**CSU in Japan Summer 2018**

**Study Abroad Program**

**Information for Faculty Applicants**

Applicants must submit a completed application with the applicant, department chair and dean’s signatures, current curriculum vitae, course proposal and draft syllabus to the Center for International Education. **Deadline for submitting applications is 10 April 2017.**

**Program Description:**

1. The program is based in Kyoto, Tokyo and Kiryu (our sister city), Japan. The faculty members and students reside in hotels and a Kiryu ryokan (traditional inn). Some meals are provided by the program (primarily breakfast). The program expects to have one instructor who will direct the program (with assistance from CIE and a provider in Japan) and teach a class. Another faculty member or staff person will help by serving as a site director. It is anticipated that the program will consist of 10-12 students.
2. The dates for the 2-week program are approximately mid-May to early-June.
3. The faculty member will ordinarily teach one three-credit-hour course although he/she should consider offering cross-listed options (lower and upper division and/or something like ITDS 1145 or ITDS 1156) in case students need something outside the faculty member’s academic program. There will be a program orientation and the first class meeting in April. Faculty may wish to have another class session before the program begins but should keep in mind the difficulties this may pose to students outside Columbus.
4. Total contact time for a three-credit course is 37.5 hours. A good rule of thumb is to devote 40%-60% (15-23 hours) to classroom activities. The pre-departure class meetings count toward the total. The remaining classroom contact time in Japan should be allocated to some class meetings although formal classrooms usually will not be available.
5. Additional contact hours in Japan should be devoted to field trips carefully designed to achieve the learning outcomes. Calculating fieldtrip time at ½ the rate of regular contact hours, total contact hours (meetings and fieldtrips) should total at least 37.5 hours.
6. During the program students should be given some unscheduled time to travel independently.

**Selection Process:**

1. Interested faculty members should submit completed application forms and supporting materials to the Center for International Education. If there are an excess of applicants, the director of the Center may consult past CSU in Japan faculty serving as an ad hoc selection committee.
2. Selection means that a faculty member’s courses will be publicized at CSU. Participation in the summer program, however, depends upon the number of students who enroll in the session.

**Selection Criteria (actual participation depends on recruitment):**

1. Permanent, full-time CSU faculty will have preference but all applications will be considered.
2. The faculty member must agree to devote considerable time to student recruitment from the start of fall semester into spring semester.
3. During the program the faculty member must be engaged in the teaching and general welfare of students on a full-time basis (i.e. no personal trips) except during unscheduled free hours or days.
4. The faculty member should develop a class that takes advantage of and integrates the resources in the locations of the program—sites as well as various cross-cultural experiences—into an academic course.
5. The faculty member should develop a course with broad appeal to attract student participation.
6. It may be helpful to offer a general education option such as World Civilization, World Literature, Art Appreciation, Comparative Arts, etc.
7. Faculty will be selected from a range of academic disciplines and as appropriate to the location.
8. Experience in Japan is not required but applicants are strongly encouraged to research the country and the city prior to applying to the program.

**Remuneration:**

1. Salary rate is generally the standard CSU summer salary but subject to the approval of the faculty member’s chairperson and dean.
2. At least 10 students must participate in the program to cover the faculty expenses and salary. Provided that the faculty members are able to recruit this number of students, the program will provide instructors with roundtrip airfare, field trips, a JR Railpass, housing and a per diem ($45). If enrollment falls below 10, the program may proceed but the above-mentioned benefits may be reduced.

**Faculty Commitments:**

1. Faculty commit to spending time in the recruitment of students during fall and spring semesters by speaking in their own classes but also in colleague’s classes, working during study abroad recruiting sessions at CSU and elsewhere, and generally encouraging students to participate in the program.
2. **Faculty commit to participate in three meetings in the academic year** preceding the summer in which they are teaching:
3. (1) an initial faculty orientation workshop in late August or early September
4. (2) a pre-departure faculty workshop in February or March, and
5. (3) an orientation program for students in early April.
6. Faculty commit to traveling with the students to and from Japan.
7. Faculty must be able to meet all of the physical demands of teaching and leading the CSU in Japan Program. This includes but is not limited to extensive walking (several miles per day including walking up hills), climbing stairs, and generally navigating to field trip sites on foot. Most locations are not handicapped accessible, and public transport is often not a substitute for the pedestrian access.
8. Faculty commit to engaging themselves with students in a more intensive and extensive way than is common on campus. During study abroad you are totally immersed with students, and the whole experience becomes a “teaching moment.”
9. Faculty commit to working with the Center for International Education, their academic department, and other campus offices to ensure that students are encouraged and able to participate.

