

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 mid-January 2025. 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.

CH152 - Chemical Principles Lab (1.5 units)—3-hour first year chemistry laboratory class for systems engineers. Up to 2 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.

CS150 - Structured Problem Solving with Computers (3 units)—Uses Excel to introduce students to computing, problem solving and logical thinking. Typical class size, 25.

HC111 - 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.

HC160, HC161 - Spanish Level I and II (3 units each)—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.

HC220 - 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.

HC232 Management Communications (4 units)—A writing intensive course in business communications. Two 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 – Creative Nonfiction Writing (4 units) – Works of creative nonfiction are true stories artfully told. They include nature writing, memoir, literary journalism, and travel writing. Students will explore character development, dialogue, structure, and language to write about real-life events and situations. This class is structured as a workshop with students providing detailed constructive feedback on the work of their peers. One section. Typical class size, 20.

HC331 - Special Topics in Humanities: Journeys into Film. (4 units). Writing intensive course. Enjoy and write about animations, documentaries, and feature films from all over the world. To answer questions, including: How do images of the enemy vary in war films? What soundtracks seem most musically memorable? Do new films support the idea of love—or its elusiveness? Did the special effects intensify or weaken the themes of a film? What ethical, social, or political values are being transmitted or encouraged in a particular film? One section anticipated. Typical class size, 20.

HC331 - Special Topics in Humanities: Viking Lore. (3 units). This course examines the cultural legacy of the historical events in Europe from 793 to 1066 AD, as represented in the medieval Icelandic sagas and other literary sources. Some of the topics we will consider in this course: What did the Vikings believe and what were their daily lives like? We will investigate the role of literature in recording and representing religious beliefs and historical events. 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.

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. Up to two sections needed. Typical class size, 25

MS103 - Pre-Calculus, Part II (4 units)—Part 2 of a 2-part pre-calculus sequence which includes linear and quadratic equations, inequalities, complex numbers, basic trigonometry. Meets 4 times per week. Two sections anticipated. Typical class size, 16.

MS160 – Calculus II (4 units) –A course in integral calculus and its applications. Includes sequences and series. One section anticipated. Typical class size, 20.

PE103 - Skin & Scuba Diving (2 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 three sections anticipated. Typical class size, 10.

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. One section. Typical class size, 20.

PE 130 - Special Topics in Physical Education: Yoga (0.5 units)— Learn life skills to reduce stress, improve athletic performance, and increase focus. Engage in warm-ups, basic yoga forms, breathing and relaxation techniques, and meditation. One section anticipated. Typical class size, 20.

PE203 - Advanced SCUBA (2 units) — 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.

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.