



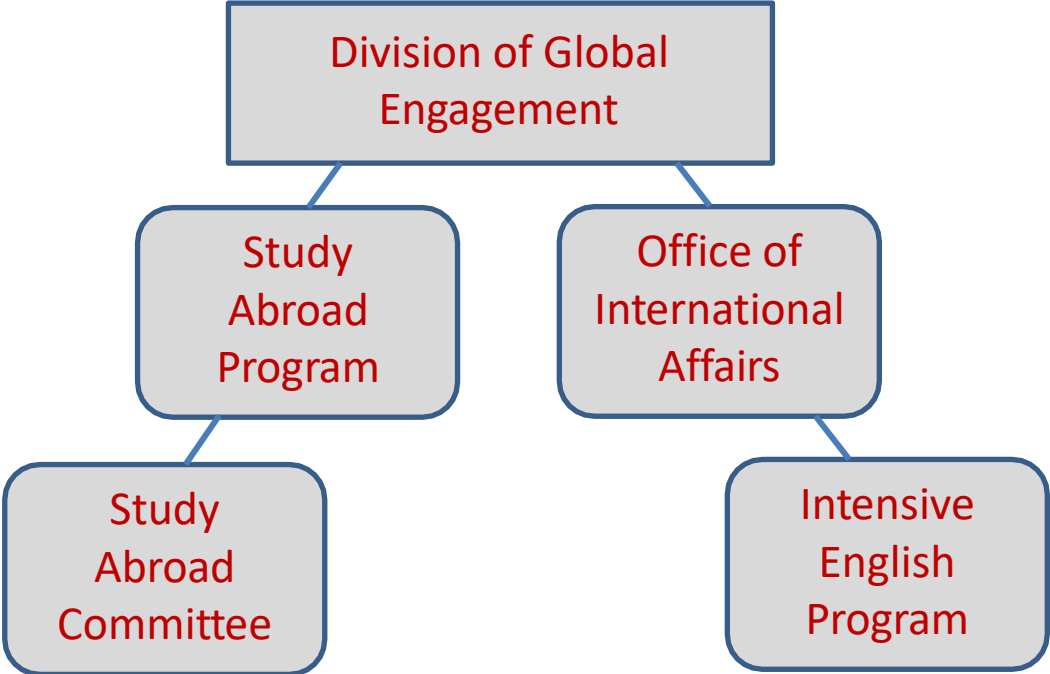
UNIVERSITY *of*  
**LOUISIANA**  
L A F A Y E T T E<sup>®</sup>

**Study Abroad**

# 2025 Faculty Informational

Division of Global Engagement

# Global Engagement Staff



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

**Division of  
Global Engagement**



**Dr. Rose Honegger**  
Associate Director of  
Global Engagement  
PDSO, RO



**Zayira Quiroz**  
Global Programs  
Coordinator

**Zayira Quiroz**  
Global Programs Coordinator  
[studyabroad@louisiana.edu](mailto:studyabroad@louisiana.edu)  
337-482-5438  
Student Union, Room 136

# Existing UL Lafayette Faculty-Led Programs

- **Costa Rica** - <https://studyabroad.louisiana.edu/programs/costa-rica>
  - Preliminary work at UL Lafayette, 10 days on-site, teach 1 course
- **London, England** - <https://studyabroad.louisiana.edu/programs/england>
  - 1 week at UL Lafayette , 2 weeks in London, teach 2 courses
- **Paris, France** - <https://studyabroad.louisiana.edu/programs/france>
  - 6 weeks in Paris, teach 2 courses and assist with HUMN course
  - All students enroll in HUMN 300 course
- **Florence, Italy** - <https://studyabroad.louisiana.edu/programs/Italy>
  - 6 weeks in Florence, teach 2 courses and assist with HUMN course
  - All students enroll in HUMN 300 course
- **Ireland** - <https://studyabroad.louisiana.edu/programs/ireland>
  - 2 weeks in Cork, 1 week in Dublin, teach 2 courses
- **Seoul, South Korea** - <https://studyabroad.louisiana.edu/programs/south-korea>

# Salary, Benefits & Covered Expenses

- \$1,750 per course (\$3,500 for 2 courses)
- Standard retirement, health, taxes, etc., withheld from gross pay (estimated benefits at 30%)
- International health insurance provided through AIFS, CISI, or Visit Costa Rica, depending upon the program
- Personnel Action Form (PAF) completed by faculty with assistance from the Study Abroad Office
- Air Transportation (at budgeted rate)
- Lodging – single-room hotels, apartments, student residence
- Meals (at Study Abroad budgeted rate)
- Local transportation for program activities
- Entrance to all required program activities (museums, tours, & site passes for course instruction & “mandatory” weekend excursions)
- Chrome River Travel & Expense



## Process Timeline

March 1	Applications open to teach abroad for Summer 2025. Faculty member complete the <a href="#">Faculty Application for Study Abroad Programs</a> .
May 31	Deadline to submit your approved application to teach abroad for Summer 2025.
June	The UL Lafayette Risk Management Team reviews applications and proposed locations for Summer 2025.
July	Study Abroad Office finalize budgets, costs, and contracts.
August	The Study Abroad Office announces the Study Abroad locations and courses for Summer 2025 to students.
August - November	The Study Abroad Office and faculty collaborate to promote the courses and recruit students.
December	Study Abroad Office make initial faculty/course recommendations based on recruitment numbers.
January	Study Abroad Office makes final faculty/course decisions based on enrollment numbers.



