University of Hawai‘i at Mānoa Study Abroad Center

UHM Semester Faculty Resident Directorship Application Information

Table of Contents

UHM Semester Faculty Resident Directorship Application Information 1
UHM Study Abroad Center Information 4
UHM Study Abroad Center Mission Statement and Student Learning Outcomes 7
Writing Course Student Learning Outcomes 9
Example of a Written Paper Evaluation Rubric 11
Example of an Oral Presentation Evaluation Rubric 12
Example of Ethical Issues Evaluation Rubric 13
Example of Course Syllabus
The University of Hawai‘i at Mānoa Study Abroad Center is seeking applications from faculty to teach in Florence during the Fall and Spring semesters.

While on a Study Abroad program, the appointed faculty is also expected to pursue professional development plans.

**Eligibility/Requirements**
All Mānoa faculty members in Bargaining Unit 7 are eligible to apply [from Rank 3 to Rank 5 or permanent Instructors (2)]. Faculty members who are on leave during the semester preceding the study abroad resident directorship are NOT eligible to apply. Resident Directors are appointed from UH-Mānoa, as the UHM Study Abroad Center is a Mānoa program.

Interested applicants may apply for multiple programs simultaneously. Knowledge of the Italian language is not a requirement for the application, although it may be helpful in facilitating cross-cultural interactions.

One faculty member per term will be appointed as the Resident Director to teach in the “Semester in Florence” Study Abroad Program. Interested applicants must submit proposals to teach two courses (per semester). The applicant may propose either sophomore or upper division courses (or one at each level). It is encouraged (not a requirement) that the proposed courses fulfill the current UHM general education and/or graduation, (core, foundations, diversification, focus) major, or elective credit requirements. In addition, please note that any UHM study abroad course may be used for a FOCUS EXEMPTION. Students on Study Abroad may use the FOCUS exemption to satisfy an appropriate 3-credit diversification and/or focus requirements.

While the Study Abroad Center conducts year-round recruitment, it is expected that the appointed resident faculty director recruit students for the program as part of his/her pre-departure responsibilities. The appointed faculty can facilitate cross-cultural learning best when he/she is able to share recruiting and pre-departure orientation with the students before they leave. Thus the applicant is required to propose a student recruitment plan as part of his/her application. Faculty members are encouraged to publicize the program beyond UH-Mānoa (e.g., Mainland universities). It should be noted that students who attend the Florence study abroad program are academically broad-based and do not come from a specific discipline. Participants’ class standings range from sophomores to seniors and are from UH-Mānoa, Mainland universities, Chaminade University of Honolulu, and the UH System campuses. All students in the program are required to take at least one course from the Resident Director. It should be noted that the UHM Resident Director’s courses are open to eligible LdM students. Additionally, LdM requires that your final courses follow an official LdM standard syllabus format. Sample courses and the course template are included in this
application. Thus, when you are preparing the syllabi for the review and approval by the Council on Study Abroad please be aware that LdM syllabi may require additional items. Thus, it may be easier to incorporate both institutional needs.

In addition please visit the Lorenzo de’ Medici website (academic programs) to see how your courses will complement their standard offerings. www.lorenzodemedici.it

LdM’s Expectations of the UHM Visiting Faculty
Visiting faculty members at LdM have certain responsibilities that they need to fulfill. Beyond the formal teaching duties, Visiting Professors are expected to participate fully in the academic life and community at LdM. This may include, but not restricted to, giving public lectures and/or research papers, and/or participating in faculty development seminars. As noted in the previous paragraph, Visiting Professors are also required to supply LdM with a LdM-formatted version of their course syllabi, well in advance of their arrival, by a deadline to be determined by LdM.

