

Commercial Cruise Program (STII)

Meeting #2

Career Services
10/20/2022



Office of Career Services

Director

Lily Espinoza, Ed.D.

Office Coordinator

Tess Luna

Career Coordinators

Daisy Gonzalez –
Engineering (licensed/unlicensed)

Chelsea Leff-
Marine Transportation (STII- Deck)



Uploading Required Documents

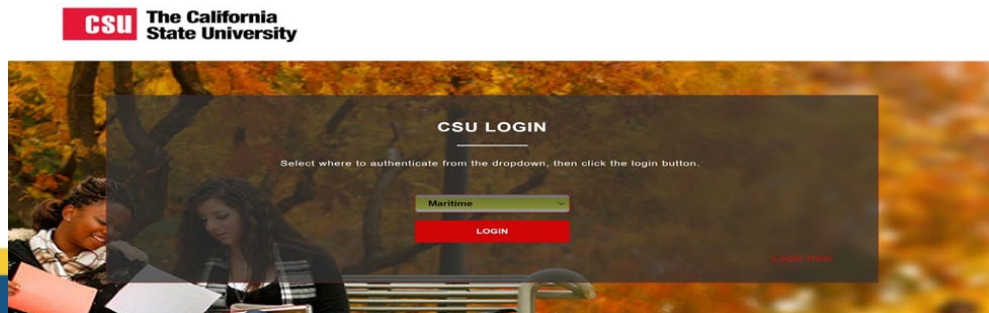
Requirements: Scan your required documents as a **.PDF file** and save it to your computer to upload on the secure website below.

*Please save your document in the following format: last name, first name (Document Name)

Please make sure you are saving a **COLOR copy that includes the front and back of the document (and all relevant pages)

Your log in is your CSUM EMAIL ADDRESS and password.

1. Go to <https://transfer.data.calstate.edu>.
2. Select Maritime and Login
3. Authenticate with SSO (your school credentials) and Duo.



Login to CSU Data Transfer

Username

Password

Login



This is a proxy SP for the CSU's MOVEit Data Transfer application.



Uploading Required Documents Continued

4. Select "Send Package"

5. Fill in the recipient's name to your designated career coordinator: Chelsea Leff (Deck) cleff@csum.edu or Daisy Gonzalez (Engine) dgonzalez@csum.edu.

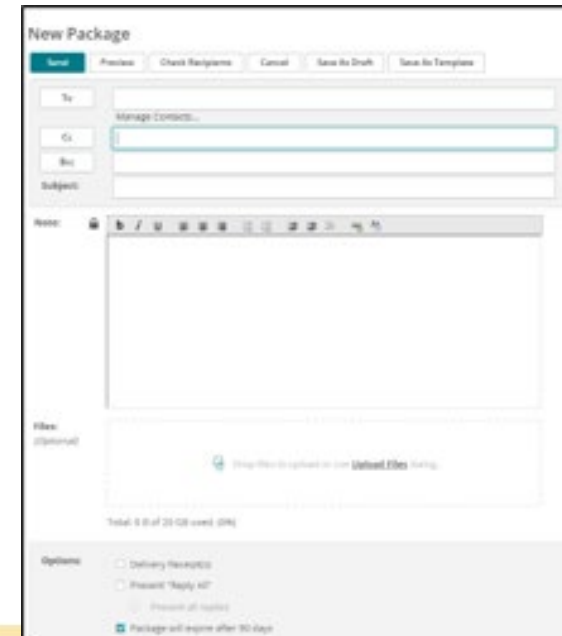
6. Subject: Document Name (E.g. Passport, TWIC, etc.)