# Course Design

(See example in next slide)

Selecting course topics

Cross-listings: A **cross-listed course** is comprised of two or more **courses** that have the same title and description but are listed in two or more subjects (e.g., **THEA 341/ENGL 342/HONR 384**) or (**VIAR 309/HUMN 300/HONR 365**)

Use the city/location as the classroom as much as possible.

42-45 required contact hours per 3-hour course

Marketing/positioning is key!





## Course Description Example

### Engineering - Jonathan Raush

#### **ENGR 400/MCHE 470 – Energy Systems & Sustainability**

Come get a global perspective on energy and sustainability. Go and see for yourself how countries and continents are handling the impact of global policy on one of the most important and pressing issues of our generation - right where the action is - Brexit, the Paris Climate Accord, and more! This course is set in the context of UK and EU efforts in sustainability and includes excursions to engineering projects including a British wind farm, a solar power plant, and an optional trip through the Channel to a tidal power plant in northern France, along with efforts in green product production and sustainability. This course will explore the impact of Energy Production and Consumption utilizing British and other European models as a case study. Students will learn how to analyze macro energy systems utilizing engineering principles in the framework of policy structure and study the effects of those policies using real world examples. Visits to several local museums will be incorporated to display technical advances and societal changes in perspective and policy, including the world-class Science Museum of London, which will provide insight into the inventions that drove the industrial revolution, the engineering works of the Victorian era Tower Bridge, the Imperial War Museum Duxford, which CNN voted #2 aviation museum in the world, showcasing the byproduct of the development of thermodynamic principles, and the Royal Institution, founded in 1799 by the leading British scientists of the age, where Michael Faraday's discoveries lead to the development of modern electric motors.

\*\*Students must have achieved a grade of C in ENGR 301



**STUDY ABROAD**

**summer 22**

Lafayette: May 9 - 12

London: May 15 - 29

Cost: \$3999 + state fees

Financial Aid Available

*Courses: Mechanical Engineering, English, Psychology, Visual Arts*

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THE UNIVERSITY OF LOUISIANA AT LAFAYETTE

**LONDON**



# Courses and Departments

- Use the city/location as the classroom as much as possible. Classrooms are available in most locations as needed.
  - No hybrid or online courses
- Minimum contact hours
  - SACS requirement (42 – 45 hours per three-hour course)
- Clarity on application, publicity and syllabus (if work required beyond program dates)
- Syllabi to be posted on Moodle during orientation period or earlier
  - Include special requirements, pre/post-program assignments, fees, etc.



# Recruiting Activities Required of Faculty

- Recruit students in person and/or virtually
- Promote your courses directly to students
  - Make class presentations in yours & other classes
  - Promote during advising & assist students in determining how Study Abroad can fit into their curriculum
  - Promote through UL student organizations, other Universities, etc.
  - Consult with colleagues that have taught previously in a Study Abroad Program
  - Ask colleagues to promote your courses in their classes
  - Get creative!
- Circulate interest sheets at all presentations & to all potential recruits
  - Submit form/email of names & email addresses of interested students weekly to Study Abroad Office (form provided by Study Abroad Office)
  - Have students complete the “I’m Interested” form on website
  - Names & emails will allow us to add them to the Moodle page
- Refer students to the Study Abroad program website and to the office staff

# Recruitment

*Faculty are encouraged to participate in all recruitment activities*

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Faculty are required to have a minimum of 10 students

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Individual student contacts - During advising

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Recruitment assistance & presentations, table fairs

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Virtual/in-person class presentations.

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Virtual/in-person student panel discussions

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Campus/departmental/college activities

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Student organizations & other Universities

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Utilize Graduate Assistants and Ambassadors



# 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.



# Travel and Pay

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[Chrome River](#) Travel: Travel pre-approvals must be entered by March.

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Airfare arrangements (Vary by program. Please use [state contracted travel agency](#) unless included in 3<sup>rd</sup> party contract)

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\$1,750 per course, \$3,500 for 2 courses plus benefits (including medical insurance during the program). Standard retirement, health, taxes, etc., withheld from gross pay.

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Inclusions at budgeted rate are: transportation, lodging, some meals, transportation while in the country, museums, and site passes for course instruction, mandatory weekend excursions

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[Chrome River](#) Expense Reports: Expense Reports must be entered upon return.

# Teaching Abroad - Application Process

Complete the Faculty Application Form

<http://studyabroad.louisiana.edu/faculty/faculty-application-process>

The Dean and Department Head and/or Program Director must approve the application.

The deadline to submit your application to teach abroad for Summer 2025 is **Friday, June 28, 2024**

# Professional Behavior and Policies

- [The Faculty Handbook](#) governs the employment relationship of individual faculty members and sets forth the rights, privileges, and responsibilities of faculty members and of the University.
- Faculty must maintain professional relationships with students
- Faculty must be familiar with [Student policies](#)
  - Discourage students from referring to faculty on a first name basis
  - Be more cognizant of perceptions of social interactions with students
  - Be the teacher, not the friend
  - Professional behavior is a MUST
- Attend and Complete [Clery Act CSA](#) (Campus Security Authority) Training
- Attend Emergency/Safety training



# Student Information

## 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

**Zayira Quiroz**

Global Programs

Coordinator

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