Approval of Appropriate Department Chairs and College Deans/Remuneration
Prior to submitting the application to the UHM Study Abroad Center, it is of the utmost importance that the applicant consult and secure approval from his/her appropriate department chair and dean. The semester of teaching and resident directorship in any UHM Study Abroad program is NOT considered a sabbatical OR a semester of leave. Rather, it is a continuation of the faculty’s teaching load and related responsibilities to be carried overseas. Therefore, the Faculty’s salary while teaching in a Study Abroad Semester is continued to be paid by the faculty’s home department/college. Hence, it is important that the appropriate Department Chair and College Dean approve the Faculty’s application to teach abroad.

Department Replacement Cost
The department releasing the faculty will be provided with replacement costs by the Study Abroad Center. The lecture’s teaching costs in this case, will be based on sufficient enrollment and is not guaranteed.

Program Resident Director Appointment and Pre-departure Responsibilities
The Council on Study Abroad will select the resident director. The applicant will be notified prior to the end of the current Fall Semester, but no later than the beginning of the following Spring term.

The UHM Study Abroad Center administers and implements the program in its entirety. These include developing program costs, student applications, travel arrangements, liability forms, registration, pre-departure orientation, resident director remuneration and travel. As part of the appointed resident director’s pre-departure responsibilities, the faculty is expected to help recruit students for the program together with the Study Abroad Center, attend the pre-departure cross-cultural training sessions for the students, and participate in the resident director training.

Minimum Number of Student Participants in the Program
In order to meet the Center’s overhead costs as well as faculty remuneration ideally there should be at least 20 participants in the program. The Center will not, however,
cancel a program based on fewer than a minimum number of student enrollment.

Office Space
Unfortunately, due to severe shortage of space, office space is not available for the faculty. This is the case for all faculty at LdM. Meeting with students can be scheduled as needed at a pre-designated area. The Academic Director will help make the arrangement.

Appointment Period
The appointed Faculty will teach two courses for the specific semester and perform related duties on-site including professional development. The appointment period is for one term only. The Fall program begins in the first week of September and runs through mid-December. The Spring program runs approximately the third week of January through the second week of May.

Program Resident Director Remuneration
Salaries and benefits will be continued to be paid by the University through the faculty's home department/College.

Accommodations
Housing is provided for the duration of the period of appointment. Faculty is expected to pay for utilities. Cost of housing rental cannot exceed €1,800 per month. Should the faculty find more expensive accommodations, faculty will have to pay the difference. Once the appointment is confirmed, faculty will be expected to contact the Lorenzo de’ Medici Housing Office.

Airfare
Cheapest/direct (Honolulu-Florence-Honolulu) round trip airfare will be provided and the UHM Study Abroad Center will facilitate the purchase of the airfare or reimburse the faculty. Florence airport pickup may be arranged at cost to the faculty.

Book Shipment Allowance
The Study Abroad Center will also pay $200 for the cost of shipping books and related study abroad teaching materials to and from the site.

Faculty Visa for Florence and Travel Documents (9/09)
Non-European Union passport holders will need to obtain a visa for Florence. LdM will issue the support documents for a “student” visa. This is the standard visa that the faculty is expected to receive.

The Study Abroad Center will facilitate the Italian visa request from the Italian Consulate General in San Francisco. The process takes approximately two months. The faculty is expected to provide the Center with a valid passport (at least six-month validity from the date of entry into Italy) and all supporting/relevant financial documents.

Upon arrival in Florence the faculty must process the Permission to Stay in Florence with the help of LdM personnel.
THE UHM STUDY ABROAD CENTER

Established in 1987 as a self-sustaining unit, UHM Study Abroad Center (SAC) plays a variety of roles in creating, administering, and evaluating academic Study Abroad Programs for the University of Hawai‘i at Mānoa. The Center specializes in overseas academic program delivery, student health, safety, security, risk assessment and management through a variety of means, including on-site inspections, and program evaluations. As part of the Center’s standard of care, it provides training to faculty resident directors in health, safety, risk and liability. It also provides extensive orientations for SAC students with a strong focus on issues of health, safety and cultural sensitivity. The Center’s activities are based in the principles of best practices in international education suggested by NAFSA: An Organization of International Educators and the policies and practices on Study Abroad by the WASC Handbook of Accreditation/2001.

