



LOYOLA
UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

Faculty-Led Program Academic and Program Description Proposal

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Thanks for your interest in proposing a faculty-led study abroad program. Please complete this form to the best of your ability. The form is divided into two sections: Academic & Program Information and Logistical and Health & Safety Information. As the faculty leader, you are asked to complete the Academic & Program Information section. We would also like you to review the Logistical and Health & Safety Information section and input information you might have at this time, but the Study Abroad Office will assist you with addressing any questions for which you might not have information.

ACADEMIC & PROGRAM INFORMATION

Program Leader Details

1. Please list all LUC personnel who will have an official role with the program:

- a. **Faculty Leader First & Last Name:**

- i. Title:
 - ii. Home unit/department:
 - iii. E-mail address:

If the following sections do not apply, please write N/A

- b. **Secondary Faculty Leader First & Last Name:**

- i. Title:
 - ii. Home unit/department:
 - iii. E-mail address:

- c. **Program Assistant First & Last Name:**

- i. Title:
 - ii. Home unit/department:
 - iii. Email address:

2. If you do not have a program assistant selected, the Study Abroad Office will endorse a study abroad staff member, if capacity allows, to serve as a program assistant on the program. These staff members are experienced international education professionals with regional expertise, and program management and student affairs experience. They would take an active role in program development and sharing the responsibilities related to enrollment management, recruitment, pre-departure orientation, on-site logistics and coordination, health and safety support, and other responsibilities as required for the role.

- a. Would you like to have a Study Abroad Office staff serve as your program assistant if minimum enrollment allows? Yes No
 - b. Would you like to have the Study Abroad Office assist you in finding another professional staff either from an academic or student affairs unit to serve as a program leader? Yes No

Student and Academic Details

3. What is the sponsoring unit/department of the program?

4. What courses will be offered on the program (course prefix, number, title, and number of credits) – please indicate if any of these courses do not already exist in the sponsoring academic unit’s course bank.
 - a. Course 1 – Prefix/Rubric, Title, # of Credits:
 - i. Does this course already exist in the sponsoring academic unit’s course bank? Yes: No:
 - ii. Course 1 Description (please include a brief description that will help advisors know how to count this course for students’ degree programs)

 - iii. Taught by:
Write N/A in the following fields if not applicable to your program
 - b. Course 2 – Prefix/Rubric, Title, # of Credits:
 - i. Does this course already exist in the sponsoring academic unit’s course bank? Yes: No:
 - ii. Course 2 Description (please include a brief description that will help advisors know how to count this course for students’ degree programs)

 - iii. Taught by:
 - c. Will you be partnering with a host university or academic vendor who will be able to provide additional coursework taught by local faculty for LUC credit?
 - i. Yes: No:
 - ii. What courses will be taught?

5. If known, what kind of requirements do the coursework satisfy? (Ex: engaged learning, core, major, minor, etc.)

6. Total number of total LUC credits that students could earn on this program (*each program can only offer a set number of credits; variable credits are not permitted – all students will earn the same number of credits*).

7. *Please provide a draft syllabus for each course offered on your program and include it in your application materials. This does not need to be a final version. We request final versions to be shared 5-6 months prior to the program departure.*

8. Typically, programs should have a minimum enrollment of 10 students in order to keep program fees low for students. If your program will have a target enrollment that is lower than 10 students, please explain why.

9. What is the maximum number of students on your program (typically, programs should plan for one program leader per 10-15 students)?

10. List student eligibility requirements:

11. List any course prerequisites:

12. List the majors from which students are likely to be recruited for your program:

Program Location & Narrative

13. Where will the study abroad program take place (If it is a multi-location program or comparative destination program, please include all options)

14. Desired excursion locations (city, country)

15. List resultant learning outcomes of the program; upon completion of the program, what is it you hope students will have learned or skills they will have acquired?

16. Explain the connection between the selected location(s), the learning outcomes and thematic focus of the program. What experiential activities such as excursions, performances, study trips, business visits, guest panels, etc. will maximize student learning outcomes?

17. Describe instruction models used on the program (ex: daily guest lectures in the morning followed by guided site visits in the afternoon or discussion-based class sessions and lectures by official guides during site visits).

Departmental and University Outcomes

18. Describe how the sponsoring department/unit will evaluate the program and assess student learning outcomes.

19. Please list any potential overlap with existing LUC study abroad programs by using the [program search tool](#) and/or consulting with the Study Abroad Office for other programs in similar regions or offering similar coursework abroad.

a. Identify other study abroad programs in the host country/region:

b. Identify other study abroad programs covering similar subject matter:

20. Address any potential undesirable consequences of competing with established LUC study abroad programs and how you will mitigate these consequences.

21. Programs that appeal to multiple disciplines often have a broader student interest or market. Describe opportunities for collaboration with other LUC programs/departments.

22. What is the frequency with which you anticipate offering the program?

Recruitment

23. Please describe your detailed plan for recruitment. (*While the Study Abroad Office can help market study abroad at a broad level, it is imperative that each faculty director be the champion of their own program in driving marketing and recruitment efforts. Examples may include: classroom visits to targeted courses, information sessions, asking colleagues to share information with students, partnering with strategic academic units etc.*).