7. Notes: Enter Last Name and First Name, Email, and Contact Number

8. Upload your required documents mentioned above.

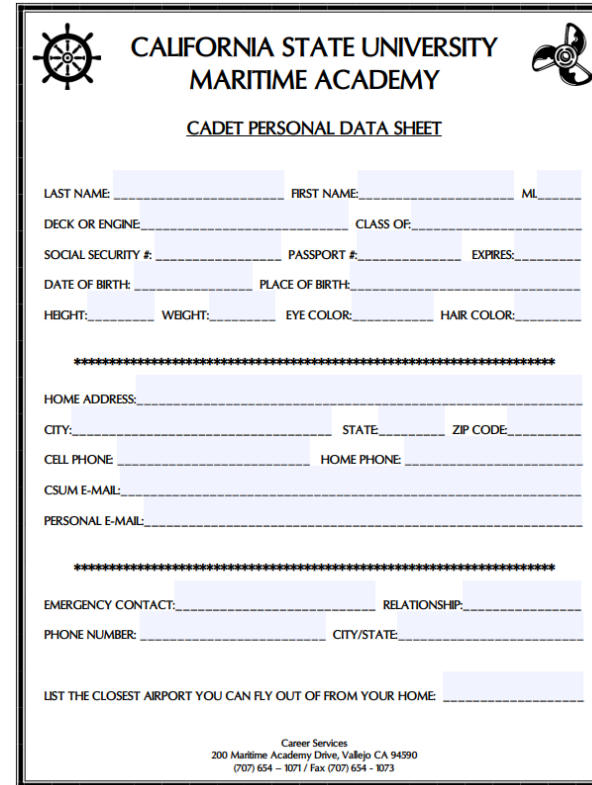
9. Click the red "Send" box.

10. Repeat process for all other documents



Required Documents: Cadet Data Sheet

- Cadet Data Sheet is now **past due**
- Please type out the Cadet Data Sheet, **DO NOT** handwrite
- Make sure you are not submitting a blank copy
- Upload Cadet Data Sheet to the Move It platform **ASAP**



The image shows a 'CADET PERSONAL DATA SHEET' form from the California State University Maritime Academy. The form is titled 'CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY' and 'CADET PERSONAL DATA SHEET'. It contains several sections for personal information, each with a dashed line for input. The sections are: LAST NAME, FIRST NAME, and MI; DECK OR ENGINE and CLASS OF; SOCIAL SECURITY #, PASSPORT #, and EXPIRES; DATE OF BIRTH and PLACE OF BIRTH; HEIGHT, WEIGHT, EYE COLOR, and HAIR COLOR; HOME ADDRESS; CITY, STATE, and ZIP CODE; CELL PHONE and HOME PHONE; CSUM E-MAIL and PERSONAL E-MAIL; EMERGENCY CONTACT, RELATIONSHIP, and PHONE NUMBER; and CITY/STATE. There is also a section for 'LIST THE CLOSEST AIRPORT YOU CAN FLY OUT OF FROM YOUR HOME'. At the bottom, there is contact information for Career Services: 200 Maritime Academy Drive, Vallejo CA 94590, (707) 654 - 1071 / Fax (707) 654 - 1073.

Required Documents: Career Services Release of Information

- CS ROI is now **past due**
- Please carefully print your full name (first and last name); sign and date form
- ***If you have not submitted the CS ROI, meet with a Career Services Staff member to complete one after the meeting***



 CAL MARITIME

CAREER SERVICES RELEASE FORM

I _____ authorize CSU Maritime Academy to electronically transmit / mail the documents listed below in order to facilitate shipping opportunities for me in the Commercial Cruise Program.

I understand that to support the Commercial Cruise Program (Sea Training II), Career Services collects and stores the following documents as applicable, in conjunction with participating Cal Maritime departments:

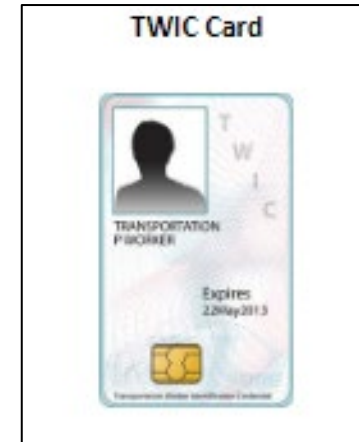
- Basic Safety Training Certificate
- Cadet Application for MMC
- Cadet Data Sheet
- Dissect Deposit Form
- Coast Guard Physical
- Benzene Baseline Test Results
- Immunization Records
- Medical Insurance
- Medical Release Form
- Release Form of Commercial Cruise Documents
- Merchant Mariner Credential
- Military Sealift Command Medical Cadet Shipping Checklist
- Military Sealift Command Cadet Employment Packet
- Company Employment Packet
- National Security Questionnaire (SF 86)
- Passport
- Sea Time Letters
- Evaluations
- Tanker Safety Course Certification
- TWIC
- Drug Letter from Cal Maritime
- Title IX related courses
- TOAR and PGC related documentation

Name _____

Signature _____ Date _____

Required Documents: TWIC (Transportation Worker Identification Credential)

- TWIC **due Friday, October 21st**
- Upload and send to designated Career Coordinator via Move It
- Upload a Color copy, front and back
- Take note of expiration date to assess if it needs to be renewed (Must be valid through 2023)



Required Documents: Medical Insurance

- A copy of your Medical Insurance Card is due Friday, **October 28th**
- Make sure to upload a color copy, front and back to Move It platform
- All cadets must obtain and show proof of valid medical insurance for the duration of their commercial cruise



Required Documents: Passport

- Passports will be due **Friday, November 4th**
- If you need to renew your passport, you may submit a receipt of your renewal application to your designated Career Coordinator by the deadline
- Assuming you return from your commercial cruise in August of 2023, you must have a passport valid through February 2024.
- You must provide a copy of your passport to your designated Career Coordinator

***Please note:** Passport must be valid at least 6 months from the final day of your cruise.

Passport



Required Documents: USCG Physicals

- All students must have a USCG Physical valid through end of your commercial cruise, anticipated August 2023.
- Physicals expire after one year.
- Physicals may be completed in the Student Health Center.
- You must sign a Student Health Center ROI at the time of your physical, in order for Career Services to provide this document to companies.
 - Please take a **printed copy** of the Medical ROI and the [719 K Form](#) (Typed Out) to your physical appointment, then upload a copy of both document via [Move It](#) to your designated Career Coordinator
 - Please note the Medical ROI Form is not the same as the Career Services general ROI form
 - If you did not have your physical done on cruise this past summer, head to the student health center to have it done ASAP.
 - If you did have your physical done on cruise this past summer, please schedule an appointment to have it re-done at the beginning of Spring semester.
- USCG physicals should be uploaded to Career Services no later than the end of Fall Semester
- Some companies require extra physicals/blood tests—these procedures may be at the cadet's personal expense.
- Cadets who do not pass a company's physical requirements are not allowed to sail with that company and are not guaranteed another billet.

The image shows two forms from the U.S. Coast Guard. The top form is the 'APPLICATION FOR MEDICAL CERTIFICATE (FORM CG-719K)'. It includes sections for 'Section I: Applicant Information' (Name, Address, Contact Info), 'Section II: Food Handler Certification' (Allergies, Food Safety), and 'Section III: Medical Conditions' (A list of 24 medical conditions to be checked, such as heart disease, diabetes, and skin conditions). The bottom form is a 'CAL MARITIME' form for 'Patient Name', 'Address', and 'City/State/Zip', with fields for 'To release to:' and 'Signature/Date'.

This is a 'CAL MARITIME' form. It contains fields for 'Patient Name', 'Address', 'City', 'State', 'Zip', and 'Phone'. Below these are fields for 'To release to:' and 'Signature/Date'. There are also checkboxes for 'General Medical Records', 'Psychiatric Records', 'Drug/Alcohol Treatment', and 'HIV Test Results'. A note at the bottom states: 'My consent may be revoked at any time. Unless previously revoked, this authorization will terminate one year after the date of my signing. Each disclosure requires an additional signed authorization. Only original signed requests are valid. I understand the copy fee is \$0.25 per page of 5 or more pages. I understand I have the right to receive a copy of this authorization.'