SAC provides opportunities for qualified students to study, and for faculty members to teach and pursue professional development in other countries. Accordingly, the Center’s mission states that:

Students in Study Abroad Programs shall acquire knowledge through academic work in other countries and develop cross-cultural understanding though cultural immersion. Faculty in Study Abroad Programs shall have similar enrichment.

(SAC By-laws, Programs and Council on Study Abroad Charges)

Council on Study Abroad

The Center Director works with the Council on Study Abroad, the policy-making body of the Study Abroad Center. Members of the Council are comprised of faculty who are appointed by the Mānoa Faculty Senate Executive Committee to serve on the Council. The Council employs its considerable knowledge and experience to provide oversight, assessment of academic soundness, and evaluation of pedagogical achievements and ensures the Mission of SAC is achieved. The Council also approves study abroad programs, as well as faculty appointments. In addition, the Council is the Curriculum Committee of the UHM Study Abroad Center that reviews and gives final approval to the academic content of the program.

Established Semester/Year Study Abroad Program

An established semester/year study abroad program is one that has been reviewed by the appropriate departments, curriculum committees, colleges, and approved/accepted by the Council on Study Abroad prior to June 30, 1993, in its entirety (academic objectives, curriculum, cultural activities, and location). On July 1, 1993, the UHM Study Abroad Center was transferred to the Office of the Senior Vice President and Executive Vice Chancellor, presently the Office of the Chancellor for Mānoa. Thus, from the aforementioned date forward, the Council on Study Abroad approves new programs and faculty appointments offered under the aegis of the UHM Study Abroad Center.

Such programs are administered, implemented, and periodically evaluated by the Study
Abroad Center. Administration includes but is not limited to developing program costs, fiscal/financial management and oversight, negotiating with the host institutions on all aspects of the on-site logistics of the program, curricula, student services such as advising and counseling, student application review and selection, all relevant financial documentation for financial aid recipients, course credit registration, grade reporting, post-program evaluation, risk/liability assessment and management, cross-cultural training, faculty remuneration and travel if applicable. The Study Abroad Center recruits students throughout the academic year. Upon official appointment of the resident faculty director then s/he is expected to help recruit students as well.

**Definition of a Study Abroad Program**

SAC programs have carefully identified academic objectives. These programs assist students in furthering or completing their degree requirements. A student wishing to participate in an overseas program should be able to graduate within the time frame allotted to her/his degree program. Since these study abroad programs are an integral part of a student’s academic program, courses completed overseas are designed to fulfill a student’s major, minor, certificate, core, foundations, diversification, language, or graduation requirements. All Study Abroad courses are expected to meet current Mānoa academic standards and are articulated as Mānoa courses. Study Abroad course work is completed overseas and is taught either by a Mānoa faculty or by faculty of an overseas institution of higher education.

According to the distinguishing characteristics, a Study Abroad Program will:

1. Be delivered in an international setting (i.e., outside of the 50 U.S. states) on a regular basis.
2. Be part of a UHM degree (including electives, certificate, or graduation requirements)
3. Carry the appropriate UHM resident course credits in all the programs.
4. Have a designated UHM Resident Faculty Director or host institution designee to ensure academic and program quality, as well as student welfare.
5. Be considered an institutional offering under the aegis of the Study Abroad Center.
6. Have its overseas component reviewed for risk assessment and management prior to the commencement of the program.

**Courses Taught in Semester-Year Study Abroad Programs by UHM Faculty**

As stated earlier, faculty members are to offer two courses to be taught in English in their field of expertise, but must be Florence/Italy-specific. Faculty members are free to offer the same course simultaneously in the target language, if desired. Faculty are encouraged to offer the two three-credits courses with the understanding that the student will take at least one course from the faculty, and the remaining three courses from the host institution. Please also note that both classes offered by the UHM faculty are open to Lorenzo de’ Medici students (from U.S. universities or the host campus' degree students)
**Course Credits**

The number of credits in a study abroad course is determined by the total number of classroom contact hours. As is customary, a 3-credit course requires a minimum of 45 contact hours.

