

Application Procedures for the Position of Resident Director

Japan Study Program

Japan Study accepts applications from GLCA/ACM faculty members interested in serving as Resident Director. The deadline each year is April 30th. In order to allow the Program to give full consideration to each applicant's scheduling preferences, applicants are encouraged to apply two or three years in advance.

General Framework of the Program

The Japan Study program enables students to become international citizens as they explore Japan in depth, build language skills, and experience Japanese culture. Living with a Japanese family, taking courses at Waseda University, and participating in a cultural practicum offer different windows for experiencing and understanding the complex society of contemporary Japan.

The 30 to 40 students who participate in Japan Study each year come from GLCA, ACM, and independent colleges. About 60% enroll in the full-year program, 30% in the spring semester program, and the remaining in the two fall semester options. In addition to their courses at Waseda University, full year and some fall semester students participate in a one-month cultural practicum in February and March arranged by Japan Study at locations outside Tokyo. Japan Study holds extensive orientation sessions in September and March, and students also participate in Waseda programming. Japan Study makes and oversees all housing arrangements, and the majority of students live with a host family.

Japan Study Learning Goals

The Japan Study program has five overall learning goals:

- To develop Japanese language proficiency to a level sufficient for daily communication and engagement with Japanese people and to work toward a level sufficient for reading and writing in Japanese
- To develop intercultural competencies and apply them in the Japanese context through cultural immersion in a variety of settings such as host family, courses, co-curricular activities, and the cultural practicum
- To develop a deeper understanding and appreciation of Japanese society, its cultural norms, and its relationship to the global community
- To deepen knowledge of the history of Japan and its contemporary political, economic, environmental, and cultural issues through course work at Waseda University, a cultural practicum, and other activities
- To engage in reflection about professional and personal goals related to Japan

Specific Duties of the Resident Director

The Resident Director serves as faculty advisor and official representative of Japan Study at Waseda University. As a Visiting Professor at Waseda, the Resident Director teaches two courses through the Center for International Education (CIE) and functions as the equivalent of the Dean of Students for Japan Study participants. The Resident Director works closely with the Japan Study Program Associate and her assistant in Japan along with the Director, Assistant

Director, and Coordinator of Japan Study headquartered at Earlham College. The Director at Earlham sets long-term policies, and the Program Associate in Tokyo manages most of the daily workings of the program, including housing arrangements, cultural practicum placement, travel, and financial accounting. The Resident Director should keep abreast of developments and is ultimately responsible for seeing that administrative functions are performed smoothly. The RD's main role, however, is to help the students achieve their personal goals and those of the program.

The positions of Resident Director and Program Associate are complementary, and the RD and PA should come to agreement on policies and act together in response to students and to representatives of Waseda University. Regular consultation with the Director at Earlham is essential, especially in emergency situations.

One of the most important duties of the Resident Director is to help students understand the opportunities and difficulties connected with study at Waseda University, a large institution with an educational tradition very different from an American liberal arts college. It is the job of the Resident Director, along with the Program Associate, to act as a cultural mediator and as someone who can provide emotional support for students as they encounter challenging cross-cultural issues (e.g., host families, classes, Waseda clubs, etc.). These time-consuming and often demanding tasks require the Resident Director to become involved in resolving issues affecting the student's academic and non-academic experience in Japan.

The Resident Director, in cooperation with the Program Associate, is responsible for the orientation session in Tokyo, the fall and spring retreats, periodic meetings with students, placement and student coursework for the Cultural Practicum, and various other Japan Study-organized programming. While classes are in session, the Resident Director is expected, within reason, to be available to students. It is assumed that the Resident Director will remain in Japan throughout the program and be constantly accessible to Japan Study students and staff. If a special circumstance requires time away from Japan, the Director at Earlham should be notified.

As the official representative of Japan Study, the Resident Director attends various meetings at Waseda and other formal events. In addition, the Resident Director meets with faculty and administrators who are visiting from GLCA/ACM colleges. The Resident Director is expected to keep regular office hours for these meetings and those with students.

At Waseda, the Resident Director gives a series of three 90-minute special lectures to the community. In addition, the Resident Director participates in the selection and placement of Waseda students applying to Waseda's year-abroad program (Individual Study Abroad or ISA), typically during the Fall Semester. Other duties may also be required as determined by the Dean of the Center for International Education (CIE).

