

FACULTY-LED ACADEMIC PROGRAMS ABROAD PROGRAMS PROPOSAL

I. FACULTY-LED PROPOSAL

II. BUDGET PROPOSAL

III. EMERGENCY PLAN

LSU Academic Programs Abroad is committed to providing high-quality academic program offerings to LSU students. By developing a faculty-led program, you are enhancing the opportunities afforded to LSU students while differentiating LSU academics. We thank you for your interest and commitment to developing these high-quality academic experiences and look forward to working in partnership with you. All faculty-led proposals are due in full to Academic Programs Abroad by January 1st for Fall programs and September 15th for Spring and Summer proposals via facultyled@lsu.edu. Upon all approvals of the proposal, the faculty member will receive an email letter of confirmation from the Academic Programs Abroad Director.

I. FACULTY-LED PROPOSAL

1. Program Title: _____

2. Program Director(s):

Name	College	Department	Email

3. Accompanying Faculty or Graduate/Teaching Assistant

Name	College	Department	Email

4. Program Dates:

Student Departure Date Student Return Date

If you will not be departing and returning at the same time as students, please indicate your travel dates as it relates to this program:
 Departure Date Return Date

Select the date range in which your program will be classified according to the academic course dates. Application deadlines and term classifications will be applied as shown below according to the academic dates of program.

Academic Course Dates	Term Classification	Student Application Deadline
August 15-December 10	Fall	July 1
December 11-January 14	Wintersession	July 1
January 15-May 15	Spring	November 1
May 15- August 14	Summer	March 1

5. Location(s) of travel:

City	State/Province/Region	Country

I. FACULTY-LED PROPOSAL, CONTINUED

6. Pre-Departure Orientation

Describe any pre-departure orientation sessions you will conduct specific to this program. Differentiate between academic preparation and those orientations focused on logistics.

NOTE: One meeting must be reserved for Academic Programs Abroad to visit with participants to cover health insurance and risk management. Orientations may be combined with other programs based on faculty-led numbers and schedules.

Date	Topic	Content	Leader

7. Proposed Travel Itinerary

This itinerary will appear on your online program listing and optional print program itinerary.

Date:		Activity:	
Location:			
Date:		Activity:	
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I. FACULTY-LED PROPOSAL, CONTINUED

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I. FACULTY-LED PROPOSAL, CONTINUED

Date:		Activity:	
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Date:		Activity:	
Location:			

8. Post Program Meetings

Describe any post-program sessions you will conduct specific to this program to finalize academic content or assignments and unpack what was learned on the program.

Date	Topic	Content	Leader

9. Program Attributes:

Participants' Minimum Class Standing			
Participants' Minimum GPA (must be ≥ 2.0)			
Is the program open to both UG and GR students?	Yes	No	
Will non-LSU students be permitted to participate?	Yes	No	

10. Global Competency:

All faculty-led programs must identify at least one of the following items that is incorporated intentionally into their on-ground program. Research shows that these activities, done in an intentional manner, contribute to students' growth in global competency.

	Homestay(s)
	Meeting with experts in host country
	Co-teaching by host country faculty
	Service-learning project
	Educational interaction with host country faculty or students
	Research project in host country

I. FACULTY-LED PROPOSAL, CONTINUED

11. Program Description:

This description will appear on your online program listing and program flyer for recruitment purposes. Share your passion and excitement for the program to attract prospective students. Please use a maximum of 350 characters.

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12. Program Highlights:

List 3-5 highlights about the program that will be of interest to potential student participants. This can include specific site visits, guest lectures, excursions, special activities, etc. These highlights will be used to promote the program on the LSU Academic Programs Abroad website and promotional materials.

1.	
2.	
3.	
4.	
5.	

II. BUDGET PROPOSAL

Please complete the separate Budget Proposal to determine your program costs per participant. The Budget Proposal must be submitted with your faculty proposal and syllabi to Academic Programs Abroad. Academic Programs Abroad reserves the right to adjust the budget upon receiving the final copy based on allowable program expenses, viability of program cost, and other factors.

For assistance with completing your Budget Proposal prior to submission, please contact the Academic Programs Abroad at facultyled@lsu.edu.

III. HEALTH, SAFETY, & SECURITY

All faculty-led academic programs abroad must adhere to [Forum on Education Abroad's best practices in health, safety, and security](#).

Please review the [Country Specific Information](#) for the program's destination(s) on the U.S. Department of State. **Any program involving travel to a country for which the U.S. Department of State has issued a Level 3 travel alert or higher or [CDC level 3 or higher will require additional approval steps](#).**

1. Travel Alert Levels:

List the level for each country the program is required to visit.

Country	DOS Level	CDC Level

2. Contingency Plan

If only one faculty member is participating in the program travel, outline a contingency plan in the event of an emergency.

3. Risk Assessment:

Programs being customized by one of LSU APA's preferred partners (i.e. WorldStrides, CISAbroad, USAC, AIFS, EF Tours, CIEE, etc.) will have the risk management of the program supported by the customizing partner. To receive a list of approved affiliated partners, contact Academic Programs Abroad. Approved affiliated partners generally are US-based Academic Programs Abroad companies.

Programs not being customized by one of LSU APA's preferred partners will need to complete the Health and Safety Review forms prior to the start of the program. Please contact the Academic Programs Abroad for a copy of the Health and Safety forms.

Please review the following websites in working through the Health & Safety Review document to identify any health and safety risks in the destination country(ies):

- [Center for Disease Control](#)
- [Travel Warning and Consular Information](#)
- [Overseas Security Advisory Council](#)