Study Abroad Leader Requirements

As part of the approval process for short-term study abroad programs, every (primary) program leader is required to submit for approval an Intercultural Action Plan to embed intercultural learning outcomes into the curriculum of their proposed study abroad program.

Because study abroad leaders have varying degrees of experience with backward curriculum design and differing levels of formal training in intercultural competence development, the Center for Intercultural Learning, Mentorship, Assessment and Research (CILMAR) offers support to leaders in the form of consultations. The general process for all study abroad program leaders is the same – plan for intercultural learning in all short-term programs as part of the program approval process and then document the learning that occurs after programs run. However, there are different requirements and timelines for program leaders based on their experience.

Study Abroad programs are categorized for the approval process as follows:

- **New program**: any program in which the leader, course, or location is new.

- **Repeat program**: any program for which the same leader is leading a program for the second – fourth time with no significant changes to the curriculum, location, or intercultural components.

- **Recurring program**: any program approved under “repeat program” status five times.

ICL Requirements:

- **New program leaders** are required to meet with an intercultural learning specialist from CILMAR to outline an Intercultural Action Plan. In order to better support new leaders in their planning, meetings previously required in the spring before program departure should now occur in the fall prior to submission of study abroad proposals to the Office of Study Abroad. Prior to program departure, this initial plan must be finalized and submitted to CILMAR for approval. Additional consultation with CILMAR staff to finalize plans is available but not mandatory. Then, within 10 days of the completion of the program, leaders must submit an analysis of the data they collect from their program on intercultural learning outcomes.

- **Repeat program leaders** are required to submit an updated version of their Intercultural Action Plan along with their study abroad proposal to the Office of Study Abroad. Consultations with CILMAR staff are available but not required for repeat program leaders. When study abroad proposals are reviewed, leaders will be informed of approval of their Intercultural Action Plan or asked to revise. Revisions may require a meeting with an intercultural learning specialist from CILMAR before program departure. As with all short-term study abroad, repeat leaders must submit an analysis of the
intercultural learning assessment data they collect within 10 days of the completion of the program.

- **Recurring program leaders** must follow the guidelines for Repeat program leaders. Once every 5 iterations of the program, recurring program leaders must meet with an intercultural learning specialist from CILMAR to review and update the *Intercultural Action Plan* as necessary. Additional meetings to support planning are available but not required.

Additional information for all program leaders:

- **Arranging planning meetings** – All leaders are welcome and encouraged to request as many consultations as needed with CILMAR intercultural learning specialists, whether or not those meetings are required in the processes described above. A recommended completion cycle of consultations would include a first meeting for initial planning before study abroad proposals are due, a second a couple of months before program departure to finalize plans, and a third meeting upon return for support drawing conclusions from data. To schedule appointments, please email cilmar@purdue.edu, subject line: *Study Abroad Leader Consultation Request*, with several windows of availability.

- **IPG (SAIL) grants** – Participation in the Intercultural Pedagogy Grant Workshop series will take the place of consultation and approval meetings for program leaders. Applications to IPG are submitted via Intercultural Program Officers in their respective colleges.

- **Data analysis support** – Leaders who need assistance with data analysis may request a consultation with iData at [https://bit.ly/3a0eIPO](https://bit.ly/3a0eIPO).