

University of Hawai'i at Mānoa Study Abroad Center

Summer Program Application Guidelines



Angers, France
Annecy, France
Dublin, Ireland
(Business Internship, Irish Studies, Nursing, Organic Chemistry and Physics/History and
Nursing)
Florence, Italy,
Jukjeon, South Korea
Kōbe, Japan
Lille, France
Mendoza, Argentina
Paris, France
Seville, Spain
Shanghai, People's Republic of China

Table of Contents	Page
Memorandum: Critical Pointers in Completing Application	2
Experiential Learning and Student Mentoring Plan that Incorporate 4 the Study Abroad Student Learning Objectives	
Personal Statement	5
Professional Enrichment, Research and/or Scholarship Statement	5
Confidential recommendation letter from department chair	5
Summary of teaching evaluations	5
Curriculum vitae	6
Student recruitment plan for the program	6
SAC Form 1 - Summer Faculty Resident Director Application Checklist and Signatures	6
Application submittal	6
Inquiries	6

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.

For Summer Resident Directors: you will not be teaching a course, however, you will need to propose an experiential learning plan geared toward your expertise and discipline. It should be designed for a wide range of students and related to engaging, learning and related to the program site. Of particular importance is incorporating the Study Abroad student learning objectives (SLOs) while designing your plan.

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

- a. 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.

- b. 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 time during the semester prior to their appointments to recruitment activities; student pre-departure cross-cultural training; and resident director risk management session.

Mahalo for your kind attention to these important details.

UHM Summer Faculty Resident Directorship Application Guidelines

1. Experiential Learning and Student Mentoring Plan that Incorporate the Study Abroad Student Learning Objectives

Introduction: Study abroad program language and/or specific content courses are taught and graded by the host institutions' instructors. These courses are articulated as UH Mānoa courses. The UHM Resident Director does not teach courses in summer programs. Rather, the Resident Director is responsible for mentoring UHM students and ensuring that the study abroad student learning objectives through contextual learning activities are met.

The Resident Director must describe the process through which the student will be mentored for academic progress as well as for the purpose of final UHM grade reporting. Thus, please provide a detailed Experiential Learning Plan. This plan will be given to the students and will be posted by the Study Abroad Center on its website.

Grades: The Resident Director assigns the Experiential learning grades. The grades are to be used to adjust the grades that students earn at the host institution. Usually Resident Directors lower, increase, or accept the host institution's grades by a few points (+/-). Only one grade is to be adjusted. The final grades that are reported by the Study Abroad Center will incorporate the Resident Director's assessment.

Student Learning Objectives (SLO): While developing the experiential learning plan, please refer to the University of Hawai'i at Mānoa Study Abroad [Student Learning Objectives](#). These may be helpful in your own plan. Please address explicitly how all four or at least one study abroad SLO/s is reflected in your assessment of the student's work.

SLOs should be written in a way that is measurable - through for example, 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 objective(s)?

Based on your rubric, there should be a category where students must provide examples of how they demonstrate awareness, communicate appropriately, or engage others from a different culture.

Consider the following:

A plan as to how you will interact with the students while they complete the experiential learning activities. Ask the following:

- a. What is essential for my students to learn and be able to accomplish by the end of their study abroad term?
- b. How will I facilitate their maximum learning outcomes thereby to enhance their Study Abroad experience with me as their Study Abroad Faculty Resident Director?

- c. What elements would the students have missed had I not been the Faculty Resident Director of this specific program at this Study Abroad site?
- d. A description of how you will monitor the student's progress/experiential learning activities in the program and utilize this information to provide the final grades. Examples of Assessment rubrics can be found [here](#)

2. Personal Statement

Please respond to the following questions:

- 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 and/or Scholarship Statement

Please respond to the following question: How might this Resident Directorship appointment enrich you professionally in terms of research and scholarship as a faculty member at Mānoa in the next few years?

4. Confidential recommendation letter from department chair

The Department Chair's confidential letter should be sent directly via filedrop to uhmsac@hawaii.edu or sarita@hawaii.edu

Please ensure that the Department Chair's letter addresses the following:

- a. Your teaching ability
- b. Rapport with students
- c. Whether you have demonstrated ability to be responsible for and responsive to students' multiple needs in an overseas environment
- d. Your ability to work cooperatively with diverse groups

5. Summary of teaching evaluations

Submit 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.

6. Curriculum vitae

Please include your abbreviated curriculum vitae

7. Student recruitment plan for the program

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 groups 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. SAC Form 1 - Summer Faculty Resident Director Application Checklist and Signatures

Please obtain appropriate signatures from your department chair and dean.

9. Application submittal

One Pdf electronic submittal to: uhmsac@hawaii.edu

Do not include the confidential reference letter in the electronic submission.

Please ensure that the confidential reference letter is either sent to the address below or filedropped to uhmsac@hawaii.edu and sarita@hawaii.edu

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10. Inquiries

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