

A Faculty Guide to the London Study and Internship Program

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Program Dates: Every semester

Courses and Schedules

Faculty teaching on the London program will be required to teach two courses per semester. LMU students will be required to take at least one of these two courses. The Foundation for International Education (FIE), the organization that runs the program for LMU in London, has the right to offer these courses to other university students on the program as a part of their Open Enrollment courses. Enrollment for these courses will not exceed twenty students per class. The FIE will contact you with available times and dates for your courses before finalizing the semester schedule.

Airfare, Salary, other Compensation/Benefits

Faculty airfare costs will be covered by the Study Abroad Office (up to \$1500). LMU faculty receive their normal salary, and a cost-of-living supplement; at this time, this amount is set at \$2,500. In addition, faculty also receive a Zone 1 & 2 tube pass for the duration of the semester. Faculty are provided with a mobile phone for local calls, program-related calls and/or emergency calls. International calls should be made using a phone card. Phone bills will be reviewed at the end of the semester and faculty will be billed for any excessive charges.

Instructional Supplies

FIE will provide a shared University office at Foundation House to be equipped with a networked PC and printer and a telephone with voicemail facility for use by the visiting LMU faculty. Faculty will also be provided with the use of an overhead and slide projectors and screen, onsite photocopying machine, audio equipment and television. Faculty may ship up to \$150 per semester worth of textbooks and materials to London and then back to the U.S.

Housing

Faculty will receive complimentary housing in an apartment near the FIE. Faculty desiring different housing may do so at an additional cost; the details of this can be discussed with the program director.

Orientation

Faculty will be expected to arrive in London in time for the program orientation, and to take part in all FIE planned orientation activities. It is extremely important for faculty to be involved in this process as the majority of students will experience culture shock during their first week in London. The presence of an LMU faculty member will often lay to rest a student's feelings of anxiety or homesickness.

Excursions and Field Trips

Currently there are no scheduled excursions for the London program, however if visiting faculty are interested in coordinating such excursions, the FIE staff will gladly assist in making arrangements. Excursions costs are not covered by the program.

Meetings/Office Hours

Faculty will be expected to establish office hours during the semester. Often, students come to faculty for advice, support, companionship, and even counseling as onsite faculty are the point-person to the LMU community at the FIE.

Recruitment/Promotion

Faculty are expected to assist in the recruitment of students proceeding the semester they teach in London. Faculty shall attend student information meetings, distribute program information among their colleagues, and make announcements to classes in their college or department.

International Insurance

Although faculty are covered as an LMU employee, they should contact HR to discuss personal international medical and accident insurance coverage. In addition, the Study Abroad Office recommends that all faculty purchase the International Faculty Identification Card (ITIC card) at a minimal fee of \$22 through the LMU Central Ticket Agency or STATravel. The policy provides additional international medical and accident coverage, plus attractive discounts for traveling overseas.