



# Japan Center for Michigan Universities

MSU International Center  
427 N. Shaw Lane, Rm 110  
East Lansing, MI 48824 U.S.A.

Phone: (517) 355-4654  
Email: [JCMU@msu.edu](mailto:JCMU@msu.edu)  
Website: [jcmu.isp.msu.edu](http://jcmu.isp.msu.edu)

## 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 Ajiroguchi  
Matsubara-cho  
Hikone-shi  
Shiga 522-0002  
JAPAN  
[Michigan@jcmu.net](mailto:Michigan@jcmu.net)

## Faculty Led May Short Courses: A Guide for Proposal Submission

Scholars from academic institutions and various 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 the JCMU Program Office at Michigan State University no later than June 1<sup>st</sup> of the year prior to the program's start date.

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 proposes to teach at JCMU. Course content must fall under the general category of "Japanese Studies," and be taught in English with no Japanese language requirement. Courses may cover any topic that the faculty leader chooses. Generally, the course should be designed for upper division (junior and senior) undergraduate students. If the class is one offered at the faculty member's home institution, it should be indicated how the course will be altered to fit in 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 description of desired site visits (including cities to be visited), field excursions, guest lectures from local Japanese scholars, or special activities. These elements may be integrated into the course pending approval from JCMU, and 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 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 students' evaluations for that specific course.
- Two **letters of recommendation**, speaking to the applicant's teaching abilities.

Please submit proposals to the JCMU Program Office in East Lansing, Michigan via email: [JCMU@msu.edu](mailto:JCMU@msu.edu)