

# 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:
  - revise the course syllabus, and review and revise as necessary the Co 203 and Co 400 guidelines
  - participate in field experience preparation meetings, including meetings with students
  - assist in making judgements about students' academic preparedness
  - help with locating and evaluating new sponsors and host companies
  - help with collection of student documentation forms
  - assist in placement of students in appropriate positions
  - advise on technical issues
2. Formally approve each student's work plans by mid-May for summer internships using the Field Experience Approval form, or by week 5 of the fall or spring semester for fall or spring semester internships.
3. Consult with host site officials as needed.
4. Visit a sample of the host sites to evaluate student progress, evaluate suitability of the site as an appropriate 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 that have been approved in advance following the guidelines of the Business Office.
5. For host sites that are not visited, attempt to conduct telephone interviews with both students and supervisors.
6. By August 31 submit a written report on site visits and telephone interviews with student supervisors to the Cooperation Education Coordinator, the Director of Career Services, the MSE Program Coordinator and the Engineering Department Chair. This report is to be on student performance and appropriateness of sites to meet the goals of the program.
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 work 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 internships during the fall and/or spring semesters. This will be similar to that provided for summer students.

### QUALIFICATIONS

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

### COMPENSATION

A stipend based on the number of student grades submitted for the course is paid at a rate in accordance with the most recent faculty collective bargaining agreement. The stipend is paid after student conferences are completed, course grades are received by the Registrar's Office, and verified by the Provost / Academic Dean's Office to Payroll.