

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Power Engineering Technology Field Experience I Coordinator

The Power Engineering Technology (PET) Field Experience I Coordinator position is a one-year appointment that runs from January 1 to December 31 of each year. 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 Cooperative Education Coordinator to assist students with the PET Cooperative Industrial Field Experience I course in the Power Engineering Technology major, an ETAC of ABET-accredited engineering technology curriculum. The Power Engineering Technology 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 course syllabus and the Co 200 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 June for summer field experiences 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 supervisors of students to the Cooperation Education Coordinator, the Director of Career Services, the PET Program Coordinator and the Engineering Department Chair. This report is to be on student performance and appropriateness of host sites for 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 technical report and the final technical 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 this course is a prerequisite, grades, based on the debriefing and evaluations from the employers, will be submitted to the Registrar before the registration period for Co 300. Coordination with the Registrar is necessary.
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 mainly directed toward the Power Engineering Technology 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.