An applicant offering a Study Abroad course may compute "field trips" as part of the total contact hours if such trips are essential to the course. Field trip credit hour computation is based on laboratory classes. Generally a lab offered for 1 semester hour of credit meets three “class hours” per week over a 15-week period (IRO, 2002, p. 9). Therefore, a 1-credit field trip/lab course must have a total of 45 contact hours for study abroad programs.

An undergraduate course cannot simultaneously be approved for graduate course credits. The applicant must propose two levels of courses with appropriate requirements at each level.

There are two ways that an applicant may initiate courses to be taught in a study abroad program.
1. Propose existing courses listed in the UHM catalog and tailor them to the overseas setting, or
2. Propose a new course.

If a new course (not listed in the UHM catalog) is being proposed, the faculty must follow standard departmental/college and administrative channels for the approval of new courses before submitting the proposal to the Study Abroad Center.
The purpose of this document is twofold. First it is to help faculty who teach in Study Abroad Programs to understand the program and student learning outcomes. Second, it is to help the faculty design courses that will meet both the Study Abroad program and student learning outcomes.

University of Hawai’i at Mānoa Mission Statement
Leadership - Excellence - Innovation

University of Hawai’i at Mānoa Study Abroad Center Mission Statement
Students in the University of Hawai'i at Mānoa Study Abroad Center Programs shall acquire knowledge through academic work in other countries and develop cross-cultural understanding through cultural immersion. Faculty in Study Abroad Programs shall have similar opportunities for enrichment.

University of Hawai’i at Mānoa Study Abroad Center Program Student Learning Outcomes
The Mānoa Strategic Plan 2002-2010 calls for undergraduate educational effectiveness and continues to endorse Study Abroad as one of the University's strategic imperatives. Students in Study Abroad Programs gain: 1) a deeper knowledge and understanding of other cultures and their environments; 2) different perspectives in regard to other nations; 3) increased capacity to analyze issues with appreciation for disparate viewpoints; and 4) increased respect and tolerance of differences — all contributing to a citizenry better able to succeed in the 21st century

Study Abroad Center Course Specific Student Learning Outcomes: Courses Taught by UHM Faculty in Study Abroad Programs
Generally speaking, course-specific learning outcomes should include the following Study Abroad Student Learning Outcomes (SLOs). Please address explicitly how each of the four SLOs (listed below) is reflected in your assessment of the student's work. You may also consider having students write one or two of their own SLOs that they hope to achieve during the course of their Study Abroad program. SLOs should be written in a way that is measurable—through classroom assignments, grades, observations, journals, performance, exhibitions, or other means you deem appropriate. For example, if you use journal assignments as a mechanism of assessment, how does such an assignment reflect or achieve the outcome(s)?

Listed below are the four Study Abroad SLOs. These may be modified for your specific course/country depending upon the “in-class” or “out-of-class” assignments that you list on your syllabus. Based on your rubric or other grading criteria, there should be a category where students must provide examples of how they demonstrate awareness, communicate appropriately, or engage others from a different culture.

1. Demonstrate awareness of your own cultural values and biases and how these impact your ability to work with others.
2. Demonstrate knowledge of diversity with a focus on the population or topic of interest in your Study Abroad program.

3. Communicate appropriately and effectively with diverse individuals and groups.

4. Demonstrate an increased capacity to analyze issues with appreciation for disparate viewpoints.

The subsequent pages include samples of SLOs and Rubrics of Assessments for Writing-, Oral-, and Ethics-centered courses for your reference and use.

May 11, 2009
**SUGGESTIONS ON HOW TO DEVELOP SLOs**

**Writing Course Student Learning Outcomes***

**Learning Outcomes for your UHM Study Abroad Course(s):**

To get started, ask: What is essential for my students to learn and be able to accomplish by the end of my course? How will I facilitate their maximum learning outcomes thereby to enhance their Study Abroad experience with me as their Study Abroad Faculty Resident Director? What elements would the students have missed had I not been the Faculty Resident Director of this specific course at this Study Abroad site?

