

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Arts and Sciences Adjunct Faculty – Multiple Positions

### 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 assignments (commensurate with the candidates' background and expertise) include composition, mathematics, computer science, foreign languages, psychology, geography, GIS, world politics, humanities, medical, history, drawing, and other courses within the Arts and Sciences department.

Part-time positions begin in January 2020. Please see below for a description of the various courses and credit hours currently open. Please note which course(s) applying for when submitting application, CV and cover letter. Compensation begins at \$1000/unit.

### TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, or training ship(s) and in immediate preparation for these; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials; conferring with students on course materials; directing individual and group studies and practica; reviewing written examinations and papers; evaluating presentations; supervising independent study projects, supervising or teaching clinical cooperatives or industry programs, and assigning grades according to existing Academy policy.

### 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 at undergraduate level in areas allocated by the Department Head and reviewed from time to time by the Department Head.
- Contribute to the development, planning and implementation of a high quality curriculum.
- Assist in the development of learning materials, by preparing syllabus and lesson plans and maintaining records to monitor student progress, achievement and attendance.
- Participate in the development, administration and marking of exams and other assessments.
- Provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams.
- Hours vary, but must hold 2-3 office hours weekly for an adjunct teaching 12 credit hours per week, or pro-rated portion thereof for fewer credit hours.
- Maintain an awareness and enforce fire and health and safety regulations applicable to the teaching location.

## **ESSENTIAL SKILLS**

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by undergraduates or graduate students.
- Proven record of ability to manage time and work to strict deadlines.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.
- 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
- Excellent interpersonal, organizational and communication skills are essential
- Ability to maintain composure in stressful situations
- High degree of professionalism
- Demonstrated integrity and ability to maintain confidentiality

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree or higher from an accredited institution in a field related to position applying for, or demonstrated record of achievement and experience in relevant industry for technical support/lab positions.
- Membership in relevant professional organization(s).
- Prior successful teaching/training experience desired.
- Appropriate professional license(s).

## **SPECIAL CONDITIONS**

- Background check is required
- Must present original copies of transcripts

## **COURSES/POSITIONS AVAILABLE**

**4 units: HC220 Humanities I** — An interdisciplinary examination of the cultural roots of modern global society from the first civilizations through the middle Renaissance. Prerequisite: HC111. Three credits. Two sections needed – Typical class size 22.

**4 units: HC230 Humanities II** — An interdisciplinary examination of the cultural roots of modern global society from the middle Renaissance to modern times. Prerequisite: HC111. Three credits. One section needed – Typical class size 22.

### **3 units: CS150 Structured Problem Solving with Computer**

A course in problem solving using computers and emphasizing a structured approach. Topics include: structured solution methods, programming fundamentals, spreadsheet modeling, and an introduction to presentation software. Three credits.  
Three sections needed – Typical class size 25.

### **3 units: HC160 Spanish Level I**

Introductory level includes the basics of the language with equal emphasis on developing reading, listening, writing, and speaking skills. For students with no previous study of the language or fewer than 2 years in high school. Three credits.  
One section needed – Typical class size 25.

**3 units: HC161 Spanish Level II** — Intermediate level includes a systematic, but gradual review of the essentials of grammar and strengthens reading, writing, and especially speaking skills. Three credits. One section needed — Typical class size 25.

**3 units: HC171 German Level I**

Introductory level includes the basics of the language with equal emphasis on developing reading, listening, writing, and speaking skills. For students with no previous study of the language or fewer than 2 years in high school. Three credits. One section needed — Typical class size 25.

**4 Units: HC232 Management Communication** — Students apply basic writing skills to produce various types of business communication, such as short and long reports, letters of inquiry, transmittals, proposal preparation, and organization of information for oral presentation using modern technological communication systems. Prerequisite: HC111. Three credits. Four sections needed—Typical class size 22.

**3 units: HY331 Topics Wilderness Experiences: Short Takes**

With a focus on living in, traveling through, or camping in the wilderness, this course entails reading short stories, letters, memoirs, journals, and essays about experiences on every continent. What attitudes toward nature do writers reflect, and how do those square with yours? The Pacific Crest Trail, the Hindu Kush, the Andes, Outer Hebrides, Greenland, British Columbia, the Himalayas, and more. How have ideas about the wild changed in the twenty-first century, and how do writers respond? By discussing short pieces on this topic, we will also explore the ways in which writers use metaphor, create and develop characters, and express attitudes about environmental losses and gains in the twenty-first century. Is wilderness a cultural ideal—or an actual, material state of nature in need of preservation? Prerequisites: HC112 or HC220 and HC211 or HC230 and approval of department chair and instructor. Three credits. One section needed—Typical class size 22.

**2 units: MD311 Medical Person In Charge** (teaching assistant)

A course including didactic and mostly practical skills. Included will be IVs, medication administration, skeletal and spinal immobilization. Prerequisite: MD310. Three credits. One section needed—Typical class size 20.

**3 Units: PY210 Human Relations and Group Dynamics**

This course is designed to help students understand, critique, analyze and integrate the major theories, research and application of dyadic and small group processes. It will emphasize group effectiveness for completion of tasks and communication. Diversity, including gender, ethnicity and culture, will be examined. Status and power will be examined from both worker and supervisor perspectives. Students will participate in structured group activities in an environment that facilitates candid and authentic communication. Prerequisite: PY200. Three credits. One section needed—Typical class size 28.

**4 Units: PY331 The Psychology of Extremes**

The Psychology of Extremes will explore a range of topics, including human responses to crises, the human tendency to seek out extreme experiences, and also the extremes of human behavior and cognition. In this course you will learn about crisis leadership, psychological conditioning for preparedness, and post-crisis stress management. You will have an opportunity to discuss and analyze human psychology in real-life situations ranging from natural disasters to extreme sports. We will look at case examples that include entrepreneurs, explorers, serial killers, politicians, leaders, and "every-day" people. Prerequisite: PY200. Three credits. Writing intensive. One section needed—Typical class size 22.

**4 Units: MS110 Technical Calculus I**

Differential and integral calculus of algebraic and transcendental functions; applications, including physical problems, graphing and optimization; and basic integration, indefinite and definite integrals. Prerequisite: MS101 or equivalent. Four credits.  
Two sections needed – Typical class size 18.

**3 Units: HC339 Digital Photography**

This course is an introduction to the art and science of photography. Primary emphasis is placed on photographic fundamentals and skill development in the use of the 35mm camera and in printing photographs in the black-and-white darkroom. Principles and essentials for users of digital technology are also included. Attention to composition is stressed. Three credits  
One section needed – Typical class size 18.

**3 Units: HY331 Wars, Weed, Watergate: US History 1945-1975**

From 1945 through 1975 the United States experienced remarkable cultural and political changes. This discussion course will explore these changes through study of the Cold War, Korea, McCarthyism, the space program, the Kennedy years, Civil Rights, Black Power, the Vietnam War, the anti-war movement, the rise of the counter-culture, the Women's movement, and the Watergate Scandal. Films, music, and readings will help us understand this era. Prerequisites: HC220 and HC230 or permission of instructor. Three credits.  
One section needed—Typical class size 18.

**2 units: HC337 Peer Tutoring Workshop** — This course prepares students to work in the MMA Writing Center as peer consultants. Topics include writing center theory and practice, an overview of disciplinary genres, and working with ESL and learning-disabled students. Writing process strategies are reviewed, as are such rhetorical elements as style, organization, grammar, punctuation and usage. Students complete the course with a practicum in the Writing Center. Prerequisite: HC111 and instructor permission. One credit.  
One section needed—Typical class size 2.