shall have no obligation to deliver the program to the students in the event of a breach by Beam Reach of its obligations, specified in the Memorandum of Agreement between UW and Beam Reach.

## CREDIT TRANSFER

The type of academic requirements (major, minor, elective, distribution, etc) that students may satisfy using UW credits Beam Reach coursework is determined by the student’s home institution. It is strongly recommended that each student keep copies of all curriculum descriptions, syllabi, evaluations, research papers, notes, handouts, data files, and readings for the student’s own future use, and for possible discussions with instructors advisors (as these may not be available after students depart).

Beam Reach cannot guarantee that students will receive credit for their Beam Reach participation from their home institutions. Students should not assume that a prior student's success with credit transfer is a guarantee that their credit will transfer as well. It is the responsibility of the student to arrange credit with their home school prior to Beam Reach participation. Students intending to receive academic credit at their home institution should speak with their academic advisor about how to best proceed. Students should allow time to have their specific Beam Reach program approved by their advisor and other appropriate personnel before the start of the program.

Students who do not receive academic credit at their home institution are encouraged to perform at their highest capacity. Future graduate or other academic programs, as well as certain employers may request your Beam Reach references and/or transcript, and grades will not be changed unless you qualify for a review of your final grade (see the section entitled “Requesting Review of Final Grades” below).

## GRADING POLICIES

### LETTER GRADES, INCOMPLETES, AND WITHDRAWALS

Beam Reach courses are rigorous and challenging, but assessments are focused on key outcomes and rubrics are used to clarify what will constitute success. Courses may not be taken on a pass/fail or audit basis. Letter grades will be reported to the University of Washington for every student. Beam Reach does not "round-up" numerical grades (e.g., a final grade of 89.99%

receives a letter grade of B+ and is not rounded up to 90.00, or A-). We use this letter grade scale:

A = 92.50 - 100.00% = 4.0;	C+ = 77.50 - 79.99 = 2.3;
A- = 90.00 - 92.49% = 3.7;	C = 72.50 - 77.49 = 2.0;
B+ = 87.50 - 89.99% = 3.3;	C- = 70.00 - 72.49 = 1.7;
B = 82.50 - 87.49% = 3.0;	D = 60.00 - 69.99 = 1.0;
B- = 80.00 - 82.49% = 2.7;	F = < 59.99 = 0.

An incomplete is typically a temporary status for students who have temporarily left an academic program with the intent of completing outstanding coursework by a predetermined date. Because Beam Reach programs are often based overseas, field-orientated, and require full-time in-person participation in all activities, Beam Reach does not grant incompletes.

#### REQUESTING REVIEW OF FINAL GRADES

It is the responsibility of the instructor(s) to articulate how grades are determined. It is the responsibility of students to consider these explanations and, if there is a lack of clarity, to request clarification immediately, rather than after grades are received.

Students who feel that any grading basis or grades are unfair should explain their concerns first to the relevant instructor *in writing* during an advisory meeting. Their explanation must include both their reasons for believing the unfairness exists and their requests for specific changes. Instructors have the obligation to respond fully, clearly, and promptly. After a student departs a program, the only grade changes Beam Reach will consider are those which involve mathematical or transcription errors.

#### ACADEMIC AND RESEARCH HONESTY POLICY

Students who participate in Beam Reach programs are expected to maintain the highest standards of academic honesty and integrity. In general, academic honesty requires that each student refrain from attempting to obtain, or assisting any other student to obtain, any form of academic credit by the use of any scheme, artifice, trick or other means that makes it appear that a student has:

1. performed original research that the student has not personally performed;
2. analyzed and/or presented data, drawn conclusions or supported a theory, where the student has not personally undertaken those efforts; and
3. personally mastered course materials and prepared for examination, where the student has not actually mastered the materials and/or prepared.

Without intending to limit the generality of the foregoing description, plagiarism, copying, falsifying data, cheating on examinations, submitting the work of others as one's own work and reusing work prepared for other courses are all examples of academic dishonesty. Knowingly allowing others to represent your work as their own is as serious an offense as submitting another's work as your own. Instructors will use their best efforts to make it clear whenever joint efforts and collaboration between students in the preparation of work product are deemed acceptable and the extent of collaboration that is permissible.