**Learning outcomes**

Statements that specify what students will learn and accomplish as a result of an activity, homework assignment, or field trip. These should be expressed as knowledge, skills, attitudes, dispositions.

**Characteristics of well written Learning Outcomes**

- Action must be observable
- Action must be measurable (consistently by different observers/scorers)
- Action verbs are used (for example, can use words in Bloom’s Taxonomy). Avoid verbs that are unclear and subject to different interpretations, such as: know, become aware of, appreciate, learn, understand, be familiar with

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor-Centered</td>
</tr>
<tr>
<td>Students will understand the nine reasons for studying the European monetary system.</td>
</tr>
<tr>
<td>Students will develop an appreciation of cultural diversity in the workplace.</td>
</tr>
</tbody>
</table>

**Writing Learning Outcomes Template**

Students will be able to *<insert action verb>* to describe knowledge, skills, attitudes, dispositions.

Here are some of Bloom’s Taxonomy action verbs that can be used to write measurable learning outcomes:

- For KNOWLEDGE (remembering): define, describe, identify, state, write, label, recall, etc. (students will recall facts without necessarily understanding the concept).
- For COMPREHENSION (understanding): distinguish, discuss, interpret, translate, differentiate, etc. (asks students to summarize main ideas without relating it to anything else).
• For APPLICATION (transferring): apply, compare, contrast, construct, demonstrate, relate, use, etc. (helps students apply learning to his/her own life experiences).

• For ANALYSIS (relating): analyze, diagram, investigate, prioritize, separate, transform, etc. (students can break materials into parts, describe patterns and relationships among parts).

• For SYNTHESIS (creating): assemble, combine, compose, formulate, generalize, organize, revise, etc. (students can create something new by combining parts to form a unique solution to a problem).

• For EVALUATION (judging): assess, appraise, critique, evaluate, reject, recommend, compare/contrast, etc. (allows students to express their own opinion, judge or value based on ideas, criteria, methods, etc.)

*Modified from California Lutheran University Website on Assessment
www.callutheran.edu/assessment/student_learning_outcomes/writing.php
February 2009
Performance Scale
3.... Work is exceptional, excellent skills apparent
2.... Work is competent, meeting minimum requirements; adequate skills apparent, but additional instruction/practice required.
1.... Work is underdeveloped or incomplete.
0.... Work is unacceptable.

Mechanics
Spelling
Grammar
Punctuation
Sentence structure

Format
Tables/diagrams, if applicable
References/citations
Appendix

Paper Organization/Document Structure
Introduction is well-written, with transition to body
Conclusion provides closure to paper

Writing Style
Academic tone (i.e. absence of contractions, appropriate vocabulary, written in third person no I/we or you)
Maintains reader’s interest

Substance
Highly informative/sufficiently detailed
Sufficient number of sources cited

Each bit of factual information clearly cited (or must reader guess origin of the information?)

Appropriate Supporting Materials

Logic
All sentences clearly written
All sentences cohesive with one another

*Adapted from the Food Science and Human Nutrition Department Assessment Website, Iowa State University www.fshn.hs.iastate.edu/outcomes/faculty/measures.php. April 30, 2009
# UHM Study Abroad Center

## Example of an Oral Presentation Evaluation Rubric *

<table>
<thead>
<tr>
<th>Name of Presenter:</th>
<th>Date:</th>
<th>Name of Evaluator:</th>
</tr>
</thead>
</table>

