Outline of Steps for Approval of Study Abroad Programs¹

1. Proposal initiated by faculty, committee or department or by the Center for International Education working with departments and colleges. The proposal and cover page and Study Abroad Program application must be complete before beginning the approval process.

2. The Center for International Education will review the proposal for completeness.

3. The originator(s) home College Curriculum Committee reviews.

4. Education Abroad Committee reviews the proposals.

5. The University Courses and Curriculum Committee reviews.

6. Provost reviews.

7. University Planning Team informed.

8. The University Budget Committee reviews proposals that have significant budgetary implications.

9. Program implemented by originators.

Note: If disapproval is indicated at any level, then the proposal is returned with an explanation of the decision to the originating faculty for revision and resubmission. If the originators decide to resubmit, then the revised proposal is routed through the entire approval process in order to give all parties the opportunity to review the revised program. This revision needs to contain a summary of the changes made in response to the questions/issues raised by the person or committee that returned the proposal to the originators.

¹ See approval flow chart on page 2.

February 22, 2010
Cover Page Study Abroad Program Proposal

Originating Faculty: ____________________________
Department/College: __________________________
Phone/email: _________________________________
Date of Proposal: ______________________________
TITLE OF PROGRAM: __________________________

Check Type of Program:

Affiliation with 3rd Party Provider ______ Study Abroad Program with Foreign University ______
AJCU Program ________________________________ Other_____________________

List Colleges/Departments Participating: __________________________

College of Business ________________________________ (Dean)
________________________________________________________________________ (Section Head)
College of Humanities & Natural Sciences ________________________________ (Dean)
________________________________________________________________________ (Chair/Department)
________________________________________________________________________ (Chair/Department)
________________________________________________________________________ (Chair/Department)
College of Law ________________________________ (Dean)
College of Music and Fine Arts ________________________________ (Dean)
________________________________________________________________________ (Chair/Department)
________________________________________________________________________ (Chair/Department)
________________________________________________________________________ (Chair/Department)
College of Social Sciences ________________________________ (Dean)
________________________________________________________________________ (Chair/Department)
________________________________________________________________________ (Chair/Department)
________________________________________________________________________ (Chair/Department)

Approval of Participating Departments and Colleges Listed Above

Administrative Approval

Center for International Education ________________________________ (Director)
Education Abroad Committee _________________________________________
Provost __________________________________________________________
University Budget Committee (if necessary) ___________________________
Vice President for Enrollment Management ____________________________

Impact on Budget

New Resources Required: No _____ Yes _____
Proposal for Non-faculty Led Study Abroad Programs

The evaluation of proposals will focus on a number of key issues, each of which must be addressed in the online application. Please address each of these key issues in the order they are presented below. If an issue does not apply to your program, please indicate that and state the reason.

1. **Loyola International Learning Outcomes**
   All new undergraduate study abroad programs should address one or more of the learning outcomes articulated in the vision statement of the Strategic Plan for Internationalizing Loyola in addition to the specific discipline related learning outcomes of the program. The proposal should address these specific learning outcomes and how they will be accomplished and assessed.
   a. **Knowledge**: Loyola graduates will know and understand
      i. their culture in a global and comparative context;
      ii. that their culture is one of many diverse cultures and that alternate perceptions and behavior may be based in cultural differences;
      iii. how historical and current forces shape world systems;
      iv. other languages and cultures (beliefs, values, perspectives, practices, and products).
   b. **Skills**: Loyola graduates will
      i. interpret issues and situations from more than one cultural perspective;
      ii. use knowledge, diverse cultural frames of reference, and alternate perspectives to think critically and to work toward more just relationships within and between societies;
      iii. speak, listen, read, and/or write in a language other than their first language.
   c. **Attitudes**: Loyola graduates will
      i. be willing to learn from others who are culturally different from themselves;
      ii. accept cultural differences and tolerate cultural ambiguity;
      iii. appreciate the language, art, religion, philosophy, and material culture of different peoples.

2. **Overview**
   Description of the program, a clear statement of program objectives, proposed dates, information on the program site including how it relates to the academic program and mission of the sponsoring department/unit and college and the learning outcomes. Include any country specific issues and language spoken in courses.