Students will, at all times, adhere to generally accepted American university norms, standards and procedures of academic and scientific integrity and honesty, including but not limited to, standards set by any college or institution with which the student is associated. Beam Reach has adopted a zero-tolerance policy towards student cheating, plagiarism, data falsification and any other form of dishonest academic and/or research practice or behavior. As a result, any Beam Reach student found by Beam Reach to have engaged in or to have facilitated academic and/or research dishonesty will receive a zero percent (0%) mark for that particular activity.

In addition, Beam Reach reserves the right, using its sole and unfettered judgment about the severity or repetition of any transgression, to expel a student from any program in which the student is participating. A student who is expelled from a program will receive a grade of “Withdrawn” for each of the courses of the program and a notation of “Academic Suspension”. The expelled student will not be entitled to any financial refund from the program.

Beam Reach considers it appropriate to report to a student’s principal academic organization any behavior that reflects on the character, integrity and/or academic ability of a student. Therefore, when a final determination of guilt has been made, Beam Reach will report the final decision, as well as the sanction imposed, to any college or institution with which the student is associated, as well as to the University of Washington. Through participation in a Beam Reach program, each student shall be deemed to have expressly waived any right to prevent such disclosure that might otherwise exist in law or by contract. Nothing in this policy shall prevent any college or institution with which the student is associated from reviewing the violation and taking actions pursuant to its own policies on academic misconduct, including its policies on sanctions or the recording of an offense on a student’s record.

#### DATA DISTRIBUTION AND OWNERSHIP

Beam Reach is the owner of all work products developed and research data collected by students while participating in a Beam Reach program or through the use of facilities or funds provided by or through Beam Reach. These products and data include but are not limited to data sheets, electronic files, recordings, photographs, video, and measurements. No student may utilize these data for any purpose other than scholarly works including, but not limited to the production of: i) required coursework outputs; ii) reports to approved Beam Reach clients, such as service projects and related products; iii) conference presentations; iv) scientific publications; and v) theses or other academic projects. The use of these data by students for undisclosed and unapproved personal benefit or commercial application, financially or professionally or in any other way is not permitted.

Students who have collected data during their program period should notify their instructor during the program if they wish to restrict access to specific data after completion of their Beam Reach program for the explicit purposes of developing senior theses or other scholarly works. Similarly, instructors should notify Beam Reach headquarters regarding any data restriction requests. Otherwise, Beam Reach will generally make all scientific data accessible to the public as soon as possible.

Beam Reach is also the default owner of all other data generated or collected by staff, guests, or students participating in the program, including (but not limited to): photographs; audio and video recordings; survey or interview responses, blog articles, log entries, or other writings; sighting data; and ship system/engineering data. Beam Reach reserves the right to make any of these data

available publicly (including on the Beam Reach web site and in marketing materials) and will strive to acknowledgement authorship whenever possible and warranted. Students who want to restrict the use of particular data (e.g. photographs) must submit a written request to the Beam Reach Board that details the data and desired level of restriction.

## SCHOLARLY WORKS

Beam Reach students are encouraged to publish their research work in the form of “Scholarly Works.” Scholarly work includes the publication of results, conference or professional presentations, etc. Since the interpretations and conclusions put forward in scholarly works reflect the opinion and intellectual property of the author/presenter and not that of Beam Reach, such scholarly works are owned by the author.

In all scholarly works submitted for publication and based upon Beam Reach data, the authors, whether currently or previously students at Beam Reach, are required to acknowledge Beam Reach and all Beam Reach employees, affiliates, and students who were involved in the project. In addition, publications or presentations by Beam Reach employees that are based on data obtained by students during a Beam Reach program will, at a minimum, give full acknowledgement to the students and staff concerned. The inclusion of those students and/or staff as co-authors will be based on accepted standards for scientific co-authorship.

## SAFETY POLICIES AND RISK MANAGEMENT

### OUR SAFETY SYSTEM

Boat-based education and marine research sometimes present greater and qualitatively different risks than those found on a college campus within the U.S. Beam Reach is committed to managing these risks in order to achieve the learning outcomes of our field programs.

As part of our safety strategy, we require standards for behavior intended to maximize safety for our students and staff, for the communities in which we work, and for our school. It is important that you clearly understand the Beam Reach standards before you participate in our programs.

