



Japan Center for Michigan Universities

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Faculty-Led Short Programs: 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

Scholars from all academic and artistic disciplines are invited to apply to lead a Short Program at the Japan Center for Michigan Universities (JCMU) in Hikone, Shiga Prefecture, Japan. Program 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 Short Programs 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/scholarship.

All Short Program proposals must include the following:

- A **cover letter** articulating the applicant's desire and credentials to lead a Short Program.
- A **complete syllabus** for 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 skills required. 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 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 Short 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. At least one letter from the scholar's department chair or college director is preferred (if applicable).

Updated April 2025

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