Contract Timeframe

The Resident Director is appointed in June, over one year before the student group's departure. During the year prior to the contract year, the Resident Director meets with Japan Study staff at Earlham, communicates with former Resident Directors, attends the Japan Study

Advisory Committee meeting, and participates in the selection of students. In addition, various documents must be submitted to the Japan Study office at Earlham including syllabuses and visa application(s). The RD also attends the ACM annual meeting for program directors and faculty in June, a few months prior to departure for Tokyo. The contract year begins in early September and ends in early August of the following year. Resident Directors typically arrive in late August or early September to begin preparations for orientation and depart Japan in early August.

Compensation

As an RD, your salary will be covered via Japan Study, Waseda University, and your home college. Part of the salary is paid by Waseda University in Japanese yen. Please contact the Director for more information regarding salary information and guidelines. Japan Study provides round-trip airfare from the U.S. to Tokyo for the Resident. An apartment of modest (Tokyo) size is provided by Waseda University.

Application Criteria

Any faculty member at a GLCA or ACM college is eligible to apply. Because of the Resident Director's range of responsibilities, which includes student life issues and supporting students in their intercultural development and learning, experience leading an off-campus study program is highly desirable. Although non-tenured faculty members have served as Resident Director, the majority of RD's have submitted their application after receiving tenure. Japanese language ability is not required. Before applying, most applicants have spoken with the Director at Earlham and made arrangements to visit the program office in Tokyo.

Application Procedures

Interested GLCA/ACM faculty members should contact:

Director, Japan Study, Earlham College / japanstu@earlham.edu / 765-983-1224

Applications should include:

- A letter of application
- Responses to the Resident Director Application Essay Questions (see below)
- A *brief* summary of recent teaching evaluations
- A curriculum vitae
- A letter from the chief academic officer endorsing the application
- A letter of reference from a faculty colleague
- A letter of reference from a student

Selection will be made by the Japan Study Director in consultation with former Resident Directors and administrators at Earlham College. Applications are considered each spring. The application deadline is April 30th. The letter of application and supporting materials should be sent, in electronic form, to japanstu@earlham.edu.

Resident Director Application Essay Questions

About Yourself

1. Please describe yourself. How do others see you?
2. Why would you like to spend a year as Japan Study Resident Director? How does this relate to your prior experiences and career interests as a scholar, teacher, and administrator?
3. What do you expect to be the greatest challenges for you as Resident Director?
4. What languages have you studied? Describe your proficiency in each.
5. If you have lived abroad before, please provide a brief list of the times and occasions.
6. What research or creative activity would you like to pursue while in Japan? (Note: Most former Resident Directors agree that there is only limited time for research.)

About Study Abroad

1. What kind of educational process do you see students moving through as they live and study abroad? What are the emotional and cognitive dimensions of this process?
2. What strengths do you have to facilitate student adjustment to a new culture, institutional setting, and a social context?
3. How will you help students achieve their goals and the goals that the program has set for them?

About Your Teaching

1. In the next five years, what academic year(s) would you like to be considered for the Resident Director position? Do you have a preference for any of those years? Explain the professional and/or personal considerations that influence these preferences.
2. Please provide a list of courses you normally teach with typical enrollments.
3. Resident Directors teach two courses at Waseda through the Center for International Education (CIE). What courses would you like to teach? Provide a list of three courses with an explanatory paragraph for each. Two of these courses should be of interest to students from American colleges participating in a year-abroad program and should involve Japan or East Asia. The third course does not require a Japan/East Asian focus.
4. If you have participated in consortial programming at the GLCA and/or ACM, please briefly describe your involvement.

RESIDENT DIRECTOR APPLICATION
General Information

Name _____ Preferred Name _____

Passport Number, Expiration Date, and Issuing Authority: _____

Your present position _____

When did you begin teaching at the college? _____

When did you receive (will you be considered for) tenure? _____

College Address _____

Home Address _____

Phone - Home _____

Work _____

E-mail _____

Fax _____

Cell Phone _____

RESIDENT DIRECTOR FAMILY INFORMATION

1. Please provide the following information for yourself and all family members who would go to Japan, if selected:

Legal Name	Passport Number and Expiration Date	Nationality	Birthdate xx/xx/xxxx	Birth City and Country

Marriage Date and Place (city, state, country), if applicable.

Do you, or any members of your family, have any special needs we should consider in preparing for your arrival in Japan?

Contact person in the United States (in case of emergency)

Name: _____

Address: _____

Phone: _____ Cell Phone: _____ E-Mail: _____