



Japan Center for Michigan Universities

MSU International Center
427 N. Shaw Lane, Rm 5
East Lansing, MI 48824 U.S.A.

Phone: (517) 355-4654
Email: JCMU@msu.edu
Website: jcmu.isp.msu.edu

Faculty-Led May Short Courses: A Guide for Proposal Submissions

Consortium Members

Central Michigan
University

Eastern Michigan
University

Ferris State University

Grand Valley State
University

Lake Superior State
University

Michigan State
University

Michigan Technological
University

Northern Michigan
University

Oakland University

Saginaw Valley State
University

University of Michigan
(Ann Arbor, Dearborn,
Flint)

Wayne State University

Western Michigan
University

In Japan

JCMU
1435-86 Matsubara-cho
Hikone, Shiga 522-0002
JAPAN

*MSU is an affirmative-
action, equal-opportunity
employer.*

Scholars from all academic and artistic disciplines are invited to apply to lead a May short course program at the Japan Center for Michigan Universities (JCMU) in Hikone, Shiga Prefecture, Japan. Course proposals must be received by staff at the JCMU Program Office at Michigan State University no later than **June 1st of the year prior** to the program's intended start date.

New May short courses may be proposed by any faculty member from any institution in the United States or Canada, including faculty at baccalaureate universities, community colleges, tribal colleges, and conservatories/schools of the arts. Proposals from faculty at institutions already affiliated with JCMU are given selection preference. (To learn if your institution is affiliated with JCMU, please visit the "JCMU Partner School" section of the JCMU website.)

Faculty must hold at least a Master's degree in their respective field. For prospective visiting scholars in fine arts and music, a personal portfolio and CV with exhibit or performance information may be included in lieu of a graduate degree. All-but-dissertation (ABD) candidates are welcome to submit proposals in their field of research.

All May short course proposals must include the following:

- A **cover letter** articulating the applicant's desire and credentials to lead a May short course program.
- A **complete syllabus** of the course the faculty leader proposal to teach at JCMU. Course content must fall under the general category of "Japanese Studies," and be taught in English with no Japanese language skills required. Courses may cover any topic that the faculty leader chooses. Generally, the course should be design for upper division (junior and senior) undergraduate students. If the class is offered at the faculty member's home institution, it should be indicated how the course will be altered to fit a study abroad environment on-site in Japan.
- Faculty leaders may also propose a graduate option for their course.
- A **draft program itinerary**, which should include descriptions of desired site visits (including cities to be visited), field excursions, guest lectures from local scholars in Japan, and/or special program-specific activities. These elements may be integrated into the course pending approval from JCMU, and as such will be used to inform the preliminary budget for the program.
- The faculty member's most recent **Curriculum vitae**.
- A **summary of student evaluations** from at least one course taught in-person at the faculty member's home institution. Please do not send full evaluations for an academic year. If the proposed course has been taught at the scholar's home institution, please include a summary of the student evaluations for that specific course.
- Two professional **letters of recommendation**, speaking to the applicant's teaching abilities.

Please submit proposals to JCMU-East Lansing as attached PDF files via email to: JCMU@msu.edu.