Requirements (Quick Note)

- **Sea Time Requirements (based on Deck or Engine)**
 - Deck: minimum 93 days
 - Engine: minimum 60 days
- **Vessel Requirements (based on Deck or Engine)**
 - Deck: minimum 100 GRT, ideally at least **1600 GRT (Gross Registered Tons)**
 - Engine: minimum 4000 HP (horsepower)
- **All companies required to participate in EMBARC (Every Mariner Builds a Respectful Culture) Agreements**
- **For cadets going on a tanker vessel, all must take tanker course (NAU 320) or weekend course**
- **If you have already completed CRU 200 or CRU 250 and partial sea time, you must enroll in CRU 390 (Deck) or CRU 395 (Engine)**

Contacting Companies

- You are welcome and encouraged to foster professional relationships with contacts in your top choice companies (consider LinkedIn, Job fairs)
 - Please do not cold call – all companies are contacted by Career Services.
- Remember, when it comes to finalizing a billet for your commercial cruise, you must consult with your designated Career Coordinator, who will verify guidelines and requirements, and finalize the process.
- Please note, some companies determine billets based on ranking list, resumes, and/or interviews

Contacting Companies

- Career Services will be sending an initial invitation to Companies to participate in Summer 2023 CCP in the month of October
- As responses are coming in from companies, Career Services will track status of billet opportunities and share with all Deck and Engine Cadets
- Please keep in mind some companies may not provide information on their Summer Billets until the Spring

Alaska Marine Highway	Celebrity Cruises/ Royal Caribbean	Icicle Seafoods	Keystone Shipping Co
Alaska Tanker Company	Centerline / Harley Marine	Ingram Barge	Keystone Shipping Co. (Great Lakes)
Amak Towing	Chevron	Interlake Maritime Services	Kirby (HI)
American Marine Corporation	Coastal Transportation	Tidewater Offshore	Kirby (Gulf)
American Steamship Corp	Crockett Cogen	Transocean	Laborde Marine Management
Amnav- LA/Long Beach	Crowley	Trident Seafoods	Liberty Maritime
Amnav - Seattle Area	Curtin Maritime	Tote	Linblad Expeditions
Amnav- Bay Area	Disney Cruise Lines	United States Shipping	Luna Branches LLC
Andrie	Dunlap Towing Company	University of Alaska - Fairbanks (Sikuliaq)	Marine Spill Response Corporation
APL (American President Lines)	Dutra Group	University of Washington - Oceanography	Maersk Line Limited
Argent Marine	Edison Chouest	University of Hawaii	Manson Construction
Baydelta Marine	Foss Maritime (Richmond)	US Army Corps of Engineers	Matson
Bayou Fleet	Foss Maritime (Seattle)	Valaris (Formerly ENSCO)	Mercy Ships
Bristol Bay Fuels	Golden Alaska Seafoods	Vane Brothers	Metson Marine Services
Brusco Tug & Barge	Great Lakes Dredge & Dock Co	Washington State Ferries	McAllister Towing
Carrier	Guice Offshore	Western Towboat Co.	Moran Towing
Nerka Towing	Harvey Gulf International	Woods Hole Oceanographic Institution	MSC
Norwegian Cruise Lines	Hapag-Lloyd (America LLC)	Young Brothers/Foss HI	
Ocean Peace	Hornbeck Offshore Services	Seaward Services (under HMS)	
Ocean Shipholding, Inc.	HMS Global Maritime	Scripps	
<u>Q'hara</u> Corporation	Resolve Marine	Shaver Transportation	
OSG Ship Management	Seabulk Tankers (Seacor)	Signet Maritime	
Otto Candies	Sea Drill	Stabbert Marine	
Pacific Maritime Group	Sealift	Starlight Marine	
Pasha	Seariver	Stevens Towing Company	
Patriot		Tidewater Offshore	

Company Research

- U.S. Department of Transportation website
 - [U.S. Flag Carriers](#)
 - Information about type of vessels by company
 - Information on routes
- Spring Career Fair
 - Tuesday, February 28th
 - Open to all majors
 - Location: PEAC
 - Time: 0900 - 1400

