Required Items

1. Course Syllabus (for teaching programs only)
2. Narrative of Student Monitoring and Experiential Learning Plan that Incorporates Study Abroad SLOs (for students not enrolled in your course or for non-teaching programs)
3. Personal Statement
4. Professional Enrichment Statement
5. LOR
6. Teaching Evaluations
7. CV
8. Student Recruitment Plan
9. Application Form
1. Course Syllabus

- Mandatory to have SLOs
- Carefully thought-out SLOs
- Complete, clear and concise syllabus

To get points

- Consider focus courses (W/O/E)
- Tailor course content to Study Abroad site
- Consider “lower level” courses (with little to no pre-requisites)
2. Narrative of Student Monitoring and Experiential Learning Plan

• Present monitoring and mentorship plan required for student success
• Tie in to SLOs
• Propose activity or excursion relevant to course/SLOs in experiential learning plan
3. Personal Statement

- Integrate academic and experiential components
- Highlight skills, abilities, and knowledge that would make you an effective RD
4. Professional Enrichment Statement

• Elaborate on how RD experience will enrich you as a UH faculty

To get points

• Demonstrate professional connection to local university/museum/gallery/theater/etc.
• Include invitation letter/email
• Show how site is relevant to your research/endeavor
5. LOR

- Provide LOR guidelines to chair
- Ask chair if:
  1. (S)he is in favor of you serving as RD
  2. Colleagues/adjunct will cover your courses
  3. There is sufficient funds to cover salary/adjunct
- Talk to dean:
  1. If 2. and/or 3. above are/is problematic
  2. To find out if (s)he is in favor of you serving as RD
6. Teaching Evaluation Summary

- Provide only **last 4 consecutive semesters** (avoid padding)
- Highlight student comments that show your rapport with students
7. CV

- Include only relevant information and avoid padding
- Include date of hire at UH, degrees, dates of degrees, list of publications and co-authors who were/are students, awards (especially teaching awards – evidence of teaching ability and student rapport)
- Highlight publications with students, number of graduate students advised to completion
8. Student Recruitment Plan

- Coordinate with College based Study Abroad Advisers
  - Vanessa Chong: Social Sciences
  - Max Lee: Natural Sciences
  - Greg Harris: AH/LLL

- Past Resident Director & Council Members
- Volunteer to serve at Study Abroad fair
- Prepare posters to advertise your program
- Visit relevant UHM classes
Other Strategies

• Be aware of application deadlines (fall)
• Start application process early
  1. Strong enrichment plan requires lead time
  2. Relating experiential learning to Study Abroad SLOs requires thought/planning
  3. Time consuming to pull teaching evaluations together for independent summary
• Seek past RD/council member input on application
Time Commitment

Once appointed there is time commitment
- 2 hours of promotional meeting with the Director and the Study Abroad Advisers
- Promotional class visits - 5 min presentations each leading to application teaching - as many as possible.
- 2 one-hour each information meetings together with the Advisers
Time Commitment Contd.

- 50-60 applications to review
- 2 hours of risk management training with the Study Abroad Director
- 12 hours of pre-departure and cross-cultural orientation/training with the students
- \(\frac{1}{2}\) an hour of wrap-up meeting with the director