

# 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**

##### **CS331/Special Topics: Introduction to Python**

Python is a cross-platform, open-source, and interpreted programming language that is both powerful and in high demand. With a simple syntax, it is easy for beginners to learn. This introductory course targets students with no background or expertise in computer programming and equips them with the theoretical knowledge and hands-on practical skills to use Python in meaningful and career-enhancing ways. It offers marketable skills in fields ranging from web development, business applications, data science, machine learning, and artificial intelligence. Material covered includes programming fundamentals, data types, Python libraries and tools, data visualization, and web applications. Content for this course draws heavily from actual space exploration projects and students will interact with programmers employed at NASA field centers. Rec. 3, Cr. 3 One section 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

##### **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

##### **MD312 - Emergency Medical Technician (5 units)**

This course, that follows the National EMS Education Standards, is designed to give students, through lecture, practical lab, and clinical experience, the entry-level knowledge and skills necessary to provide basic emergency medical care and transportation for patients who access the emergency medical system. Upon successful course completion, students are eligible to take the National Registry of EMT's certification examinations. Students will perform interventions necessary to provide patient care and transportation including basic level patient assessment, airway management and oxygen administration, CPR, spinal immobilization, shock management, bandaging and splinting, and medication administration. This course meets twice a week and up to 4 weekend days. Text, Online Work and all assigned work must be completed prior to end of class and an average of 75% must be achieved to take the National Registry of EMT's certification examination.

One section needed—Typical class size 12

**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. Rec. 3, Cr. 4

Four 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. Rec. 3, Cr. 4

Two sections needed—Typical class size 18

**MS150/Lecture/A - Calculus I (4 units)**

Functions, analytic geometry, limits, continuity, derivatives of algebraic functions and applications; study of graphs maxima and minima, methods of approximation; and elementary integration, indefinite and definite integrals. One section needed—Typical class size 24

**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