Maritime Administration
Office of Cargo Commercial Security
(202)368-4810 | cargo.marad@dot.gov

CONTACT INFORMATION FOR U.S.-FLAG CARRIERS Last updated: 9/1/2022

OCEAN CARRIER	POINT OF CONTACT	SERVICE TYPE	U.S.-FLAG VESSELS	SCHEDULES / TRADE ROUTES
ALASKA MARINE LINES 5015 W. Marginal Way S.W. Post Office Box 24348 Seattle, WA 98124-4348 http://www.lynden.com/aml	Mr. Rheagan Sparks Phone: 206-439-5664 Rheagan@lynden.com Mr. Don Reid Phone: 907-463-9329 Mobile: 907-823-2328 donr@lynden.com	Domestic Services	BARGES & TUGS	Alaska Marine Lines Schedule
ALASKA TANKER COMPANY LLC 15400 NW Greenbush Parkway Suite A400 Parkside Bldg Beaverton, Oregon 97006 http://www.atanker.com	Mr. Christopher Merten Chief Operating Manager Phone: 503-207-0139 Fax: 503-207-0139 cmerten@atanker.com	Domestic Services	TANKERS	
ALLIANCE NAVIGATION LLC 225 Water Street Suite 1400 Jacksonville, FL 32202 http://www.alliancenaavigation.com	Inquiries / Sales: info@alliancenaavigation.com Mr. Stephen Hubert Phone: 904-516-4800 Stephen.Hubert@alliancenaavigation.com Customer Service: Ms. Dolly McKeown Phone: 904-516-4800 Dolly.McKeown@alliancenaavigation.com	International Services	RO-RO	Alliance Navigation Schedule Alliance Navigation Trade Routes
AMERICAN ROLL-ON ROLL-OFF CARRIER, LLC 816 A1A N Suite 101 Ponte Vedra Beach, FL 32082 https://www.arshipping.com	Mr. Christopher J. Barber VP Sales & HD Phone: 561-223-0289 cbarber@arshipping.com Ms. Marisa Cooper Manager, Pricing Phone: 205-573-0407 mcooper@arshipping.com	International Services	RO-RO	ABC Schedule ABC Trade Routes

Company Research

Some Things to Keep in Mind When Considering a Company:

- Does the company pay cadets for their commercial cruise?
- What kind of vessels the company puts cadets on for commercial cruise?
- Does the company cover travel costs?
- Does the company provide visa sponsorships?
- Are all vessels U.S. Flag?

Applying to Companies

- Please note some companies may require a thorough application process; that may include resumes, essays, and additional documentation
 - Expl. Crowley, Military Sealift Command (MSC)
- Interviews may also be required to secure a billet, when applying to certain companies

Applying to Companies (Resume)

- Try to keep your resume to one page
- You may include CRU 100/150 experience
- Consider volunteer/community service positions you've had
- If space permits, you may include any leadership roles, club roles, skills, certificates, etc.
- Please utilize standard resume templates
- For further assistance with your resume, schedule an appointment with your designated career coordinator

Ana Kasparian
(310) 555-2213
akasparian2213@csuim.edu

Education

California State University (CSU) Maritime Academy | Vallejo, CA | April 2020
Bachelor of Science, International Business and Logistics

- International Experience – three week immersion course in South Africa

Experience

Student Assistant | September 2018-May 2020

CSU Maritime Academy Office of the Registrar | Vallejo, CA

- Filed confidential documents and course registration forms into university's computer tracking system
- Managed and sorted over 1,000 student files into appropriate computer files per semester
- Searched through a list comprised of 200 names to identify student's class standing for targeted messaging
- Alphabetized and file forms and transcripts into the active, inactive, and graduated sections
- Collected and distributed documents from financial aid and university advising departments to appropriate supervisor or student

