

# 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 2024 except where otherwise noted. Please see below for a description of the various courses and credit hours currently open. Please note which course(s) applying for when submitting the application, CV, and cover letter. Compensation begins at \$1000/unit. Units listed are per course section.

### 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 Lab (1.5 units)**—3-hour first year chemistry laboratory class. Up to five sections anticipated. Typical class size 16.

**CH101 Lab Preparation (3 units)**—Position responsible for preparing introductory chemistry laboratories. The schedule is flexible but requires undergraduate labs to be ready on Tuesday morning at 8am. The incumbent must be able to work independently and safely in the chemistry lab and be able to communicate effectively with the course instructors. Experience required. A master's degree in chemistry or related field is desired. Three units

**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 (non-regimented) 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. Six 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 (see description of FY100). Coordinator will help design curriculum, recruit, and schedule speakers, and coordinate the outcomes-assessment cycle. One part-time position, fall semester only.

**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 Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Writing-intensive course. Multiple 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 220 - Humanities I (4 units)**—An interdisciplinary examination of the cultural roots of modern global society from human beginnings through the early modern period. Writing intensive course. Up to three sections anticipated. Typical class size 20.

**HC 230 - Humanities II (4 units)**—An interdisciplinary examination of the cultural roots of modern global society from the middle Renaissance to modern times. Writing intensive course. Up to three sections anticipated. Typical class size 20.

**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: Environmental Literature. (4 units).** Writing intensive course. One section anticipated. Typical class size 20.

**HC331 - Special Topics in Humanities: Elections in American History. (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.

**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. One section anticipated, up to two possible. 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.

**PE100 - Basic Sailing (0.5 units)**—Nomenclature, terminology, and sailing techniques for Mercury-Class boats. Certification in Mercury-Class boats is possible upon completion of this course. Several sections anticipated. Typical class size 22. Scheduled for first seven weeks of fall semester only.

**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. Typical class size 16. Two sections anticipated.

**PE103 - Skin & Scuba Diving (1 unit)**—Basic techniques in use of equipment. Covers safety procedures and physiological aspects of diving. Professional Association of Diving Instructors (PADI) certification is available, but not mandatory, upon completion of established requirements. Prerequisite: Demonstration of swimming ability. Up to four sections anticipated. Typical class size 10.

**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. Typical class size 20.

**PE113 - Lifeguard Training (1 unit)**—This course is designed to teach lifeguard candidates the skills and knowledge needed to prevent and respond to aquatic emergencies. It offers instruction in accident prevention, water rescue skills, First Aid, and CPR. American Red Cross Lifeguard certification is available. Prerequisite: Demonstration of swimming ability. Typical class size 20.

**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. Typical class size 20.

**PE 130 - Special Topics in Physical Education: Self Defense (0.5 units)**—A course in Personal Empowerment Self Defense. In this course we will develop and enhance the options of self-defense to increase participant's confidence responding assertively to threats from both stranger and non-strangers across a continuum ranging from micro-aggressions up to life-threatening encounters. One section anticipated. Typical class size 20.

**PE200 - Intermediate Sailing (0.5 units)**—This half-semester course will follow PE100 Basic Sailing, and labs will be taught in Mercury -Class boats and sloops of up to 30 feet. Topics will include use of the spinnaker, precise maneuvering under sail and power, including mooring, anchoring, and docking, and heavy weather sailing in sloops. A grade of A or B will earn the student an MMA Intermediate Sailing Certificate for sailing outside of classes. Up to two sections anticipated. Typical class size 22.

**PE203 - Advanced SCUBA (1 unit)** — The Advanced SCUBA course is designed to enhance your skills and help you learn and think like a diver. The course focuses on navigation and fine-tuning buoyancy skills. Under the supervision of a Master Instructor, students will be introduced to different types of diving environments. Five separate diving experiences will be incorporated into the course and include Navigation, Deep, Boat, and two additional dives. Up to two sections anticipated. Typical class size 10.

**PE303 - Rescue Diver (1 unit)**—The Rescue Diver course is specifically designed to train students in the dynamics of rescue management. Students develop their diving knowledge and skills to effectively perform diver rescues and assists. Students also learn to manage diving accident situations and apply first aid skills. The Rescue Diver course is very much a hands-on course, with roleplaying to gain the experience needed for most diving incidents. Students learn to look beyond themselves and consider the safety and well-being of other divers. One section anticipated. Typical class size 10.

**PY200 - Introduction to Psychology (3 units)** — This course introduces psychology –theories, research, and practice. Emphasis will be on human behaviors, the brain, perception, principles of learning, and therapies. One section anticipated. Typical class size 25.