UHM Semester Faculty Resident Directorship Application Components

1. Course Syllabus
   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. 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. In all other respects it should contain all the following and represent a finished product.
   a. Description of the purpose or objectives of the course(s) and student learning outcomes (SLOs) (refer to Application Information for suggestions and samples of how to develop SLOs)
   b. Course alpha, number, title(s) and the number of credits.
   c. Detailed course description(s); syllabus/syllabi and student learning outcomes including reading lists.
   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 a 12 week of instruction in the Fall and 11 in the Spring.
   e. Pre-requisites, if any.
   f. 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).
   g. The criteria by which the students will be evaluated (e.g., exams, term papers, attendance, etc.). Indicate percentage for each criteria (totaling 100 per cent)

2. Personal Statement
   Please respond to the following questions:
   • why you would like to be a resident director?
   • how you would integrate academic and experiential components of the program?
   • what skills, abilities, and knowledge make you an effective Resident Faculty Director?

3. Professional Enrichment Statement
   Please respond to the following question:
   • How might this Resident Directorship appointment enrich you as a faculty member at Mānoa in the next few years?

4. A confidential recommendation letter from your department chair
   The letter must be sent directly to the Study Abroad Center and address the following:
   • your teaching ability
   • rapport with students
   • whether you have demonstrated ability to be responsible for and responsive to students’ multiple needs in an overseas environment
   • your ability to work cooperatively with diverse groups
5. **A summary of teaching evaluations**
   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**

7. **Applicant’s student recruitment plan for the program**

8. **SAC Form 2**
   Form is included in the packet; must contain appropriate signatures.

**COMPLETED APPLICATION SUBMITTAL**
- Electronic submission one pdf copy arranged accordingly to: uhmsac@hawaii.edu
  
  *Do not include the confidential reference letter in the electronic submission.*

- One original signed page of SAC Form 2 and one original confidential reference letter sent to the address at right:

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<th>Inquiries</th>
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<tr>
<td>Sarita Rai, Director</td>
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<td>956-4738</td>
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<td><a href="mailto:sarita@hawaii.edu">sarita@hawaii.edu</a></td>
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