**Additional Information:**

1. It is not usually possible to bring family members in this program because of the accommodations and busy schedule.
2. *The faculty member should keep in mind that their responsibilities to their students take precedence over other interests and that this will preclude them from having a great deal of free time during the program.*

# Faculty Application and Course Proposal Form

## CSU in Japan Summer 2018 Study Abroad Program

Please complete **ALL** items (type into the form), and return by **10 April 2017** to:

**International House**

**Center for International Education**

**Columbus State University**

**4225 University Avenue**

**Columbus, GA 31907**

**I. PERSONAL INFORMATION** (Please list name as it appears on passport/identification)

Surname:       First Name:       CSU ID # (starts “909”):

Rank:       Department:       College:

Campus Address:       Office Phone #:       E-Mail:

Home Address:       Home Phone #:

**II. QUESTIONNAIRE (please type in your responses directly or use an attachment):**

1. Please describe your familiarity with Japan, including a summary of study in or about Japan, previous courses that you have taught in or about Japan, or any travel you may have done there.

2. Briefly describe how you plan to recruit students for the program. Are there any particular groups of students you plan to target for the program? If so, how will you do so? How much time per week on average are you able to devote to recruiting students for the program?

3. What benefits do you as a teacher expect to derive from the experience of teaching in Japan?

4. What are the most important benefits students will gain from taking this course?

5. Please provide any other information that you feel is pertinent to assessing the merits of your application/proposal.

6. What is your projected enrollment for your class?

**III. COURSE PROPOSALS**

Preferred Course Title:

Credit Hours:       Prefix & Number:

Draft course description (100 words or less) for the program publicity:

Alternative Course Title:

Credit Hours:       Prefix & Number:

Draft course description (100 words or less) for the program publicity:

**PLEASE ADDRESS THE FOLLOWING FOR YOUR COURSE PROPOSAL:**

1. Please list field trip sites/activities that you plan to incorporate into your course. (Every attempt will be made to assist new faculty who have not been to Japan to identify opportunities.)

2. Please identify any contacts you have in Japan who might be willing to contribute as guest lecturers. If you have no contacts, describe the sorts of contacts you would like to have access to.

3. Please specify any prerequisites or corequisites the course has.

4. Please list any program (major) or core requirements that the proposed course would satisfy.

5. What special equipment, classroom space, library resources, etc. will you require in order to teach this course?

6. How do you plan to evaluate student learning?

**IV. STATEMENT OF COMMITMENT:**

Read the following statement carefully. After signing and dating the statement of commitment, return it along with the following completed items to the Center for International Education at CSU:

1. Personal Information, Questionnaire and Proposal Form
2. Draft Course Syllabus
3. Curriculum Vitae

I understand that my participation in the CSU in Japan Summer Study Abroad Program is dependent upon institutional approval AND on enrollment of 10 students in the program (any other enrollment requirements must be specified below by the chair and/or dean).

If I am accepted to teach in the CSU in Japan Summer Study Abroad Program, I understand that I must recruit students and participate in informational and orientation sessions; that teaching in study abroad is an intensive and comprehensive experience involving faculty members with students in many out-of-class activities. I understand that I will be obligated not only to teach my own formal class sessions but also organize and lead students on scheduled course field trips, as well as collaborate with the site director to conduct the program.

By signing below, I indicate that I have read, understood and accepted all of the conditions listed above:

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By signing below, I indicate that I have read and understood all of the above information, including the department and college’s role in providing a one-course summer faculty salary:

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 Department Chairperson (Date)

Please list any special conditions (if any) pertaining to this faculty member’s participation.

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 Dean of the College (Date)

Please list any special conditions (if any) pertaining to this faculty member’s participation.

1. **Signatures of Appropriate Campus Officials** (Director of CIE will obtain signatures)

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 Director, CIE (Date)

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 Provost (Date)