Faculty Study Abroad Application Guidelines

Spring 2017

Dear Faculty,

Thank you for your interest in teaching on an LMU Study Abroad program. We hope these guidelines will give 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 process for appointing faculty instructors in Study Abroad programs involves many moving parts. The collaboration of multiple offices and individuals are involved in making appointment decisions. The individual approval of a chair, dean, or program director, does not necessarily guarantee an appointment to teach in a particular program. The final decision requires a joint effort to satisfy the priorities of departmental objectives, specific program curricula, and a diversity of overall course offerings across all 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 members 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 course proposal/s 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 curricular 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 (or Provost’s designee) can serve in this role.

IV) Program Offerings
The programs listed below are a large part of LMU’s faculty-led Study Abroad program offerings, but this is not an exhaustive list. The Study Abroad Office works in concert with several other departments, colleges, and schools on campus to facilitate an even broader array of programs. 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.
1. **Faculty Application Process:**
   - Interested faculty members should begin a conversation with their department chair and the Director of Study Abroad, or Provost’s designee, 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.
   - When applicable, faculty applicants should meet with the relevant Program Director to discuss the program’s curriculum and to obtain his/her signature on their application. The list of Program Directors is on the following page.
   - Applicants should then meet with their department chairs and deans to get approval for and a signature on their application.
   - Applicants should then submit the application in hard copy to the Study Abroad Office, Attn: Pamela Underwood, Administrative Coordinator.
   - The Program Directors and the Director of Study Abroad (or Provost’s designee) will meet to review the applications and will then notify the faculty via email.

2. **Roles and Responsibilities of Faculty on Programs:**
   - To teach the course for which the proposal was made.
   - To participate fully in all aspects of the program.
   - To assist the Program Director and/or On-site Coordinator with student activities and excursions.
   - To assist in the guidance and care of the student participants.
   - To promote the program and recruit students to participate.
   - To participate in all pre-departure meetings and all other program-related activities.
   - 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:**
   - Salary at a fixed rate for summer course instruction; regular LMU salary for semester programs.
   - Housing for the duration of the program.
   - Round-trip economy-class 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.
   - Certain programs include additional stipends or partial board. Specifics can be discussed with the Study Abroad Office.

---

**Application Checklist:**

- Completed application form, including: proposed course info., responses to app. questions, and approval signatures
- Current CV
- Detailed course description for each proposed course, for application review
- Brief (short paragraph) course description for each proposed course, for promotional purposes

---

**Applications Due Friday April 28, 2017**

Please submit only complete applications to:

Study Abroad Office, Von Der Ahe Building, Suite 130
ATTN: Pamela Underwood, Administrative Coordinator
Pamela.Underwood@lmu.edu
310-338-1973
Faculty Study Abroad Application

Name: _____________________________________________________________

Department: ________________________________________________________

Faculty Rank: ________________________________________________________

Email Address: ______________________________________________________ Phone #: __________________

SUMMER PROGRAM DIRECTORS:

• Barcelona, Spain - No program Director. Contact Study Abroad Office for details.
• Oxford, England - Michael Genovese (x87379; mgenoves@lmu.edu)
• Paris, France - Véronique Flambard-Weisbart (x83095; vflambar@lmu.edu)
• Rome, Italy - Aine O’Healy (x87423; aachealy@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 2018 LMU Summer Study Abroad Programs:
(Please check your first and second choice)

(limited to Business faculty) (limited to ART and ARHS faculty)


SEMESTER PROGRAM DIRECTORS:

• LMU Semester in London: Study & Internship Program – Michael Genovese (x87379; mgenoves@lmu.edu)
• Casa de la Mateada (Cordoba, Argentina) – Contact the Study Abroad Office for details.
• LMU Semester in Bonn: Business, Arts, and Communication – Contact the Study Abroad Office for details.
• LMU Semester in Bonn: Film & Television European Program – Greg Ruzzin (x84676; gruzzin@lmu.edu)
  o Applications managed internally by SFTV
• LMU Semester in Bonn: Engineering (Fall) and Science (Spring) Programs
  o Applications managed internally by CSE Dean’s Office

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

LMU Semester in London: Study & Internship Program (London, England)
  Fall 2018 ☐ Spring 2019 ☐

Casa de la Mateada (Cordoba, Argentina)
  Spring 2018 ☐ Fall 2018 ☐ Spring 2019 ☐

LMU Semester in Bonn: Business, Arts, and Communications (Bonn, Germany)
  Fall 2018 ☐ Spring 2019 ☐
Please complete the following form and secure preliminary approvals 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 propose to teach for the program. These should be of general student interest and should draw from on-site resources. Both lower-division and upper-division courses are appropriate; upper-division elective courses generally have wider appeal. Core courses are especially encouraged. **On an attached document, please provide a detailed course description as well as a brief course description** (for publication purposes) **for each proposed course.**

**PROPOSED COURSE NAME: **
**COURSE NUMBER: **
**CROSS LISTING(S): **
**LMU CORE CREDENTIAL: **

1. 
2. 

For the questions below, feel free to type responses onto 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.
## Approvals

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Comments</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Director</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Applications Due Friday April 28, 2017**

Please submit *only complete applications* to:

Study Abroad Office, Von Der Ahe Building, Suite 130
ATTN: Pamela Underwood, Administrative Coordinator

Pamela.underwood@lmu.edu
310-338-1973

For Office Use only
- [ ] Application Approved
- [ ] Application Denied

Director of Study Abroad: ______________________________