

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Introductory Ocean Science Lab Adjunct Instructor

### POSITION OVERVIEW

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

Course Description: This lab course (OC 101L), and its separate associated lecture, provides an introduction to the concepts of physical, geological, chemical, and biological ocean science. 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.

### TEACHING

Teaching responsibilities include time spent in the laboratory instructing students on how to properly conduct prepared laboratory exercises; providing introductory background information before each lab; conferring with students on course materials during the lab period; grading and providing feedback on student worksheets and lab reports; assigning lab grades according to existing Academy policy; and maintaining and improving competence in the material being taught. Some laboratory periods will be conducted on board MMA vessels, including launches and the R/V Friendship.

### 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

- Teach sections of prepared undergraduate introductory ocean science laboratories
- Contribute to the implementation of a high quality curriculum
- Inform students of their progress by promptly grading and returning laboratory assignments
- Collaborate with the course instructor by providing laboratory grades as needed and providing feedback and suggestions for laboratory course improvements
- Provide advice and support to students
- Maintain an awareness and enforce fire, health, and safety regulations applicable to the laboratory environment

### ESSENTIAL SKILLS

- Prior science teaching experience and/or other forms of scientific presentations
- Knowledge of basic marine science-related laboratory procedures and health and safety protocols
- Knowledge and experience with oceanographic equipment, and its operation on board vessels
- 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
- Strong interpersonal, organizational, and communications skills are essential
- High degree of professionalism
- Demonstrated integrity and ability to maintain confidentiality

**MINIMUM QUALIFICATIONS**

- Bachelor's degree, or equivalent, in a marine science related field from an accredited institution
- Demonstrated experience either having taught or taken an introductory undergraduate course in marine science or oceanography
- Demonstrated experience with common laboratory and field-based marine science procedures and protocols.

**SPECIAL CONDITIONS**

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