

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Vessel Operations & Technology Cooperative Work Experience I Coordinator

The Vessel Operations & Technology (VOT) Cooperative Work Experience I Coordinator position is a one-year appointment that runs from January 1 to December 31 of each year. VOT Cooperative Work Experience I is the first of three field experiences for students enrolled in the U. S. Coast Guard approved Near Coastal 1600/500 ton Mate limited license program. The person appointed to this position is responsible for the academic aspects of the course and works with the Cooperative Education Coordinator (Career Services) to administer the course. The VOT Cooperative Work Experience I Coordinator is responsible for the following:

1. Revise and update the course Sea Project Syllabus and Guidelines in time for distribution in April. Substantive revisions are to be done with the advice and consent of VOT/SVO Program Coordinator. Confer with the other VOT Co-op Coordinators so that, to the extent practical, academic expectations, course materials, grade structures and assessment methods are appropriately aligned across all three VOT co-op courses.
2. Collaborate and provide technical assistance to the Cooperative Education Coordinator as necessary. This may include the following:
 - participate in co-op meetings with students
 - assess student academic preparedness
 - assess appropriate student placement
 - distributing, collecting and forwarding student documents
 - communicate with the Cooperative Education Coordinator as necessary throughout the co-op session
 - evaluating field experience opportunities
 - help with distributing and collecting student documents
 - advise on technical issues
3. Consult with industry officials as needed
4. Approve qualifying student co-op plans using the Faculty Approval Form, and forward the completed document to the Co-op Office.
5. Read and grade with constructive written comments the completed student Sea Projects, and review results with students as needed.
6. Submit Summer Co-op grades to the Registrar by last day of the Fall semester, or in the case of Spring or Fall Co-ops, by the last day of the semester following the completion of the Sea Project.
7. Provide the same level of support and evaluation for students enrolled in Spring or Fall field experiences as students enrolled in Summer co-op.

QUALIFICATIONS

1. Background/experience in teaching courses in Vessel Operations & Technology (VOT) or Small Vessel Technology (SVO), or
2. Relevant experience in the operation of limited tonnage vessels.

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.