### Rubric for Oral Presentations

<table>
<thead>
<tr>
<th></th>
<th>Below Expectation</th>
<th>Satisfactory</th>
<th>Exemplary</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization</strong></td>
<td>No apparent organization. Evidence is not used to support assertions. (1)</td>
<td>The presentation has a focus and provides some evidence which supports conclusions. (2)</td>
<td>The presentation is carefully organized and provides convincing evidence to support conclusions. (3)</td>
<td></td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>The content is inaccurate or overly general. Listeners are unlikely to learn anything or may be misled. (1)</td>
<td>The content is generally accurate, but incomplete. Listeners may learn some isolated facts, but they are unlikely to gain new insights about the topic. (2)</td>
<td>The content is accurate and complete. Listeners are likely to gain new insights about the topic. (3)</td>
<td></td>
</tr>
<tr>
<td><strong>Style</strong></td>
<td>The speaker appears anxious and uncomfortable, and reads notes, rather than speaks. Listeners are largely ignored. (1)</td>
<td>The speaker is generally relaxed and comfortable, but too often relies on notes. Listeners are sometimes ignored or misunderstood. (2)</td>
<td>The speaker is relaxed and comfortable, speaks without undue reliance on notes, and interacts effectively with listeners. (3)</td>
<td></td>
</tr>
</tbody>
</table>

### Total Score

*adapted from SW 200: Field of Social Work, Violet Horvath*
### Example of Ethical Issues Evaluation Rubric (in discussions, writings, group presentation, etc.) *

*Choose any Ethics Skill, modify scoring to numerical values, and/or add additional criteria necessitated by your course*

<table>
<thead>
<tr>
<th>Ethics Skill</th>
<th>Unacceptable</th>
<th>Acceptable</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>can identify an ethical issue in a problem or case</td>
<td>unable to identify</td>
<td>can identify the ethical issue but unclear elaboration</td>
<td>identification of the ethical issue and explanation of underlying principle being violated</td>
</tr>
<tr>
<td>can use problem solving stages to arrive at a resolution for an ethical issue</td>
<td>unable to use stages</td>
<td>uses stages but incomplete or brief</td>
<td>thorough and complete description of stages to resolve the issue</td>
</tr>
<tr>
<td>can identify the stakeholders involved in an ethical issue</td>
<td>unable to identify stakeholders</td>
<td>can identify stakeholders but unclear on impact</td>
<td>can identify stakeholders and describe potential impacts</td>
</tr>
<tr>
<td>can state the approach to ethics being used (e.g., justice, utilitarian, etc.)</td>
<td>unable to state approach</td>
<td>able to state approach but unclear or minimal description of approach</td>
<td>clear and elaborated statement of approach</td>
</tr>
<tr>
<td>can explain how ethical reasoning develops (e.g., Kohlberg, Belenky, Perry or other theory)</td>
<td>unable to explain</td>
<td>general explanation of development</td>
<td>detailed explanation of development</td>
</tr>
<tr>
<td>can describe how to promote development of an ethical organizational climate</td>
<td>unable to describe</td>
<td>can describe but vague or incomplete</td>
<td>thorough description</td>
</tr>
<tr>
<td>can describe the impact of unethical behavior in an organization</td>
<td>unable to describe impact</td>
<td>can describe 2 impacts</td>
<td>can describe 3 or more</td>
</tr>
<tr>
<td>can identify risks to participants in research</td>
<td>unable to identify risks</td>
<td>can identify but unclear explanation</td>
<td>clear identification and explanation</td>
</tr>
<tr>
<td>can suggest ways of reducing risks to participants in research</td>
<td>unable to make suggestions</td>
<td>makes suggestions but not elaborate</td>
<td>clear and elaborated suggestions</td>
</tr>
<tr>
<td>can describe how to conduct an ethics audit in an organization</td>
<td>unable to describe audit</td>
<td>can describe audit but is incomplete or vague</td>
<td>thorough explanation of audit</td>
</tr>
<tr>
<td>can locate and know a code of ethics for their field or management specialty</td>
<td>unable to locate code</td>
<td>can locate and generally describe the code</td>
<td>able to locate and describe code in detail</td>
</tr>
</tbody>
</table>

*Adapted from: Ethics & behavior [faculty.css.edu/dswenson/web/Gradingrubrics/gradingrubrics.htm](http://faculty.css.edu/dswenson/web/Gradingrubrics/gradingrubrics.htm), accessed 5/2/09.*