Intern | May 2019-August 2019

Blue Tech, Inc. | Seattle, WA

- Conducted market research to support changes to company pricing strategies and advertising projects
- Compiled weekly progress reports on advertising projects for product managers
- Partnered with a group of three interns to synthesize research from each intern's focus and develop presentation material for final presentation
- Presented research at the end of summer to senior marketing management team

Student Research Assistant | January 2018-April 2018

Bay Area Marine Transportation Department | Richmond, CA

- Conveyed progress on weekly research goals in team meetings concerning independent research
- Created monthly presentations with PowerPoint, Excel, and Photoshop to create charts and photo illustrations present findings to six researchers
- Collaborated with research team weekly using Microsoft One Drive to update data charts and plan monthly presentation material
- Researched online journal databases to locate relevant articles and case studies applicable to research
- Scaled down the search outcomes from the initial 500 results to 30 relevant articles

Volunteer | August 2016-August 2019

Oakland Animal Services | Oakland, CA

- Completed over 150 hours of volunteer service
- Informed around 40 clients a day on animal shelter policies regarding playing with cats onsite and adoption procedures
- Sanitized over 50 cat enclosures per week to ensure proper adherence to shelter and state guidelines

Skills

- **Microsoft Office:** Word, PowerPoint, Excel, Outlook, One Drive (Proficient)
- **Adobe:** Acrobat DC, Photoshop (Proficient)



CAL MARITIME

Billet Process (List)

1. Academic Performance (GPA)

- Academic Performance will be scored based on overall cumulative GPA
- GPA's under 2.575 will receive 0 points
- GPA's of 4.000 and above will receive 20 points
- GPA's between 2.575 and 4.000 will be assigned a number accordingly

Billet Process (List)

2. Commercial Cruise Preparedness

- Based on turning in required CCP documents on time and attending CCP meetings
- Cadets will receive 1 point for each upcoming documents submitted by the stated deadline
 - TWIC due Friday, October 21st
 - Medical Insurance Card due Friday, October 28th
 - Passport due Friday, November 4th
 - Additional document due dates to come

Billet Process (List)

3. Community Leadership

- Cadets can receive up to 3 points from community leadership
- Points will be provided to each leadership activity as follows:
 - Letter of Recommendation (Link to Come)
 - Community Engagement Service (10 hours or more)
 - Corp of Cadets chain of command or many other university student leadership position(s)

Upcoming Meetings (All located in Rizza)

- **Thursday, November 3rd from 1100-1200:** Documents: MMC, TWIC, PIC, TOAR
- **Thursday, November 10th from 1100-1200:** Military Sealift Command (MSC)
- **Thursday, January 26th from 1100-1200:** Deck Panel: Student and Faculty Insight
- **Thursday, February 16th from 1100-1200:** Engine Panel: Student and Faculty Insight
- **Thursday, March 16th from 1100-1200:** Somewhere Satellite Devices
- **Thursday, March 23rd from 1100-1200:** Cruise Protocols with CAPS, Title IX, Cal Police
- **Thursday, April 6th from 1100-1200:** Discharge letters, Cadet Evaluations, and Cruise Conduct

CCP Handbook & Presentation

- Part I: Before the Cruise is now available on Cal Maritime Career Services Webpage
- All Commercial Cruise Presentations will be posted on Cal Maritime Career Services Webpage after each meeting

Before the Cruise', and 'Part II: During the Cruise- Coming Soon'." data-bbox="477 241 872 695"/>

Commercial Cruise Program (STII) Handbook

[Home](#) / [Career Services](#) / [Students](#) / [Commercial Cruise Program](#) / [Commercial Cruise Program \(STII\) Handbook](#)

CAREER SERVICES
Career Services Home
Students ^
Students Overview
Career Planning Timeline
Commercial Cruise Program (STII)
Commercial Cruise Program (STII) Handbook
Cooperative Education
Newsletter
Career Services Staff
Employers v

Commercial Cruise Program (STII) Handbook

Part I: [Before the Cruise](#)

Part II: During the Cruise- Coming Soon



CAL MARITIME

CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY

www.csum.edu