3. **Justification for the new study abroad program**
   Provide a clear and compelling rationale for any new study abroad programs. The justification should state explicitly and clearly how the new program will enhance and supplement Loyola’s current study abroad options.

4. **How Loyola transfers credit and the details of the academic program are dependent on the type of program with whom we will be working**
   a. **Enrollment at foreign institution**
      If students will be enrolled at a foreign institution, will the Loyola transcript show enrollment at the foreign institution or will the courses transfer as Loyola credit
      i. Will students be taking classes at a foreign institution Yes No
      ii. If yes then will the grades be returned on a foreign transcript?
      iii. How is the institution accredited?
      iv. In what language are courses taught? What is the required language proficiency? Are there courses offered in English?
      v. Will students receive transfer credit or Loyola credit?
   b. **AJCU program**
c. University Programs and/or 3rd party providers (Transcripts3rd party provider/ non-university) (Courses could be approved by appropriate committees and come in as Loyola credit or as transfer credit).
   i. Will students be taking classes at a center? If yes then syllabi and CVs must be submitted for approval.

5. What is the accreditation of host institution and/or program

6. Academic content
   a. Please describe the courses that will be offered. If special courses will be set up for our students, please attach description of courses with syllabi attached – describe method of assessment of student performance, e.g. journals, exams, papers
   b. Relationship to Loyola curriculum.
   c. Prerequisites for program/courses
   d. Loyola University New Orleans strongly urges programs in non-English speaking countries to incorporate a language component. It is understood that this may not be possible in short-term programs. If English is not the country’s language, is foreign language study or instruction in the native language to take place? If so, what are the arrangements? How will language learning be reinforced? If the foreign language is not to be used in the program, how will instruction be provided? What kinds of support will students receive to help them function outside the classroom?

7. Program Activities
   Provide an overview of the field trips and how local faculty, students, and resources will enhance instruction.

8. Cultural Immersion
   Please describe opportunities for cultural immersion in the host culture? Host families, service learning, internships

9. Faculty and staff
   List of staff/faculty and qualifications, including the names and addresses and biographies of on-site coordinator and participating faculty and staff if non-Loyola. Provide previous experience in host country, language of host country or in related academic area for all faculty. Qualifications of guides/staff leading field trips

10. Logistical Arrangements
    Provide an overview of the logistical arrangements, including travel to and from the host country and transportation within the host country. Please provide information on the organization making these arrangements. Supplemental material should be provided for all in-country transportation including contracts, insurance, etc.

11. On-site administrative infrastructure
    What infrastructure is needed on site? Please provide detailed information on housing, class space, local field trips, internet access, study space, library, etc? How will this be provided? Is there a partner university or institution or travel agent? What are Loyola’s responsibilities? What are host institution responsibilities? If you are using host families, how are they selected? Supervised? Evaluated?

12. Student requirements
    a. What are the admission requirements? GPA? Major?
b. Are there pre-requisites?
c. What student constituency is this program expected to serve?
d. Will any special efforts be made to reach out to traditionally underserved students?
e. What, if any, arrangements have been made for students with disabilities?
f. Are visas required? Who assists students with obtaining a visa?

13. Health and safety
a. Will the participants need to take any special health precautions?
b. Are there any ongoing political or ethnic conflicts that could compromise the safety of the program participants?
c. What are the safety and security risks at the proposed program site, and how will these be addressed?

14. Orientation, reflection and assessment
Please describe
a. pre-departure and on-site orientation,
b. opportunities for student reflection on their experience living in another culture, both while abroad and after their return, and
c. assessment plan of learning outcomes.

15. Student Enrollment
a. Estimate the student enrollment initially and in subsequent years.
b. What evidence supports these estimates?
c. What is the minimum enrollment needed to cover costs?
d. Are there contingency plans to cover financial losses?
e. What kind of potential does the program have to develop and grow?
f. Is this a site that might be valuable to other departments or colleges?

16. Current study abroad
What impact would the program have on current study abroad programs?

17. Supplemental documents
a. Itinerary
b. Syllabi for courses – include information on any pre-departure classes
c. Budget (See attached format)
d. letters of support from the appropriate chairperson and dean(s), indicating department and college commitment to the program
e. Supporting documentation including contracts and/or publications on physical facilities including housing, institutional affiliation, classroom space, study space, etc.
f. CVs of non-Loyola on-site staff