Students over the age of 18 years are adults and are responsible for both their decisions and the consequences. To ensure that our programs are safe, educational, stimulating, secure, fun, and dynamic environments where staff and students successfully work together, we require adult students to adhere to Beam Reach policies, Friday Harbor Laboratory rules, and the Beam Reach operational objectives (described below). The decision to ignore or violate them or to endanger the safety or security of others will result in disciplinary action.

We ask that you support the Beam Reach safety system, which includes the following:

- Beam Reach Operational Objectives
- Beam Reach Program-Wide Policies
- FHL Rules and Protocols
- Disciplinary Procedures
- Waivers
- Safety Education

## OPERATIONAL OBJECTIVES

The Beam Reach operational objectives are common-sense goals that help ensure that Beam Reach functions safely and accomplishes its mission. Beam Reach works to empower students and requires them to manage their behavior in order to achieve the following objectives:

- Maximize safety and security
- Foster academic excellence
- Maintain good relations with classmates, faculty, and members of local communities
- Operate legally and ethically
- Minimize and mitigate risks and exposure to liability
- Be a respectful, helpful participant while at sea and on land, particularly when a guest at Friday Harbor Laboratory
- Improve (not impede) Beam Reach's ability to be a successful school

## PROGRAM-WIDE POLICIES

The Beam Reach program-wide policies govern all programs and all sites, including the Labs, field trip locations, and the research vessel. By signing the Beam Reach waiver, you agree that you have read and understand all of its terms, and that you will abide by all Beam Reach policies documented in this Guide.

Violation of any policy will result in disciplinary action (described below). When considering any violation, Beam Reach reserves the right to interview, investigate, search for and confiscate evidence, contraband, alcohol, drugs or paraphernalia and to contact local authorities.

### ALCOHOL POLICY

Possession or consumption of alcohol is not permitted during any program activities or on Beam Reach property (including any Beam Reach vehicles, classrooms, common areas, student quarters, or field trip sites). Exceptions for special occasions at the Labs may be permitted, subject to pre-approval by your instructors. Any use of alcohol that in any way compromises the Operational Objectives will be addressed and may include disciplinary action. The permissible drinking age is defined by the local laws where the program is operating.

All Beam Reach vessels, especially small boats, are "dry" at all times (meaning that alcoholic beverages are not allowed on board in any form). Furthermore, it is absolutely forbidden to operate any vessel (small or large) when under the influence of alcohol.

### DRUG POLICY

Beam Reach prohibits the use or possession of any drugs, chemicals, or medications that are illegal or that interfere with the Operational Objectives of any Beam Reach program or site. Illegal drugs are defined by United States and host-country laws. Beam Reach has a zero tolerance illegal drug policy – violation of this policy a single time will result in expulsion. This policy is in force on land and sea, aboard any vessel (large or small), from the beginning to the end of the program, including time designated as "time off."

## TIME OFF POLICY

In most of our programs, time is divided into "Program Time" and "Time Off."

Program Time is any time that a student is on Beam Reach or UW property, riding in a Beam Reach vehicle, engaged in a program related activity, or traveling to/from a program-related activity. During such time all School Policies and Lab Rules are in effect. While we ask that you always consider the Operational Objectives, applicable policies change between program time and time off.

When not on Beam Reach property, in a Beam Reach vehicle, engaged in a Beam Reach program related activity, etc., there may be time that is clearly designated "Time Off" by the instructors and/or course syllabus. During time off, students are solely responsible for their own safety and well-being. During time off, Beam Reach rules and policies, with the exception of the drug policy and local law policy, are not in effect.

## SIGN OUT POLICY

When leaving the Labs or the vessel, you must communicate with an instructor or a peer who will remain immediately accessible while you are gone. If such a person is unavailable, then you must sign yourself in/out so that you can be located in case of an emergency. It is particularly important to also follow the Labs rules for signing out rowboats and, where applicable, other small vessels.

## VISITOR POLICY

Aside from visiting professionals and guest lecturers, Beam Reach generally does not allow visitors on site during the program because it is disruptive to the program schedule and the dynamics of the group. To minimize the impact on the program, Beam Reach requests that all visitations be coordinated in advance through the instructors. Separate overnight housing at the Labs can sometimes be arranged and there are many accommodations nearby in around Friday Harbor.

