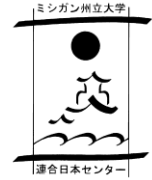


## May Short Course Proposal Procedures Japan Center for Michigan Universities



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 May Short programs. Course proposals must be received by the JCMU Program office at Michigan State University no later than **June 1<sup>st</sup>**.

### **Proposals should include the following:**

- Cover letter articulating the applicant's reasons for wanting to lead a May Short Program.
- 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.
- Proposed dates of program.
- Description of desired site visits, field excursions, guest lecturers or special activities. These may be integrated into the course pending approval from JCMU.
- A program promotion and recruitment proposal outlining how (if selected) the program would be promoted to ensure the minimum enrollment.
- Curriculum vita.
- Summary sheet of student evaluations.
- Two letters of recommendation commenting on the applicant's teaching abilities.

### **Submit proposals to:**

Kate Simon, Program Coordinator  
Japan Center for Michigan Universities  
110 International Center  
East Lansing, MI 48824  
Phone: 517.355.4654  
Fax: 517.353.8727  
E-mail: [simonka3@msu.edu](mailto:simonka3@msu.edu)

All applications will be reviewed by the JCMU Program Coordinator, 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.