



Japan Center for Michigan Universities

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Career/Culture Hybrid Program Keystone Courses: A Guide for Faculty 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 academic and professional disciplines are invited to apply to teach a keystone course as part of the Career/Culture Hybrid Programs (CCHPs) 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 keystone courses may be proposed by faculty, instructors, or scholars from any institution in the United States or Canada, including baccalaureate universities, community colleges, and tribal colleges. 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.) Additionally, proposals for keystone courses that address training areas of national need, such as Foreign Affairs/Service, Business, Teacher Education, Health Care, Agriculture, and the STEM fields will be given preferential consideration. Faculty must hold at least a Master's degree in their respective field. All-but-dissertation (ABD) candidates are welcome to submit proposals in their field of research. Proposals from independent or non-affiliated scholars will also be considered, so long as minimum eligibility requirements are met.

All CCHP keystone course proposals must include the following:

- A **cover letter** articulating the applicant's desire and credentials to lead the course.
- A **complete syllabus** of the course the applicant proposes to teach at JCMU. Course content must be taught in English with no Japanese language skills required. Courses may cover any topic that applicant chooses. Generally, the course should be designed for upper division (junior/senior) undergraduate students. If the course is offered at the applicant's home institution, it should be indicated how the course will be altered to fit a study abroad environment on-site in Japan with students from other institutions. Keystone courses must include a minimum of 45 contact hours, but cannot exceed 65 contact hours. Applicants 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 applicant's most recent **Curriculum vitae**.
- A **summary of student evaluations** from at least one course taught in-person at the applicant's home institution. Please do not send full evaluations for an academic year. If the proposed course has been designated/taught at the applicant's home institution, please include a summary of the student evaluations for that specific course iteration.
- 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.