## MOTOR VEHICLE/BOATING POLICY

Beam Reach students may not operate Beam Reach motor vehicles or motorboats. Beam Reach students may not ride in a Beam Reach motor vehicle or motorboat without an operator who is approved by Beam Reach. Seat belts must be worn in all motor vehicles, where available. Beam Reach facilities that utilize motorboats must remain in compliance with all local regulations (including rules regarding maximum occupancy, approved seating, personal flotation devices, radio protocols, rescue equipment, and first aid supplies).

## LOCAL LAWS POLICY

Beam Reach supports and complies with all local laws. Any violation of a local law will result in Beam Reach disciplinary procedures and may also subject you to local penalties such as fines, arrest, or deportation.

## SWIMMING POLICY

***Swimming is always at your own risk.*** In all programs, swimming is always optional and you may terminate a swim at any time you deem it necessary. Where Beam Reach conducts recreational swimming during program time or on Beam Reach property, protocols and guidelines will be presented. If swimming is integral to the program, there will be a swim assessment and a presentation of safety guidelines.

## SEXUAL HARASSMENT POLICY

It is the policy of Beam Reach to respect the rights of students to work and study in an environment free from any type of sexual harassment and to investigate and resolve any reported cases of sexual harassment. Each administrator, instructor, and student is responsible for ensuring a work and learning environment that is free from sexual harassment. Beam Reach policy specifically prohibits any instructor or staff member from having a sexual relationship with a student at any time while the student is enrolled in a Beam Reach program. In addition, no Beam Reach employee shall threaten, promise, or insinuate, either explicitly or implicitly, that any student's refusal to submit to sexual advances will adversely affect the student's status with Beam Reach, including but not limited to influence on grades or recommendations.

By definition, sexual harassment is not limited to prohibited conduct by a male student toward a female student. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

A man as well as a woman may be the victim of sexual harassment, and a woman as well as a man may be the harasser.

The victim does not have to be the opposite sex from the harasser.

Each student is personally responsible for ensuring that his or her conduct does not sexually harass any employee or student, and should refrain from behavior, either physical or verbal, that may be reasonably considered offensive to others. Each individual is responsible for cooperating in any investigation of alleged sexual harassment if requested to do so by the person conducting the investigation. Specifically, all forms of sexually harassing conduct – including but not limited to the following examples – are prohibited:

- Unwelcome sexual flirtations, advances or propositions.
- Verbal abuse of a sexual nature.
- Derogatory or suggestive verbal comments about an individual's body, clothing or sexual nature.
- Sexually degrading words used to describe an individual.
- Public display of sexually suggestive objects or pictures.

Beam Reach has developed a sexual harassment complaint procedure to insure that complaints are investigated promptly and in a manner that is fair to all. Beam Reach has designated the Chair of the Board of Directors as the sexual harassment investigator. The instructors shall ensure that students have access to confidential channels for reporting their concerns, including posting this name and numbers for the Beam Reach sexual harassment investigator:

**Michael Dougherty, Beam Reach Board Chair**  
**mike@beamreach.org or (206) 850-5118.**

In all instances where a student believes that he or she is being sexually harassed, it is helpful but not necessary to begin the process of resolution by writing down a description of the offensive conduct, the date or dates on which it took place, and the names of anyone who witnessed the conduct or heard the remarks.

Step 1: If a student believes that he or she is being sexually harassed, the most important goal is to stop the offensive conduct. Students should firmly confront whoever is doing the harassing; state that his or her conduct offends, intimidates, and/or is embarrassing; and request that he or she stop the conduct immediately. If practical the student should have a witness with him or her. This witness can be anyone the student trusts and with whom he or she feels comfortable. After the discussion the student should write a summary of the conversation, including the date and name of anyone present. In some instances, confronting the harasser directly may be too intimidating, or uncomfortable. In such instances, skip Step 1 and begin at Step 2.

Step 2: Any student who wishes to discuss his or her situation or file a complaint should report the incident immediately to the instructors or field staff member, or a Beam Reach administrative staff member with whom s/he feels most comfortable. That instructor or staff member shall immediately contact the sexual harassment investigator cited above as soon as possible. The student may also contact the sexual harassment investigator directly. In either case, the student will schedule a private conversation with the investigator, at which time she or he can decide whether to file a formal complaint.

