



Study Abroad and Global Engagement

SOUTHEASTERN LOUISIANA UNIVERSITY

Frequently Asked Questions

When will I know the outcome of my application?

Faculty members will be notified within one month of the submission deadline regarding the outcome of their proposal.

Can more than one department collaborate on a faculty-led program?

Yes. Interdisciplinary programs are encouraged as they increase the learning outcomes for the students and the marketability of the program. Please note that if multiple departments are included, each department head and corresponding college dean must sign off on the proposal.

Can I make changes to my program after the proposal is approved?

If your proposal is approved, the Study Abroad & Global Engagement Office will work with you to further develop your program during which minimum changes may be made as needed, such as program dates, program length, housing, and cultural activities. No changes can be made to the academic content, course offerings, or number of contact hours/credits.

If I am proposing a program that was approved before, do I need to complete this form?

Yes. A proposal must be submitted for all programs each cycle.

Do I need to submit a syllabus for the course(s) I plan to teach abroad?

Yes. The syllabus should include a timeline or tentative program schedule, learning and cultural activities, and learning outcomes. If there are multiple courses being offered, a separate syllabus should be provided for each course along with an indication of which activities satisfy the requirements of each course. Sample course syllabi are available online for your reference.

What is the purpose of the Student Contact Hours sheet?

Faculty-led study abroad/away programs must meet a minimum of 37.5 contact hours per 3 credits. The Student Contact Hours sheet serves as documentation of the planned contact hours for the program. Students enrolled in multiple courses must meet the minimum contact hours for each course.

Who reviews my program proposal?

Proposals are reviewed by the Department Head, Dean, the Southeastern Faculty-Led Study Abroad/Study Away Programs Committee, SAGE Director and the Provost's Office.

Are examples of previous proposals and program models available?

Sample course syllabi and program itineraries are available online to assist you in the proposal process. Reviewing these documents prior to submitting your proposal may address some basic questions and provide examples of successful past proposals.