The LMU Study Abroad Office strongly supports the full internationalization of the
campus, faculty and our students. As part of this initiative, the LMU Study Abroad Office is
excited to work with each college, department and faculty member seeking to develop and
execute new credit bearing experiences in the form of International Course Immersion
Programming. The LMU Study Abroad Office defines International Course Immersion
Programming as a course offered by a department or college that contains either a component
within the course or a co-requisite course taught abroad, in which all student participants earn
credit. In order to effectively assist in the development and execution of these programs, the
LMU Study Abroad Office upholds University policy, regulations and expectations for
international student and faculty travel. Other components of these programs are exclusively
under the purview of the involved faculty, departments or colleges. Below outlines the
expectations and duties between the LMU Study Abroad Office and the respective faculty,
departments or colleges.

LMU STUDY ABROAD OFFICE:

i) Deliver the “Proposed Course Immersion Form” to interested faculty, departments
or colleges from which the instructor of record must collect the appropriate
signatures of approval from Deans, Dept. Chairs/Program Directors, and Risk
Management.

ii) Provide budget consultation and a list of possible expenses/revenues.

iii) Design, provide, and manage student program applications. Collect risk waivers or
other required forms from students.

iv) Provide consultation and give recommendations for onsite host/vendor
organizations.

v) Facilitate the required general pre-departure orientation (health and safety, cultural
adjustment, etc.) to all student participants.

vi) Distribute pertinent student application materials to faculty and retain full records at
Study Abroad Office.
vii) Manage emergency communications with parents, medical professionals, ACE insurance, etc. as all student records will be centralized.

viii) Publish and distribute handbook for faculty program leaders.

   (1) Handbook will include education abroad standards of best practice, abstracts of past successful programs, contact information of willing veteran faculty “advisors.”

ix) Provide workshops for Faculty taking students abroad.

RELEVANT LMU FACULTY, DEPARTMENTS, AND COLLEGES

x) Complete the “Proposed Course Immersion Form”, attaining the appropriate signatures of the relevant Deans, Dept. Chairs, Budget Managers, and Risk Management Offices.

xi) The budget and account management will ultimately be the responsibility of the instructor of record in conjunction with her or his college or departmental financial manager, not the Study Abroad Office. This will include, but is not limited to: account set-up, processing of invoices and wire transfers, deposits, application fees, etc.

xii) It will be the full responsibility of the instructor of record to promote and recruit for their respective course immersion.

xiii) Determine and create a withdrawal/refund policy applicable for the program.

xiv) Take student financial access into account in planning and program promotion.

xv) While the LMU Study Abroad Office is open to consultation, the transportation (group rates for flights, on-site logistics) of all programs are ultimately the purview and responsibility of the instructor of record. All transportation and logistical contracts and must be in full compliance with the new LMU Contract Policy (located in the Business and Finance Policies & Procedures section of the Controller’s Office website), and vetted through the LMU Office of Risk Management.

xvi) Again, while the LMU Study Abroad Office is open to consultation, all academic and logistical components of the program are ultimately the purview of the instructor of record.

xvii) Study Abroad-led workshops will be available for faculty interested in leading courses abroad.
General Advice

Planning and facilitating an academic overseas trip is a time-consuming endeavor that requires thoughtful attention to many details. Thankfully, you do not have to do all of the work yourself. There are a great number of professional, reputable organizations that provide on-site logistical and academic support for faculty-designed programs abroad. Without help, details like arranging accommodation, transportation, and meals can steal time and energy away from curricular or academic interests. The LMU Study Abroad Office strongly recommends that you share the burden of logistical planning and arrangement with a trustworthy organization in your desired location. Onsite expertise is invaluable for a smooth-running program and is very important if things go awry and you need to alter your itinerary on the fly. The LMU Study Abroad Office is happy to help connect you with such onsite expertise and to help vet organizations with whom you may already be in contact. While these organizations come at a price, the services they can provide will ease your mind and allow you to focus on helping your students learn from the experience.

As many universities in the U.S. are internationalizing their curricula, legal precedents have been and are being established in terms of health and safety. From a liability standpoint, it is vital that we are up to date. Employing a credible, experienced onsite organization is an easy way to ensure that current standards are being met. If it is decided inevitably to forgo a partnership with a professional organization, please understand that as the leader of the program, you are personally responsible for meeting standards of good practice and you are personally assuming the accompanying risks on behalf of LMU.

At this link (http://www.forumea.org/standards-index.cfm), you will find a publication titled: “Standards of Good Practice: For Short-Term Education Abroad Programs,” written by The Forum on Education Abroad, a federally recognized Standards Development Organization for the field of education abroad. The document will give you a sense of current best practices upheld by many universities and organizations across the U.S.

To notify the LMU Study Abroad Office about a forthcoming course immersion, please contact:
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