Dear Faculty,

Thank you for your interest in our Study Abroad program offerings. We hope, with the information provided, you will get a better understanding of the current processes for Study Abroad faculty selection.

I) Selection of Faculty
It is important to understand, that the intent of teaching abroad - the application for a particular program - comes with responsibilities, academically as well as personally. Therefore this process involves different departments and offices within LMU to make an informed decision. The individual approval of a chair, dean, or study abroad program director, does not necessarily guarantee an acceptance to teach in a particular program. This decision is a joint effort to satisfy the priorities of departmental objectives, specific program curricula, and a diversity of overall course offerings on Study Abroad programs.

II) Application Frequency
LMU seeks to provide a wide-range of disciplines to our students and strives to benefit full-time faculty to participate in Study Abroad programs by harnessing their personal specialties and ideas. To this end, we would like to encourage faculty from all departments to speak with the program directors and with the Study Abroad Office. Decisions will favor faculty members who are new to Study Abroad over faculty who have participated in a program in the previous three years of the intended study abroad term, as long as the academics are suitable for the particular program. This is an effort to give all faculty members the chance to participate in an equitable manner.

III) Program Directors
Program Directors are faculty members who have designed the LMU Study Abroad programs listed below. Program Directors often, but not necessarily, participate in the programs in which they serve as directors. The Program Director is a key person to contact to learn about a program’s needs and desired learning outcomes. She or he would be able to share details of a program’s structural design and explain how courses should be devised so that they match the program’s onsite academic and cultural environment. In cases where there is no current Program Director, the Director of Study Abroad can serve in this role.

IV) Program Offerings
The list of Study Abroad programs listed below is a large part of LMU’s total international education offerings, but it is not an exhaustive list. The Study Abroad Office works in concert with several departments, colleges, and schools on campus to facilitate an even broader spectrum of programming. Should you know of a program not listed below and wish to teach on it, or wish to discuss new program development, please feel free to contact the Study Abroad Office or your respective department or dean’s office.
STUDY ABROAD APPLICATION

FACULTY

1. Faculty Application Process:
   a. Interested faculty members should begin a conversation with their department chair and the Director of Study Abroad to ascertain which semester/summer programs are available, if the proposed course fits within the scope/focus of the program, and also to ensure that the faculty member’s department supports her/his participation.
   b. When applicable, faculty applicants should meet with the Program Director to obtain his/her signature on their application. The list of program directors is on the next page.
   c. Applicants should then meet with their Chair and Dean to get approval for and a signature on their application.
   d. Applicants should then submit the application to the Study Abroad Office, Attn: Adrian Doyle.
   e. The Program Directors and the Director of Study Abroad will meet to review the applications and will then notify the faculty via email.

2. Roles and Responsibilities of Faculty on Programs:
   a. To teach the course for which the proposal was made.
   b. To participate fully in all aspects of the program.
   c. To assist the Program Director and/or On-site Coordinator with student activities and excursions.
   d. To assist in the guidance and care of the student participants.
   e. To promote the program and recruit students to participate.
   f. To participate in all pre-departure meetings and all other program-related activities.
   g. To be available, on-site, during times when students are present.

3. Faculty who are chosen to participate in LMU Study Abroad Programs receive the following for their participation in the program:
   a. Salary at a fixed rate for summer course instruction; regular salary for semester programs.
   b. Housing for the duration of the program.
   c. Roundtrip airfare from Los Angeles to the program site within reasonable limits. The airfare is subject to approval by the Study Abroad Office with the expectation that honest, timely efforts are made to obtain lowest reasonable economy class itinerary.
   d. Certain programs include additional stipends or partial board. Specifics can be discussed with the Program Director or the Director of Study Abroad.

Application Checklist:

<table>
<thead>
<tr>
<th>Dean’s approval</th>
<th>Current CV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair’s approval</td>
<td>Detailed course description and course #</td>
</tr>
<tr>
<td>Program Director’s approval</td>
<td>Brief course description (for publication purposes)</td>
</tr>
</tbody>
</table>

Application due April 15, 2016

Please submit all completed applications to the Study Abroad Office, VDA 130, Attn: Adrian Doyle
Name: _____________________________________________________________________________
Department: ________________________________________________________________________
Faculty Rank: _______________________________________________________________________
Campus Address: __________________________________________ Extension: ________________

SUMMER 2016 PROGRAM DIRECTORS:
- Dublin, Ireland - John Menaghan (jmenagha@lmu.edu)
- Oxford, England - Michael Genovese (x87379; mgenoves@lmu.edu)
- Paris, France - Véronique Flambard-Weisbart (x83095; vflambar@lmu.edu)
- Rome, Italy - Aine O’Healy (x87423; aohealy@lmu.edu)
- Spetses, Greece – Christina Bogdanou (x84463; cbogdanou@lmu.edu)
- Tuscany, Italy – Will Pupa (x81746; wpupa@lmu.edu)

I would like to teach in the following 2017 LMU Summer Study Abroad Programs:
(Please check your first and second choice)

(limited to ART and ARHS faculty)

SEMESTER FALL 2016/SPRING 2017 PROGRAM DIRECTORS:
- LMU Semester in Bonn: New Europe Program – See Director of Study Abroad (x84643; adrian.doyle@lmu.edu)
- LMU Semester in London: Study & Internship Program – Michael Genovese (x87379; mgenoves@lmu.edu)
- Casa de la Mateada – Jennifer Abe (x84586; jsabe@lmu.edu)

I would like to teach in the following LMU Semester Study Abroad Program:

**LMU Semester in Bonn: New Europe Program** (Bonn, Germany)
- Fall 2017 □ Spring 2018 □

**LMU Semester in London: Study & Internship Program** (London, England)
- Spring 2017 □ Fall 2017 □ Spring 2018 □

**Casa de la Mateada** (Cordoba, Argentina)
- Fall 2017 □ Spring 2018 □
Please complete the following form and secure preliminary approval for your participation and the course(s) you are proposing from your CHAIR and DEAN. You will need to reapply for subsequent terms, regardless of the outcome of this application.

Please indicate course(s) you would like to teach in the program. These should be of general student interest and should draw from onsite resources. Both lower-division and upper-division courses are appropriate; upper-division elective courses have wider appeal. Core courses are especially encouraged. Please provide a detailed course description as well as a brief course description (for publication purposes) for each proposed course.

PROPOSED COURSE NAME(S) AND NUMBER(S) WITH CROSS LISTING(S):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

For the questions below, feel free to use a separate page.

1. Please comment on any special skills or qualifications you would bring to the program.

________________________________________________________________________

2. Describe how you would utilize the local environment and onsite resources to add value to your proposed course(s). How would you engage your students in local communities or with local activities?

________________________________________________________________________

3. Please list any previous experience teaching abroad or leading international programs.

________________________________________________________________________
Application Approvals

Dean: ________________________________________________________________
Comments: __________________________________________________________
SIGNATURE: __________________________________ Date: ________________

Department Chair: __________________________________________
Comments: _________________________________________________________
SIGNATURE: __________________________________ Date: ________________

Program Director: ________________________________________________
Name of Program: _________________________________________________
Comments: _________________________________________________________
SIGNATURE: __________________________________ Date: ________________

For Office Use only    □ Application Approved    □ Application Denied

Director of Study Abroad: ____________________________________________