

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Marine Systems Engineering Field Experience I & II Coordinator

The Marine Systems Engineering (MSE) Field Experience I & II Coordinator position is a one-year appointment that runs from January 1 to December 31 of each year. Cooperative Experience in Engineering I and Cooperative Industrial Field Experience are communications intensive courses with an engineering design focus in a wide variety of businesses, organizations, shipyards and naval architecture firms. The person appointed to this position works with the Cooperative Education Coordinator to assist students with the Cooperative Experience in Engineering I and Cooperative Industrial Field Experience courses in the Marine Systems Engineering majors, EAC of ABET accredited engineering curriculums. The Marine Systems Engineering Field Experience I & II Coordinator is responsible for the following:

1. Provide technical assistance to the Cooperative Education Coordinator as necessary. This may include the following:
 - participate in co-op meetings, including meetings with students
 - assist in making judgements about students' academic preparedness
 - help with locating and evaluating new co-op sponsors
 - help with collection of student co-op documentation forms
 - assist in placement of students in co-op positions
 - advise on technical issues
2. Formally approve each student's co-op plans by mid-June for summer co-ops using the Faculty Approval Form, or by week 5 of the fall or spring semester for fall or spring semester co-ops. .
3. Consult with co-op site officials as needed.
4. Visit a sample of the co-op sites to evaluate student progress, evaluate suitability of the site as a good coop experience, and redirect student efforts if needed. Each visit should include meetings with student(s) and supervisor(s). Travel will normally be limited to the New England states. The Academy will reimburse normal travel expenses.
5. For co-op sites that are not visited, attempt to do telephone interviews with both students and supervisors.
6. By August 31 submit a written report on site visits and telephone interviews with student supervisors. This report is to be on student performance and suitability of sites.
7. Written assessments to be graded with comments include, but may not be limited to: weekly activity reports, drafts of certain parts of the report and the final report. Timely feedback to students on submitted work throughout the field experience is expected. Meet with each student at the end of the co-op period for a debriefing with comments on the written project or report.
8. Grades, based on the debriefing and evaluations from the employers, will be submitted to the Registrar in a timely fashion, as determined by the Registrar.
9. Provide support and evaluation for students who do extended co-op during the fall and/or spring semesters. This will be similar to that provided for summer co-op students.

QUALIFICATIONS

1. Background/experience in teaching courses in the Marine Systems Engineering major, or
2. Relevant experience in engineering.

COMPENSATION

The stipend is \$255.00 per fully graded, enrolled student. The stipend is paid in installments as follows:

- 50% paid at the outset of the project,
- 50% paid after course grades are received by the Registrar's Office and verified by the Provost's Office to Payroll.