Step 3: In those instances where a complaining party prefers an informal resolution of the problem, the sexual harassment investigator will advise and assist the student in resolving the matter. If the informal resolution proves unsatisfactory, the complainant may file a formal complaint.

Step 4: In those instances where a formal complaint is made, the investigator will arrange a private conversation with the complainant to record the student's statement of events, including description of incident(s), name of harasser, date(s), time(s), location(s), specific actions/words, and names of any witnesses. The complainant may bring a friend, fellow student, or instructor to the meeting.

Step 5: The investigator will schedule a private conversation with the alleged harasser. The alleged harasser will be asked to respond to the allegation(s) and may submit a written statement. The alleged harasser may bring a friend or colleague to this meeting.

Step 6: Any witness that the investigator decides should be contacted will be interviewed privately. Neither the student making the complaint nor the alleged harasser will be present at witness interviews.

Step 7: Upon completion of the investigation, the investigator will draft a report stating his or her findings. The report will be forwarded to the Beam Reach Board, the student who filed the complaint, and the alleged harasser.

In the event that the investigator determines that sexual harassment has not occurred, the investigator will recommend that the matter be closed. If the Board accepts the report as submitted, or as amended should the Board have determined that further information was needed, the individual making the complaint and the alleged harasser will be notified that the matter has been closed.

In the event that the findings of the investigator indicate that sexual harassment has occurred, the investigator, in addition to submitting the report to the Board will recommend what specific action should be taken. If the Board accepts the report as submitted or amended, the individual involved will be informed, and the harasser will be appropriately disciplined. The individual found by Beam Reach, after investigation, to have sexually harassed another individual will be subject to appropriate sanctions, from a warning in his or her file, up to and including termination or expulsion from the school.

Beam Reach recognizes that the interests of all parties are best served by the prompt investigation and resolution of complaints. The entire process will be conducted fairly, but with a commitment to resolve the issue in a timely manner. Therefore, absent extenuating circumstances, the following timetable will be employed as closely as possible:

The initial meeting with a sexual harassment investigator should take place less than ten (10) days after the investigator is notified of the incident.

If the individual decides to make a complaint, the investigation should begin immediately. The investigation should be completed, and the sexual harassment investigator's findings and recommendations should be forwarded to the Board within three (3) weeks of the time the complaint is made.

The Board will review the report of the sexual harassment investigator and (through special meetings if necessary) close the matter within two (2) weeks of receiving the report.

All actions taken to investigate and resolve complaints through this procedure will be conducted with as much confidentiality as possible without compromising the thoroughness of the investigation. The investigator will not discuss the complaint or the investigation with anyone who is not directly involved with the investigation.

Information concerning the findings of the investigator, the evidence provided by any witness, and or the actions taken against any Employee is considered confidential and shall be disclosed by witnesses, parties, or other who become knowledgeable of such information only with the express permission of Beam Reach, or in the course of any complaint to or investigation by a governmental agency empowered to investigate such complaints.

Beam Reach will take appropriate steps to ensure that the person against whom a complaint is brought is treated fairly, has adequate opportunity to respond to all accusations, and that the findings, if any, are supported by clear and persuasive evidence.

No student will be retaliated or discriminated against in any way for making a complaint of sexual harassment or for assisting in the investigation of such complaint. At the same time, Beam Reach recognizes that false accusations of sexual harassment can have serious effects on innocent women and men. Beam Reach trusts that all students will act responsibly in this manner.

## DISCIPLINARY PROCEDURES

Violations of any Beam Reach policies, breaking rules specific to the Friday Harbor Laboratories, and/or hindering Beam Reach Operational Objectives may result in one or more of the following disciplinary actions:

- Verbal warnings
- Written warnings
- Probation
- Expulsion

All staff and students are expected to understand and to actively support the standards of behavior as presented in our written materials and in our on-site orientations. While all staff members are responsible for understanding and enforcing our standards for behavior, all formal disciplinary measures for students are at the discretion of the Instructor(s) in consultation with his or her staff and Headquarters.

Generally speaking, behavioral issues that arise out of misunderstandings or that do not overly compromise the Beam Reach Operational Objectives will be addressed with education, clarification, and intermediate disciplinary measures (warnings/probation). However, any behavior that significantly compromises the Operational Objectives or any violation of Beam Reach policy may be cause for immediate expulsion. Beam Reach reserves the right to contact parents/guardians in the event of significant alcohol abuse, unsafe behavior, or any behavior that potentially compromises a student's ability to participate in our program.

