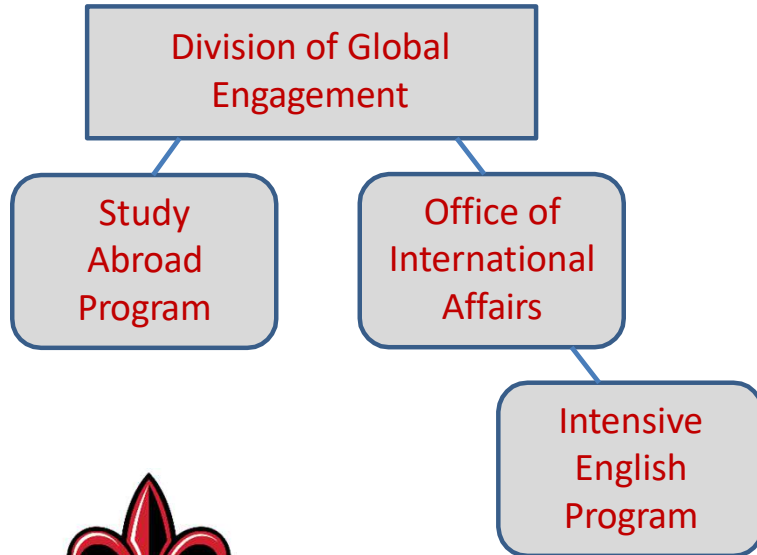




2027 Faculty Study Abroad Program Overview

Division of Global Engagement

Global Engagement Staff



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

**Division of
Global Engagement**



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Salary, Benefits & Covered Expenses

Salary

- \$1,750 per course.
- Total of \$3,500 for teaching 2 courses.

Benefits

- Standard deductions for retirement, health insurance, and taxes.
- Estimated benefits contribution of 30% of gross pay.
- International health insurance provided through AIFS, CISI, Study Plus or Visit Costa Rica (depending on the program).

Covered Expenses

- **Air Transportation:** Covered at the budgeted rate.
- **Lodging:** Accommodation in single-room hotels, apartments, or student residences.
- **Meals:** Covered at the Study Abroad budgeted rate.
- **Local Transportation:** Provided for program-related activities.
- **Entrance Fees:** Includes access to required program activities such as museums, tours, site passes for course instruction, and weekend excursions.

Timeline

May 7	Applications open to teach abroad for Summer 2027. Faculty members complete the Faculty Application for Study Abroad Programs .
June	Deadline to submit your approved application to teach abroad for Summer 2027.
June	The UL Lafayette Risk Management Team reviews applications and proposed locations for Summer 2027.
July - August	Study Abroad Office finalize budgets, costs, and contracts.
September	The Study Abroad Office announces the Study Abroad locations and courses for Summer 2027 to students.
September - November	The Study Abroad Office promotes study abroad courses. Faculty are responsible for promoting their study abroad courses and recruiting students to enroll.
December	Study Abroad Office makes initial faculty/course recommendations based on recruitment numbers.
January	Study Abroad Office makes final faculty/course decisions based on enrollment numbers.
February	Faculty meet with providers to finalize the details of the trip and program schedule. Social events for students to get to know each other. Study Abroad Office creates courses with the Registrar's Office.
March – April	Pre-departure orientation by location. The Registrar's Office enrolls students in respective courses. Faculty complete "Teaching Abroad Faculty Orientation" in Moodle. Faculty submit Travel Pre-Approval in Chrome River. (Expense Reports must be entered upon return.)

Course Design and Delivery Guidelines

- **Leverage the City/Location as the Classroom:**
 - Utilize the city's cultural, historical, and professional resources to enhance the learning experience. For example, incorporate local landmarks, businesses, or cultural sites into course activities and assignments.
- **Classroom Availability:**
 - Classrooms are available in most locations if needed
- **Course Format:**
 - All courses will be conducted in-person. There will be no online or hybrid options, ensuring full engagement with the location and local experiences.
- **Minimum Contact Hours:**
 - Courses will meet the minimum required contact hours. According to SACS (Southern Association of Colleges and Schools) guidelines, this is between **42 to 45 hours per three-hour course** to ensure compliance and academic rigor.
- **Clarity on Publicity, and Syllabus:**
 - Clearly outline all course requirements, including any work required beyond the program dates, special prerequisites, and additional fees.
 - Include any assignments or tasks that need to be completed before or after the program dates in the course syllabus.
- **Syllabus Posting:**
 - Course syllabi should be posted on Moodle during the orientation period or earlier, providing students with essential information about course expectations, schedules, and requirements well in advance.

