

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Ocean Studies Department Adjunct Science Lab Instructor

### POSITION OVERVIEW

This document describes duties the Academy expects of adjunct faculty members. Adjunct faculty are non-permanent, temporary faculty who are hired on a semester by semester basis.

**Fall 2017 Course Description:** *Introduction to Ocean Science* lab (OC 101L), and its separate associated lecture course, is designed for non-science majors. The course provides an introduction to the concepts of physical, geological, chemical, and biological ocean science for non-science majors. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements.

*Compensation = \$985 per section. Up to 6 sections needed.*

**Spring 2018 Course Description:** *Chemical Principles* lab (CH 301), and its separate associated lecture course, is designed for non-science majors. The course examines basic concepts of general chemistry, including: stoichiometry, atomic structure, periodic properties, chemical bonding, states and properties of matter, equilibria, acids and bases, and properties of organic compounds. The laboratory component of the course involves weekly, hands-on laboratory exercises with associated written exercises composed of short-answer and problem solving questions.

*Compensation = \$985 per section. Up to 9 sections needed.*

### TEACHING

Teaching responsibilities include time spent in the laboratory instructing and assisting students in introductory level laboratory techniques and exercises, and in immediate preparation for these; maintaining and improving competence in subjects being taught; conferring with students on course materials; directing individual and group studies; reviewing and grading written worksheet exercises and other laboratory assignments; and assigning grades according to existing Academy policy.

### OTHER ASPECTS OF FACULTY PERFORMANCE

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

### DUTIES

- Provide quality instruction in introductory level undergraduate subject matter concepts and proper laboratory protocols, procedures, and techniques.
- Maintain a safe laboratory environment and ensure proper handling of waste materials. Maintain awareness and enforce fire and health and safety regulations applicable to the laboratory environment.
- Provide advice and support to students.
- Grade laboratory worksheets and other laboratory assignments.
- Inform students of their progress by promptly returning graded laboratory assignments
- Contribute to the development, planning and implementation of a high quality curriculum.

## **ESSENTIAL SKILLS**

- Teaching and other forms of public presentation.
- Experience with undergraduate laboratory instruction desired.
- Proven record of ability to supervise academic work by undergraduates.
- Proven record of ability to manage time and work to strict deadlines.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.
- Ability to work collaboratively.
- Commitment to high quality teaching and fostering a positive learning environment for students.
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds.
- Excellent interpersonal, organizational and communication skills are essential.
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Demonstrated integrity and ability to maintain confidentiality.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree, or equivalent, from an accredited institution in a natural science such as marine science, biology, chemistry, or related field.
- Successful completion of at least 1 year of undergraduate introductory course material in a field associated with the specific lab course assigned; successful completion of more advanced subject matter courses (e.g. physical oceanography, marine chemistry, organic chemistry, physical chemistry, etc.) highly desirable.
- At least 3 years of lab-based experience, may include undergraduate lab-based coursework.

## **SPECIAL CONDITIONS**

- Background check is required
- Must present original copies of transcripts
- Tobacco-free campus