

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Vessel Operations & Technology Field Experience Coordinator (CO423)

The Vessel Operations & Technology (VOT) Cooperative Field Experience Coordinator (CO423) 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 Career Services Office 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 before March 15 each year. Substantive revisions are to be done with the advice and consent of MTO Department Head.
2. Confer with the other VOT Co-op Coordinators so that, to the extent practicable, academic expectations, course materials, grade structures, and assessment methods align across all three VOT field experience courses.
3. Collaborate and provide technical assistance to the Director of Career Services as necessary. This may include the following:
  - Participate in student preparatory meetings.
  - Assist maintaining the course CANVAS pages.
  - Be available during the summer to answer student questions regarding their projects.
  - Assist in making judgments about students' academic preparedness and sea time requirements.
  - Help with locating and evaluating new SVO/VOT company sponsors.
  - Advise on technical issues.
  - 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. As this course is a prerequisite, grades, based on the debriefing and evaluations from the employers, must be submitted to the Registrar before the registration period. Coordination with the Registrar is necessary
7. Provide support and evaluation for students who undertake this experience during the fall, winter, and/or spring semesters similar to that provided for summer students.

### 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 will be as per the faculty contract for fully graded in their respective course regardless of student pass/fail.

- Coordinators will be paid after student conferences are completed, course grades are received by the Registrar's Office, and verified by the Dean's Office to Payroll.