Recruiting Activities Required of Faculty

- **Student Recruitment Goals:**
 - Faculty are required to recruit a minimum of **10 students**.
- **Promote Your Courses:**
 - Engage potential students both in person and virtually.
 - Make presentations in your own classes as well as in others.
 - During advising sessions, help students understand how Study Abroad can fit into their curriculum.
 - Share information through UL student organizations or other universities ([Non-UL Lafayette students are also welcome to participate in our programs.](#))
 - Consult with colleagues who have previously taught in a Study Abroad program.
 - Encourage colleagues to promote your courses in their classes.
 - Use creative promotional strategies to attract interest.
- **Circulate Interest Sheets:**
 - Distribute interest sheets at all presentations and to all potential recruits.
 - Submit the form with the names and email addresses of interested students to the Study Abroad Office. These students will then be added to the “Study Abroad” Moodle page, where they can find all the information and scholarship applications.
- **Manage Interested Students:**
 - Regularly email interested students with updates about the class and the application link.
 - Refer students to the Study Abroad program website and office staff for more information.

Required Meetings

Faculty are required to attend pre-departure meetings and student orientations/classes in the spring semester.

Faculty are required to attend meetings organized by Site Director while abroad.

Faculty are required to participate in all program meetings & group activities on campus and abroad.



Professional Behavior and Policies

The [Faculty Handbook](#) outlines the employment relationship between individual faculty members and the University, detailing the rights, privileges, and responsibilities of both parties.

Faculty members are expected to:

- Maintain professional relationships with students.
- Be familiar with [student policies](#).
- Discourage students from addressing faculty by their first names.
- Be mindful of how social interactions with students are perceived.
- Focus on their role as educators rather than friends.
- Adhere to professional behavior standards.

Faculty must also complete the **Teaching Abroad Orientation in Moodle** by March 2025. This orientation will equip you with the necessary knowledge and skills to manage potential risks and ensure a successful experience. Your participation is essential in fostering a safe and enriching environment for both you and your students.

Completion of this orientation, along with obtaining a certificate of completion, is required for processing your Personnel Action Form (PAF) with Human Resources.



Faculty Responsibilities While Teaching Abroad

- **Course Delivery:**
 - Develop and deliver course content in alignment with the program's learning objectives.
 - Ensure that all course materials and assignments are relevant and engaging.
- **Professional Conduct:**
 - Maintain professional relationships with students and adhere to the institution's policies.
 - Be mindful of cultural differences and local customs in interactions with students.
- **Compliance and Documentation:**
 - Adhere to academic and administrative policies, including compliance with local regulations.
 - Submit required documentation, such as attendance records and grading reports, in a timely manner.
- **Cultural Integration:**
 - Utilize the local environment (cultural, historical, professional) as a teaching resource.
 - Encourage students to engage with the local culture and community.
- **Student Support:**
 - Provide academic advising and support to students as needed.
 - Address any student concerns or issues promptly and effectively.
- **Emergency Response:**
 - Be prepared to handle emergencies and unexpected situations that may arise.
 - Ensure students are aware of and follow safety protocols.



Site Director Responsibilities While Abroad

The Site Director is a role appointed by the Study Abroad Office to lead and manage the study abroad program on-site. In recognition of the additional responsibilities and the critical role they play in the success of the program, the Site Director receives compensation for their extra duties beyond their regular teaching responsibilities.

1. Program Coordination:

- Oversee the overall management and administration of the study abroad program on-site.
- Coordinate and communicate with local partners, institutions, and vendors to ensure program success.
- Ensure that all logistical arrangements meet program requirements and student needs.

2. Compliance and Safety:

- Ensure compliance with both UL Lafayette's policies and local regulations.
- Implement and monitor safety and emergency protocols for the program.

3. Student Support and Welfare:

- Act as a primary contact for students, providing support and resolving any issues.
- Address any student health, safety, or behavioral concerns in coordination with faculty and the Study Abroad Office.

4. Communication and Reporting:

- Maintain regular communication with the Study Abroad Office and provide updates on the program's progress.
- Prepare reports and documentation as required by the Study Abroad Office.

5. Emergency Management:

- Be the point of contact for handling emergencies and coordinating responses with local authorities.
- Ensure that all students are accounted for and safe during any incidents.

Steps for Students to Study Abroad

Steps to Study Abroad

Step One: Learn about the different locations to study abroad available at UL Lafayette .

Step Two: Research your options and set your goals (Meet with your academic advisor)

Step Three: Apply for a [Passport](#)

Step Four: [Submit your Application](#)

Step Five: [Pay the Deposit via ULINK.](#)



Contact Information

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