Under no circumstance will corporal punishment of students be administered by Beam Reach staff or contractors. The ban on corporal punishment extends to all Beam Reach activities and programs, whether on land or at sea.

In the event that you are asked to leave the program, Beam Reach will return you to the point of program departure at your own expense. At this time, any and all responsibility on the part of Beam Reach will cease. Students who are expelled or who depart early from the program will be withdrawn from all courses and receive no credit. No refunds will be given and all outstanding financial obligations to Beam Reach will remain in full effect.

## SAFETY EDUCATION

During your initial orientation to the Labs and the Beam Reach sailing vessel you will learn about potential local hazards, safety systems, and specific rules. In addition, you may have discussions based on case studies, your experiences, and those of your group members. Below are some of the topics that are relevant to your program.

## MARINE OPERATIONS

During the sea component, all students and staff must participate in safety training and be vigilant about managing risk. You will be trained in safety protocols specific to sailing, research, and

other activities, but it is worth emphasizing here the following rules that mitigate key onboard risks:

- Proper care must be exercised when using winches, windlasses, and lines under strain.
- Shoes are to be worn at all times when on deck or in proximity to mechanical devices (specifically motors, engines, winches, and windlasses).
- Nothing should be lowered over the side without permission from the Captain. Similarly, the propulsion system should never be engaged before confirming that all gear and lines are clear of the propellers.
- All scientific instruments and equipment must be secured when not in use and tethered during deployment from vessels, docks, etc. This includes using neck or wrist straps for all cameras, binoculars, range finders, and electronic devices.
- A safety harness must be worn when leaving the deck.
- A Personal Flotation Device (PFD) must be worn during heavy weather and low visibility conditions, and must be supplemented with a light source when underway at night.

## SMALL BOATS

Following a swim test administered by Beam Reach staff (and in some cases additional training by Labs personnel), you will have the opportunity to use a variety of small boats for research and recreational activities. In addition to a fleet of rowboats maintained by the Labs, you may have access to sailing dingies and/or sea kayaks. The following small boat procedures and protocols (and others) will be presented during the program and must be followed.

- To use a small boat you must pass the Beam Reach swim test.
- Boating alone is not permitted.
- Boating after dark is not permitted. Plan accordingly!
- A Personal Flotation Device (PFD) must be worn at all times in small boats. The PFD must be properly fitted, and buckled/zipped at all times.
- Always take at least one communication device (charged cell phone) and light source.
- You must be oriented to the boat you plan to use and follow the guidelines for that boat.
- Small boat privileges can be revoked by Beam Reach instructors or captains if students do not abide by Beam Reach Guidelines.

## HEALTH CONSIDERATIONS

### Medications

You should bring enough over-the-counter and/or prescription medication to last throughout the program and your travel before or afterwards, if applicable. Keep it in its original container (this will be helpful if passing through customs). Please make sure that all medication is noted on the Beam Reach Medical Form. Reiterate your medication requirements (storage, schedule, etc.) with your instructors during the orientation at FHL. Per local laws, staff may be limited in their ability to dispense over-the-counter and prescription medications.

### Special Medical Conditions/Needs

If you have any allergies or special conditions which might lead to sudden illness (such as asthma, diabetes, bee sting or penicillin allergies, epilepsy, etc.), you must inform the staff of

possible reactions. You should also consider discussing these with the rest of the student group during the orientation at the Labs so that other people will know how to react in case you suddenly need assistance or medication. If you have any critical medications, you must carry them with you at all times and should report these medications on the Beam Reach Medical Form. Beam Reach also recommends students wear a medical alert bracelet describing any special medical conditions.

## OTHER HAZARDS

Some of the hazards associated with this Beam Reach program and doing fieldwork and living in the Pacific Northwest are described below. While Beam Reach has tried to anticipate as many risks as possible, you may also encounter risks that are not described here.

**BOATS/SWIMMING:** The most immediate risks are presented by the Labs' proximity to the ocean and the time the program spends traveling in small boats and sailing vessels. Although Beam Reach boats are equipped with safety equipment required by the U.S. Coast Guard and everyone is required to wear life jackets at all times while in small boats, there is potential for a water-related accident. The currents in and around the San Juan Islands are rapid and the water temperatures are extremely cold.

