



Visiting Scholar Course Proposal Procedures **Fall, Spring (Winter) Semesters and Academic Year** Japan Center for Michigan Universities

Scholars from academic institutions and various disciplines are invited to apply for a visiting scholar position at the Japan Center for Michigan Universities (JCMU) for fall and/or spring semesters. Course proposals must be received by the JCMU Program office at Michigan State University no later than **June 1st**.

Proposals should include the following:

- Cover letter articulating the applicant's reasons for wanting to join the program and indicating the semester(s) they are available.
- A complete syllabus of the course they propose to teach. Course content must fall under the general category of "Japanese Studies." Generally, the course should be designed for upper division (junior and senior) students.
- Description of desired site visits, field excursions, guest lecturers or special activities. These may be integrated into the course pending approval from JCMU.
- Curriculum vita.
- Summary sheet of student evaluations.
- Two letters of recommendation commenting on the applicant's teaching abilities.

Please submit proposals to the JCMU Program Office in East Lansing, Michigan: jcmu@msu.edu

All applications will be reviewed by the JCMU Program Director, Resident Director, and Executive Committee Curriculum Subcommittee. Preference will be given to scholars with a research in interest and background in Japanese studies and faculty of the 15 JCMU member universities. Final course approval and issuing of contracts are prepared by the Associate Dean of International Studies and Programs at Michigan State University.

The final decision for course scheduling will occur prior to the beginning of the fall semester after the deadline.