24. With whom can you partner on campus to extend your recruitment reach? Examples include academic advisors, academic units on campus that share a thematic focus, etc.

LOGISTICS AND HEALTH & SAFETY INFORMATION

Please complete the questions contained in this section with any information you may have at this time. The Study Abroad Office will help you with details you may not have. *All programs must partner with a third-party affiliate, academic vendor, or host university to support the health and safety and logistical needs of the program. If you have not already identified a preferred partner, the Study Abroad Office can assist you with vetting and selecting a partner.*

Logistical Arrangements

25. Do you have need of classroom space? If so, please state approximately how many hours of classroom space will be needed and where you would ideally like it to be booked (ex: at a local university, in a centrally located meeting space, in the hotel). If you

have an estimated weekly number of classroom hours needed, please indicate here as well.

26. What types of educational excursions will be offered? (Ex. Museums, cultural activities, business visits, tours, hospital/clinic visits, performances, etc.). Consider this your wish list of items. The study abroad office will work with you and your academic vendor/host institution to develop a comprehensive program that is affordable and meets learning objectives.

27. Will you work with host-institution faculty or guest speakers? If you already have contacts, please describe the nature of the contacts already made, general credentials of faculty/guest speakers, and how these faculty/guest speakers will contribute to your program. *If you do not have one at this time, leave blank.*

28. Do you have a preferred third-party affiliate, academic vendor, or host institution you would like the Study Abroad Office to vet for a partnership agreement? *If you do not have one at this time, leave blank.*

29. Is a visa required for faculty, staff, and or U.S. students on the program (Consult [Department of State Country Information](#) and [IATA](#))?

Yes

No

Not Sure

Please explain as necessary:

Health and Safety Narrative

30. What is your knowledge of the country/region and language where the program will be hosted?
31. Please review the [U.S. Department of State Travel Warnings and Travel Alerts](#), [U.S. Department of State country information](#), and the [CDC](#). Please list any concerns you may have about your location.

Faculty Emergency Response Plan

This will not be your final/official emergency response plan. Once program details are finalized, you will work with the Study Abroad Office to develop an official in country emergency response plan. The following questions are meant to assess your familiarity with the host destination and your level of comfort leading a group of students abroad.

32. How will you respond to an emergency situation affecting an individual student or the entire program?
33. Are you familiar with local resources in your program location(s) which you may contact to assist with emergencies and health and safety issues? If not, where will you find this information?
34. Please provide a clearly defined emergency communication plan demonstrating how you can be reached in the event of an emergency.
35. How will you communicate with the Study Abroad Office and/or students?

36. How will you cover health and safety issues related to the program location(s) with students on-site? What will the content of this information include?

Suggested Language: I will partner with the on-site staff to deliver the orientation in the program destination. We will cover topics such as – cultural differences and impact on safety, housing rules and policies, traffic safety, emergency protocols and numbers, local laws, creating a community and looking out for one another, and daily safety tips.

37. What is the drinking age in the country or countries where students will be present?

How will you monitor alcohol use on the program? *All students are subject to local laws and should adhere to the University's Alcohol, Drug, and Smoking policies. Additionally and in accordance with the University's policy, study abroad students are not permitted to drink alcohol in the official program housing, nor on official program time (classes, excursions, etc.) unless specifically tied to a cultural component or program learning goal and done so in moderation.*

38. Briefly describe where students will be lodged and how it will be vetted? (*note: if the program contains several destinations, please include a description of student housing for each destination*)

Suggested Language: The students will be lodged in housing organized by a program provider vetted by the Study Abroad Office. During preliminary discussions in the proposal vetting process from program partners, different housing types will be reviewed to determine what will be the safest and most affordable for our students. Students will stay in [insert housing preference]. I plan to stay in housing that is no more than 20 minutes away by local transportation and/or walking from the students so that I am easily accessible in case of an emergency.

39. LUC expects that study abroad program leaders will be housed as close to their students as possible for the duration of the study abroad program. Specifically, program leaders should stay in a location that is within 20 minutes by foot from the assigned student housing. In rare cases when it is not possible for all program leaders to stay in such close proximity to students, at least one program leader must reside within 20 minutes

by foot from student housing. In cases where student housing is dispersed throughout a city (e.g., homestays or apartments), the program needs to ensure that each student is within 20 minutes by foot from either a program leader or a local service provider (with whom we have contracted to provide emergency support to the program). Please confirm that you will be housed within 20 minutes walking distance from the students for the duration of the program: Yes No

40. What mode(s) of transportation will students use throughout the program? (EX. Private transport with professional, licensed, and insured driver, public transportation, walking, etc.). *No LUC personnel should be driving on behalf of the program. All private contracted forms of transportation must be operated by a licensed, and insured driver. Seatbelts are required in all motor operated vehicles.*

- a. Upon arrival/from airport:
- b. On a daily basis:
- c. While participating on program-sponsored activities:

41. What program challenges and/or resources exist for students with learning disabilities?

42. What program challenges and/or resources exist for students with a physical disability?

Printed Name:	
Signature:	Date:
Department:	Title: