

## Information and Guidelines for Faculty Application to Teach Abroad

Dear Faculty,

Thank you for your interest in teaching on an LMU Study Abroad program. Studying abroad is one of the most impactful experiences of a student's college career, and we hope you will find teaching students abroad as rewarding, if not more. In this letter you will find information about the application process, as well as LMU's guidelines for selection.

We are excited about the possibility of working with you!

**I) Selection of Faculty:** The process for appointing faculty instructors for LMU Study Abroad programs involves many moving parts and the collaboration of multiple offices and individuals. Please understand that individual approval of a Chair, Dean, or Program Director does not necessarily guarantee an appointment to teach in a particular program or specific term. The final appointment decision involves a variety of factors, as well as consideration of program priorities, departmental objectives, specific program curricula, and course offering needs 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. 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:** The Program Director is a key resource for the curricular needs and desired learning outcomes of a program. The Program Director can also 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. Not all programs can accommodate a spouse, partner or dependent. The Program Director can help you understand what restrictions might exist for the particular program location. In cases where there is no current Program Director, the LMU Study Abroad can provide this information.

**IV) Program Offerings:** The programs listed in this application represent the 2020-21 teaching opportunities that are available through LMU Study Abroad. Several other departments, colleges, and schools on campus may have overseas teaching opportunities, as well. Should you know of a program not listed below, please contact the respective department or dean's office for information.

### Faculty Application Process

- Interested faculty members should discuss their interest with their department chair, determine whether the proposed course fits within the scope/focus of the program, and confirm departmental support to teach abroad in the particular program and term.
- For programs that have a Program Director: faculty applicants should also meet with the relevant Program Director **for both the first and second choice programs** to discuss the programs' curriculum and structure and to ascertain whether the proposed course fits within the scope/focus of the program.
- Applicants must obtain the required signatures for their application. (Please note: Email communication of approvals will be accepted. See next page for list of current Program Faculty Directors).
- Completed applications are to be submitted in hard copy or via email to LMU Study Abroad MS8360, Attn: Joselyn Barrios, Administrative Coordinator, or joselyn.barrios-villagran@lmu.edu. An email will be sent to you to confirm receipt.
- LMU Study Abroad and Program Directors will review the applications and notify decisions to applicants via email.

### Roles and Responsibilities of Faculty on Programs

- To promote the program and recruit students to apply and to participate.
- To attend Study Abroad fair/expo and facilitate pre-departure meetings and info sessions
- To teach the course(s) for which the proposal was made.
- To participate fully in all aspects of the program and program-related activities
- To assist the Program Director and/or On-site Coordinator with student activities and excursions.
- To serve in a Student Affairs role in assisting in the guidance and care of the student participants.
- To be available, on-site, during times when students are present.

### 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 LMU Study Abroad 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 LMU Study Abroad staff.

#### Application Checklist

Completed application to include:

- Application form
- Proposed course description and information
- Responses to application questions
- Required signatures (emailed communication of approvals will be accepted).

**Applications due Monday, July 1<sup>st</sup>, 2019**

**Please submit *only complete applications* to:**

**LMU Study Abroad, VDA 130, MS8360**

**ATTN: Joselyn Barrios, or via email to: joselyn.barrios-villagran@lmu.edu**

## Faculty Application to Teach Abroad

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone #: \_\_\_\_\_

<i>Please indicate first and second program choice</i>	
<b>LMU Summer programs 2020</b>	<b>LMU Semester programs 2020-21</b>
<input type="checkbox"/> Oxford, England <input type="checkbox"/> Paris, France <input type="checkbox"/> Rome, Italy <input type="checkbox"/> Spetses, Greece <input type="checkbox"/> Florence, Italy ( <i>limited to ART and ARHS faculty</i> )	<input type="checkbox"/> Fall 2020 LMU Semester in London: Study & Internship <input type="checkbox"/> Spring 2021 LMU Semester in London: Study & Internship

### **Faculty program directors – applications managed by LMU Study Abroad**

- 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)
- Florence, Italy – Will Pupa (x81746; wpupa@lmu.edu)
- LMU Semester in London: Study & Internship – Michael Genovese (x87379; mgenoves@lmu.edu)

### **Additional LMU summer and semester programs – applications managed internally by departments**

- Bologna, Italy – Carla Marcantonio (x82621; cmarcant@lmu.edu) - Applications managed by SFTV
- Croatia – Beginning with Summer 2021 program - Brian Treanor (x83711; btreanor@lmu.edu)
- LMU Semester in Bonn: Film & Television European Program – Glen Gebhard (x83025; ggebhard@lmu.edu) – Applications managed by SFTV
- LMU Semester in Bonn: Engineering (Fall) and Science (Spring) Programs – Applications managed by CSE Dean’s Office
- LMU Semester in Bonn: Business, Arts and Communication – Please direct inquires to LMU Study Abroad

### Proposed course information

Please indicate course(s) you propose to teach for the study abroad program. Courses can be upper- or lower-division and should appeal to general student interest. Course content should draw from on-site resources. Upper-division courses and core courses are especially encouraged. Please indicate if core attribute has already been approved or is still pending approval.

PROGRAM LOCATION:			
PROPOSED COURSE NAME	COURSE NUMBER	CROSS LISTING(S)	Optional: LMU CORE
PROPOSED COURSE DESCRIPTION:			

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PROPOSED COURSE NAME	COURSE NUMBER	CROSS LISTING(S)	Optional: LMU CORE
PROPOSED COURSE DESCRIPTION:			

**Please attach a document that addresses the following questions:**

1. Why are you interested in teaching abroad with LMU?
2. Share any special skills or qualifications you would bring to the programs.
3. 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?
4. What if any challenges do you anticipate?
5. List any previous experience teaching abroad or leading international programs.



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Tel 310.338.1973  
www.lmu.edu

## FACULTY APPLICATION TO TEACH ABROAD

REQUIRED SIGNATURES  
(emailed approvals will be accepted)

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Dept: \_\_\_\_\_

LMU Study Abroad programs of interest: \_\_\_\_\_

Proposed term abroad: \_\_\_\_\_

*The candidate above has my approval to apply to teach for LMU Study Abroad.*

### DEPARTMENT CHAIR

Name \_\_\_\_\_ Dept \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PROGRAM DIRECTOR

Name \_\_\_\_\_ Program \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PROGRAM DIRECTOR

Name \_\_\_\_\_ Program \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### DEAN

Name \_\_\_\_\_ College \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_