

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 2023. 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 atmosphere of 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

CH101 - Chemical Principles Lecture, first year chemistry (3 units) -- This course examines basic concepts of general chemistry, including stoichiometry, atomic structure, periodic properties, chemical bonding, states and properties of matter, equilibria, acids and bases, and properties of organic compounds. One section anticipated. Typical class size 30.

CH101 - Chemical Principles Lab (1.5 units) – 3-hour first year chemistry laboratory class. Four sections anticipated. Typical class size 16.

CS 150 - Structured Problem Solving with Computers (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. One section anticipated. 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. Five sections anticipated. 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. One position.

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. 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. Two sections anticipated. Typical class size 25.

HC 230 - Humanities II (4 units)

An interdisciplinary examination of the cultural roots of modern global society from the middle Renaissance to modern times. Three sections anticipated. Typical class size 22.

HC339 - Digital Photography (3 units) — This course is an introduction to the art and science of photography. Primary emphasis is placed on photographic fundamentals and skill. Attention to composition is stressed. One section anticipated. Typical class size 25.

HC331 - Special Topics in Humanities: Viking Lore. (3 units) – A course in Norse Mythology. One section. Typical class size 25.

HC331 - Special Topics in Humanities: Warfare in the Ancient Mediterranean World. (3 units). One section anticipated. Typical class size 25.

HC333 - Basic Drawing (3 units) — This course helps students understand the language of drawing, a means of communicating literal or imaginative pictorial ideas. Students will develop a vocabulary for drawing and learn how to accurately represent on paper what one sees. This course will stress learning about the power of line, and perspective on a two-dimensional surface so that the work tells the viewer what the artist wants to say and that the drawing aspires to be art rather than a diagram. One section anticipated. Typical class size 20.

HY270 - American History 1877-Present (3 units) — This course examines both the internal growing pains of American society beginning in 1877 as well as the sometimes-rocky U.S. rise to global power, tracing the country's initial reluctance to enter world affairs to its status, at the end of the twentieth century, as the cultural, political, and economic leader of the world – the last superpower. One section anticipated. Typical class size 30.

MD310 - Medical Care Provider (3 units)— A study of the assessment, recognition and treatment of various diseases and injuries that may be encountered in the workplace. This course includes first aid, CPR and blood borne pathogens. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Three sections anticipated. CPR instructor and MD, RN, NP, PA, or paramedic credentials required. Typical class size 30.

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. Three sections anticipated. Typical class size 25.

MS102 - Pre-Calculus, Part I (3 units) — Part 1 of a 2-part pre-calculus sequence. Includes linear and quadratic equations, inequalities, complex numbers, basic trigonometry. One section anticipated. Typical class size 16.

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. One section anticipated. Typical class size 18.

MS141 - Finite Math (4 units) — A course designed to develop the mathematical skills considered important for business students and prepare them for business calculus. Topics include, algebra review, linear functions, systems of linear equations and matrices, linear programming, the mathematics of finance, logic, sets, elementary probability and statistics, game theory, digraphs and networks, and nonlinear functions. One section anticipated. Typical class size 20.

PE102 - Basic Water Skills (0.5 units) — Covers swimming skills such as stroke mechanics, breath control, diving, as well as drown proofing techniques and hypothermia. Two sections anticipated.

PE108 - Physical Fitness (0.5 units) — The course enables the student to experience the various components of physical fitness, e.g., endurance, strength, agility, balance, flexibility, and speed. Theories on weight control are discussed. Opportunities to prepare oneself to meet the physical demands of daily life are presented. Two sections anticipated.

PE114 - Ocean Survival (0.5 units)— A cold water safety and survival course to familiarize students with the planning and steps necessary to work, recreate, and supervise safety on or around cold water. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Thirteen sections anticipated.

PS102/201 Physics Lab (1 unit) – PS102 Lab is the lab for an introductory course in classical mechanics without calculus. PS201 Lab is lab for Technical Physics II, electricity and magnetism. Four sections anticipated. Typical class size 16.