**AUTOMOBILES AND BICYCLES:** There is an unfortunate prevalence of accidents between motor vehicles and bicyclists on San Juan Island, primarily because of the lack of substantial shoulders on many of the Island's roads. Extra caution should be exercised when walking, running, or cycling on San Juan Island.

**STINGING ANIMALS:** Several stinging marine animals are common in the area, including several fish, stingrays, and jellyfish. Encounters with these may cause discomfort, but they are seldom serious, and measures to minimize the risk of encounter will be taken.

**SUN EXPOSURE:** The possibility of sunburn is very real, even in the Pacific Northwest. It will be sunny most of the time, and during the program we will spend as much time on the water as possible. Other problems related to exposure to the sun are dehydration and the danger of heat exhaustion and heat stroke. You should bring a liter of water for use during field excursions, in small boats, and on hikes.

## MEDICAL CARE

Staff members provide initial first aid in the event of an accident or illness. Instructors and captains have experience in CPR, first aid, and in some cases Wilderness First Responder or other emergency medical certification. Beam Reach maintains an extensive first aid kit for your safety and convenience.

Community health care in Friday Harbor is provided by clinics located less than 2 kilometers from the Lab. Any serious medical accident will require transportation to the hospital (approximately 1.5 hours away via ferry) in Anacortes. You will be responsible for bearing the costs of medications and visits to the clinic and hospital, including the costs of a Beam Reach staff member to accompany you.

## STUDENT RIGHTS AND RESPONSIBILITIES

### BEAM REACH RIGHTS POLICY

All members of Beam Reach community are entitled to certain basic rights. These rights include, but are not limited to, the right to live in an environment free from harassment based on race, color, religion, sex, gender, age, physical or mental disability, ethnicity, sexual orientation, economic or veteran status, or national origin. In particular, an atmosphere of tension created by disparaging racial, ethnic, sexual, or religious remarks does not belong in the Beam Reach workplace or learning environment and will not be tolerated.

### DISABILITIES

Beam Reach is prohibited by law from making any inquiries about disabilities prior to an admissions decision. If a potential student voluntarily provides this information during the admissions process, it will be kept in strict confidence and will not affect admissions decisions. If you have a disability, please indicate it on your medical form. If you wish to request academic accommodation, notification must be in writing by a qualified professional and submitted prior to the start of the program.

### CONFIDENTIALITY OF STUDENT RECORDS

#### STUDENT RIGHT OF ACCESS

Beam Reach maintains confidential files on all Beam Reach students. These files contain material submitted as admissions requirements, financial aid application material, all contracts, medical records, and academic grades.

Beam Reach reserves the right to request updated transcripts from accepted students at any time. Unless otherwise detailed in the terms of your acceptance, you are expected to maintain the academic standing achieved at your home institution (as evidenced by enrollment status and GPA) at the time of acceptance. Beam Reach may rescind offers of acceptance made to students whose academic standing changes.

You are free to take reasoned exception to data or views offered in any course of study and to reserve judgment about matters of opinion. You are responsible for learning the content of any course of study for which you are enrolled. You have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, you are responsible for maintaining standards of academic performance established for each course in which you are enrolled, and for full participation in all aspects of the program.

### DIRECTORY INFORMATION

Certain information, known as "directory information," may be released by Beam Reach. This information includes your name, address, phone number, place and date of birth, major field of study, participation in officially recognized activities and teams, dates of attendance, awards

received, and other similar information. If you do not wish this information released to others, you must make written notification of this to the Beam Reach Admissions Office.

The Admissions Office will prepare a list of students on each program. This list, containing names, addresses, phone numbers and schools, will be sent to each student approximately one month prior to the start of the program. If you do not wish to have your address or phone number included on this list, you must contact Beam Reach Admissions in writing.

### THIRD PARTY ACCESS

Except in the case of students who are 17 years of age and under, parents have no right of access to the records of students in post-secondary institutions.

Beyond the directory information mentioned above, your confidential record may be accessed by only two parties: the staff of the University of Washington who are involved approving Beam Reach courses for credit, the registration of Beam Reach students, and the production of transcripts; and, those instructors and employees of an educational institution who have a legitimate educational interest in your record. Information will not be released to any other parties without your written permission. In an emergency, information may be released if your health and safety is at stake, and if the person receiving the information is in a position to act on it.

