

# 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.

Part-time positions begin in late August 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**

##### **CS 150 - Structured Problem Solving with Computer (3 units)**

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. Face-to-face or online-synchronous sessions. Rec. 3, Cr. 3.  
Three sections needed – Typical class size 25

##### **FY 100 – First-Year Experience (1 unit)**

This course seeks to improve student success by creating a structured and comprehensive college transition program for independent students. The course will also introduce students to basic wellness concepts including physical fitness, nutrition, and stress management. Students will receive information about the many resources available to support them throughout their college career. Rec. 3, Cr. 1  
Three sections needed— Typical class size: 20

##### **FY 100 – Coordinator First-Year Experience (3 units)**

This course seeks to improve student success by creating a structured and comprehensive college transition program for independent students. The course will also introduce students to basic wellness concepts including physical fitness, nutrition, and stress management. Students will receive information about the many resources available to support them throughout their college career. Coordinator will help design curriculum, recruit speakers, and coordinate the outcomes-assessment cycle.  
Typical class size: 20

##### **HC 111 - Composition (4 units)**

This course helps students develop a flexible writing process that can be adapted to a variety of situations. Critical thinking and argumentation are emphasized, and students practice basic research skills as they learn to write effectively in a professional voice. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watch keeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Face-to-face or online-synchronous sessions. Rec. 3, Cr. 3.  
Eight sections needed—Typical class size 20

**HC 160 - Spanish Level I (3 units)**

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. Rec. 3, Cr. 3.

Two sections needed – Typical class size 25

**HC 220 - Humanities I (4 units)**

An interdisciplinary examination of the cultural roots of modern global society from the first civilizations through the middle Renaissance. Prerequisite: HC111. Rec. 3, Cr. 3.

Five sections needed – Typical class size 22

**HC 230 - Humanities II (4 units)**

An interdisciplinary examination of the cultural roots of modern global society from the middle Renaissance to modern times. Prerequisite: HC111. Rec. 3, Cr. 3.

Three sections needed – Typical class size 22

**HC 331 Creative Writing (4 units)**

Designed for students from all majors, this workshop-style course in creative writing will unearth, spark, and grow whatever stories, voices, and styles are waiting to be tapped and developed further. Whether a beginning or more experienced writer, each student may work in a variety of genres including flash fiction, creative nonfiction, poetry, sci-fi, and memoir. Students will watch videos of author interviews and readings, engage with short readings by great writers, strengthen their own writing skills, and provide critical support for other participants. Techniques and toolboxes will evolve as part scavenger hunt, investigative inquiry, historical log, dream world, and detective story. Rec. 3, Cr. 3. Prerequisite: HC 111.

One section needed. Typical class size: 22 students.

**HC 311 Sketching in the Landscape (3 units)**

This course introduces students to the basics of drawing from observation. We will draw in the great outdoors (weather permitting), looking through windows, and at objects in the classroom (still life). The goal is to empower students to carry a sketchbook and to draw on their travels and in daily life. Students will learn to draw what they see as opposed to what they know is there. This course also introduces students to basic art materials and skills. Course materials include graphite pencils, charcoal, markers, erasers and various papers. Rec. 3, Cr. 3

One section needed – Typical class size 15

**HY 331 Special Topics in History: The Holocaust (3 units)**

The course will provide overview of the history of genocide and persecution of the Jewish people, and an in-depth look at the social and political environment which gave rise to Adolph Hitler's rule and the attempted extermination of the European Jewish population during World War II. Prerequisite: HC111.

Rec. 3, Cr. 3

One section needed – Typical class size 25

**HY 331 Special Topics in History: The Atlantic World (3 units)**

In this course, we will explore the history of the Atlantic World as a significant zone of interaction from its beginning in the 15<sup>th</sup> century, through its heyday during the Age of Sail, to its decline by the mid-19<sup>th</sup> century. The Atlantic World was a complex space shaped by geography, winds, and currents as well as by people, technology, politics, and trade. Various states and actors rose and fell on the Atlantic tides, from pirates to pilgrims, from sailors to slaves, and we'll investigate their stories as we uncover patterns

and chains of cause and effect that will help us understand human societies past and present. Rec. 3, Cr. 3

One section needed. Typical class size 25

**MD311 - Medical Person in Charge (2 units)** (Teaching Assistant)

A course including didactic and mostly practical skills. Included will be IVs, medication administration, skeletal and spinal immobilization. Prerequisite: MD310. Rec. 3, Cr. 3.

One section needed—Typical class size 20

**MS101 - Pre-Calculus Mathematics (4 units)**

Includes linear and quadratic equations, inequalities, simultaneous linear equations, matrices, graphs, composite and inverse functions, logarithmic and exponential functions, complex numbers and the complex plane, basic trigonometry, and trigonometric identities and equations. Face-to-face or online-synchronous sessions. Rec. 3, Cr. 4

Two sections needed—Typical class size 25

**MS110 - Technical Calculus I (4 units)**

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. Face-to-face or online-synchronous sessions. Rec. 3, Cr. 4

One section needed—Typical class size 18

**PO230 - Contemporary World Politics (3 units)**

This course is an introductory survey of the field of international relations with an emphasis on the interaction of global political, social, and economic factors. Rec. 3, Cr. 3

One section needed—Typical class size 25

**PS201 - Technical Physics II (Lecture) (3 units)**

A continuation of PS102 with emphasis on electricity and magnetism. Other related topics as time permits. Prerequisite: PS102. Face-to-face or online-synchronous sessions. Rec. 3, Lab. 2, Cr. 4.

Three sections needed— Typical class size: 16

**PS201 - Technical Physics II (Lab) (1 unit)**

A continuation of PS102 with emphasis on electricity and magnetism. Other related topics as time permits. Prerequisite: PS102. Rec. 3, Lab. 2, Cr. 4.

Five sections needed— Typical class size: 16

**PY200 Introduction to Psychology (3 units)**

This course provides an introduction to psychology – theories, research and practice. Emphasis will be on human behaviors, the brain, perception, principles of learning and therapies. Rec. 3, Cr. 3.

Two sections needed – Typical class size 25