

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Power Engineering Operations (PEO) Field Experience I Coordinator

The Power Engineering Operations (PEO) Field Experience I Coordinator position is a one-year appointment that runs from January 1 to December 31 of each year. PEO Field Experience I is a communications-intensive course in operations and maintenance at steam facilities or power generation plants. The person appointed to this position works with the Field Experience Coordinator to assist students with the PEO Cooperative Industrial Field Experience I course in the Power Engineering Operations curriculum. The Power Engineering Operations Field Experience I 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 201 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 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 work 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 Cooperative Education Coordinator, the Director of Career Services, the PEO 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: 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. Because Field Experience I is a prerequisite for Field Experience II, grades for PEO Field Experience I, based on the debriefing and evaluations from the employers, will be submitted to the Registrar prior to the registration period for Co 301, as determined by the Registrar.
9. Provide support and evaluation for students who enroll in field experiences 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 Power Engineering Operations major, or
2. Relevant industrial experience in steam and power plant operations or plant 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.