If you wish to review your file, you must either make an appointment to do so with the Director of Admissions through your instructor, or make a written request for a copy of specific information.

### CONTRACTUAL AND FINANCIAL OBLIGATIONS

#### STATEMENT OF BEAM REACH RESPONSIBILITY

In organizing and managing these programs, Beam Reach, its agents, employees, and staff give notice that they act solely on behalf of and for the benefit of the participants, on the express agreement that Beam Reach shall not be liable, financially or otherwise, for non-performance or unsatisfactory service; for the injury to persons including death; for loss of, or damage to property; for accident or delay; and/or for expenses arising from strikes, weather, quarantine, sickness, government regulation, civil unrest or war, or from any act or omission of its agents or employees, and/or airline, railroad, bus company, automobile rental agency, hotel, or other supplier of service.

Beam Reach is a not-for-profit, 501(c) (3) corporation located in Seattle, Washington, U.S.A. All matters relating to or arising out of or involving in any way a student's relationship with Beam Reach shall be governed by Washington State law and any legal dispute shall be determined by a Washington State court.

**Beam Reach reserves the right to refuse any applicant admission to any program if s/he is deemed unsuited for the program for any reason.** All courses, fees, and dates (including those posted on the Beam Reach web site: <http://beamreach.org> ) are tentative until verified and confirmed in writing by Beam Reach.

Beam Reach considers applicants and admits students of any race, gender, sexual preference, nationality, or ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Beam Reach does not discriminate on the basis of race, gender, sexual preference, religion, nationality, or ethnicity in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Beam Reach is an equal-opportunity institution that values and seeks diversity in its directors, administrative staff, and instructors, as well as its student body.

## PROGRAM CHANGES

Beam Reach programs are obviously different from a term on your home campus, other travel or adventure programs, and other study abroad programs. Each session is unique and often cannot be implemented exactly as planned for a variety of reasons. There are factors which, although closely monitored, are beyond the control of Beam Reach. For example:

- Some programs take place in highly regulated and sensitive environments, usually requiring special permits.
- Some projects depend on the goodwill and generosity of individuals and institutions which lend support.
- Tenuous weather situations or natural disasters or changes in political conditions may require last-minute changes or cancellation of specific activities.
- Faculty and staff changes occur due to health, personal matters, performance evaluations, and other factors.
- Research vessels and critical scientific equipment may fail or be lost, resulting in last-minute changes or cancellation of specific activities.

Beam Reach reserves the right to make changes before or during a program. Indeed, a key challenge of field science is adapting to changing conditions and overcoming the obstacles they may present.

## COURSE CANCELLATIONS

In rare cases, circumstances make it necessary to cancel a proposed course or program. In the event of a course cancellation prior to course commencement, Beam Reach will refund any tuition or deposit monies you have paid. Beam Reach will not refund any monies if a cancellation occurs once a program is in session; therefore, it is highly recommended that you investigate trip cancellation insurance. Circumstances that might precipitate a cancellation include political unrest, weather-related problems, or a medical epidemic or emergency.

## REFUND POLICIES

These policies are described separately in the Beam Reach registration form.

## POLICY REGARDING OUTSTANDING TUITION BALANCES

No student having an outstanding tuition balance will be allowed to participate in a Beam Reach program unless the Director of Admissions has approved an exception due to late receipt of

financial aid funds. If funds due to you by your home school or through federal financial assistance are not available at the time the program begins, you may be permitted to go into the field if you sign a promissory statement accepting personal responsibility for all outstanding tuition monies, including expected federal funds, and committing that the balance will be paid by the end of the program. No grades will be awarded until all outstanding tuition monies are paid in full. Any payment received from a student with an outstanding tuition balance will be applied first to that balance.

#### POLICY REGARDING OTHER OUTSTANDING FEES

You may occasionally incur expenses that are temporarily covered by Beam Reach staff and/or instructors. This may include, but is not limited to, medical expenses, phone bills, and charges for damage done to Beam Reach facilities and/or equipment. You must pay these expenses in full prior to your departure from the program. No grades will be awarded until all outstanding fees are paid in full.