

University of Hawai'i at Mānoa  
Study Abroad Center  
Semester/Year Program Faculty Resident  
Directorship  
Application Guidelines



Florence, Italy  
London, England  
Kōbe, Japan - Year  
Machida, Japan  
Paris, France  
Seville, Spain  
Shanghai, People's Republic of China  
Adelaide, Australia  
Sydney, Australia

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## Memorandum

To: Prospective Applicants, UHM Study Abroad Faculty Resident Directors  
From: Council on Study Abroad  
Re: Critical Pointers in Completing Application

Aloha,

We welcome your interest in applying for the position as Resident Director for one of our Study Abroad Programs. It presents an invaluable experience for students and faculty alike. Before embarking on the application process please read this memo carefully.

Being a Resident Director is a big responsibility. For that reason, the application process is rigorous and takes considerable time and effort on both your part to complete and ours to assess. This is a competitive process in which *all* parts of the application are evaluated.

The following points are especially critical:

Applications: only complete applications will be considered. It is up to the applicant to ensure that all required documentation is submitted by the deadline.

Teaching Evaluations: your teaching evaluations must be summarized (no raw data) and prepared by someone other than the applicant (e.g., ECAFE or evaluations summarized by a colleague).

Professional Enrichment/Scholarship Plan: your statement must contain a proposed plan of study that indicates how the Resident Directorship appointment will help your development as a faculty member. This statement may outline a research project, teaching/curriculum development, or other relevant objectives. Your achievements are to be described in your final report upon your return to the university.

Semester/year Resident Directors who will be teaching courses, the following points are also important:

- Courses: while usually discipline-specific, courses should be designed for a wide range of students and the content must be related to the program site location.
- Syllabi: your syllabi must be complete, clear, and concise with texts, assessments, weekly topics, readings, and suggested field excursions explicitly outlined. Of particular importance is the high value placed on the academic quality of the Student Learning Objectives (SLOs), which should also incorporate some outcomes particular to the specific Study Abroad experience. A sample application syllabus is available on the website. While not mandatory, E-, O- and W-focus course offerings are strongly encouraged.

All Resident Directors must be prepared to devote considerable time during the semester prior to their appointments to recruitment activities and pre-departure cultural training sessions. Mahalo for your kind attention to these important details.

## **UHM Semester/Year Faculty Resident Directorship Application Guidelines**

### **Applications for Multiple Programs and Terms**

A faculty member may apply for multiple programs and terms (fall/spring) simultaneously. However, applying for more than two locations might weaken the application as each application must focus on the site-specific resources. It is also recommended that the faculty indicate the location(s) and term preferences.

### **For Year-in-Japan Kobe, Program at Konan University: Next availability 28-29 Academic Year**

Please offer only one course per term (totaling two classes for the year). The administrative duties in the program are much more extensive than in other locations.

#### **1. Course Syllabus (Maximum 8 pages for each course)**

The course syllabus represents a most critical part of your application. It should reveal considerable thought regarding how the content relates to the specific study abroad locale. Please review and incorporate the Study Abroad Center Student Learning Outcomes as appropriate (9/09)

[Student Learning Objectives | University of Hawai'i at Mānoa Study Abroad Center](#)

Your course syllabus will be provided to students and posted on the Study Abroad Center website so that students are informed of the course requirements. (8/10) In all other respects it should contain all the following and represent a finished product.(4/24/09)

a. Description of the purpose or objectives of the course(s) and student learning objectives (SLOs). The Study Abroad SLOs can easily be incorporated in the course SLOs.

[Student Learning Objectives | University of Hawai'i at Mānoa Study Abroad Center](#)

Appropriateness of the course(s) in relation to the overseas setting. For example, please describe how the environment, people, university or college resources may be utilized to maximize the potential outcome of the course(s). Why is it impactful that your courses be taught in a particular location abroad?

b. Course alpha, number, title(s) and the number of credits. Pre-requisites, if any.

c. Detailed course description(s); syllabus/syllabi and student learning objectives including reading lists. While discipline-specific, courses should be designed for a wide range of students and the content must be related to the program site location.

Syllabi: your syllabi must be complete, clear, and concise with texts, assessments, weekly topics, readings, and suggested field excursions explicitly outlined. Of particular importance is the high value placed on the academic quality of the Student Learning Objectives (SLOs), which should also incorporate some outcomes particular to the specific Study Abroad experience. While not mandatory, E-, O- and W-focus course offerings are strongly encouraged.

d. Each course must be taught at 37.5 instructional hours. Please design your syllabi according to the # of weeks per term. For example, London has 12 weeks of instruction in the Fall and 11 in the Spring. Other programs such as Paris and Seville are 14 to 16 weeks long. If

you provide a course syllabus for fourteen weeks - similar to UHM - you will be able to adjust your teaching once you are abroad.

e. The rubrics by which the students will be evaluated on the student learning objectives. Indicate also percentage for each criteria (totaling 100 per cent) for example, exams, term papers, attendance, etc.

## **2. Personal Statement (Maximum 2 pages)**

Please respond to the following:

- a. Why would you like to be a resident director?
- b. How would you integrate academic and experiential components of the program?
- c. What skills, abilities, and knowledge make you an effective Resident Faculty Director?
- d. Explain how you plan to support and help students as a Resident Director. Provide examples from your experience to illustrate how you have done so and how you will do so abroad.

## **3. Professional Enrichment, Research, Scholarship Plan (Maximum 1 page)**

Your statement must contain a proposed plan of study that indicates how the Resident Directorship appointment will help your development as a faculty member. This statement may outline a research project, teaching/curriculum development, or other relevant objectives. Your achievements are to be described in your final report upon your return to the university. Consider how the Resident Directorship appointment will benefit the University in the next few years?

## **4. A Confidential Recommendation Letter from your Department Chair**

The Department Chair's confidential letter should be sent directly via Kuali on-line form. Please ensure that the Department Chair's letter addresses the following:

- a. Teaching ability
- b. Rapport with students
- c. Demonstrated ability to be responsible for and responsive to students' multiple needs in an overseas environment
- d. Ability to work cooperatively with diverse groups

## **5. A Summary of Teaching Evaluations (Maximum 5 pages)**

Submit summary evaluations of four most recent consecutive semesters/summers that contain the summary ratings for each question on the evaluation and a list of all comments made by students. It is to be done by someone else in your department and attested by the person. Do not include raw evaluations.

(4/24/07)

## **6. Curriculum vitae (Maximum 5 pages)**

Please include your abbreviated CV

## **7. Applicant's Student Recruitment Plan for the Program (Maximum 1 page)**

Our programs are open to all UHM, System and non-UH students. The Center's plan is to increase the number of aboriginal Hawaiian, first generation, Pacific Islander and minority students to participate in Study Abroad programs.

Thus, please address how you would reach out and engage the aforementioned group of students to participate in the program that you plan to lead. Refer to the Study Abroad Center's statement on Hawaiian Place of Learning

### **8. Semester/Year Faculty Resident Director Application and Signatures**

Once you complete and submit the [on-line semester application](#) the form will route for signatures (Department Chair and Dean) including the request for the confidential reference for.

### **9. Application submittal: via Kualii [on-line semester application](#)**

#### 10. Inquiries

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