ACADEMIC DEAN AND PROVOST INSTRUCTION 5700.1B

From: Academic Dean and Provost

Subj: LANGUAGE STUDY ABROAD PROGRAM GUIDELINES

Ref: (a) Department of Defense Strategic Plan for Language Skills, Regional Expertise and Cultural Capabilities 2011-2016
(b) Maritime Strategy for 21st Century Seapower

1. Purpose. To provide administrative rules and logistical guidelines for the Language Study Abroad Program (LSAP).

2. Background. References (a) and (b) highlight the need, in the words of reference (a), to "build, enhance, and sustain a Total Force with a mix of language skills, regional expertise, and cultural capabilities to meet the existing and emerging needs in support of national security objectives." To that end, LSAP provides Midshipmen opportunities to develop these necessary skill sets through immersive summer language programs that promote daily study and use of the target language and experiential learning about the values, practices, and structures of other cultures.

3. Goals. LSAP goals are:

   a. To accelerate and contextualize language acquisition through daily study and use of the target language in one of its native cultures.

   b. To promote cross-cultural competence and critical thinking through immersive experience in another culture.

4. Eligibility. Midshipmen must meet the following minimum criteria for LSAP eligibility at time of application:

   a. The student must be (or have been) enrolled in a 200-level or higher language course at USNA. (At their discretion, the Program Managers will enforce course-related criteria.)

   b. Overall CQPR of 2.5.

   c. Aptitude for Commissioning Grade of B or better in the previous semester, or if less than a B – an endorsement and specific explanation by Chain of Command addressing this aspect of the midshipman’s record.

   d. Conduct grade of B or better in the previous semester, or if less than a B – an endorsement and specific explanation by Chain of Command addressing this aspect of the midshipman’s record.
e. Physical Education grade of C or better and PRT grade of B or better at time of application.

f. Positive endorsements from company and battalion officers.

g. United States citizenship.

h. Approval by the Academic Dean and Provost and the Commandant of Midshipmen.

Participation in LSAP is contingent on the continuing satisfaction of the eligibility criteria listed above. If one or more of these criteria are not satisfied at any point following selection for LSAP, the midshipman may be withdrawn from LSAP.

5. Selection Procedures.

a. Each LSAP Program Manager will designate as "primary" or "alternate" the eligible applicants for his/her programs. Program Managers will take the following factors into consideration:

1) Applicant’s adequate level of proficiency for linguistic and cultural interaction in host country.

2) Strength of endorsement from the Midshipman’s Chain of Command.

3) Strength of endorsement from Naval Academy faculty.

4) Applicant’s potential for presenting a positive "face of the U.S. Navy" abroad.

a) Preference will be given to eligible Midshipmen who have not previously participated in an overseas program abroad. (The LSAP coordinator will consult with the International Programs Office to identify Midshipmen who have previously participated in USNA sponsored programs abroad.) Exceptions may be granted for midshipmen who have been selected for a future semester study abroad program in the same or similar language and region.

b) With the Lead Program Manager, the LSAP Coordinator will consolidate the selection lists and route them for approval from the Director, Division of Humanities and Social Sciences, the Academic Dean and Provost, and the Commandant of Midshipmen.

6. Program Planning.

a. The Academic Dean and Provost will establish the overall budget for LSAP in consultation with the Director of the International Programs Office (IPO).

b. The LSAP Coordinator, appointed by the Director of HUMSS, will ensure the efficient and effective administration of LSAP, in close coordination with the Languages and Cultures Department, the Director of HUMSS, IPO, the Academic Dean and the Commandant of Midshipmen. He or she will serve for a minimum of two academic cycles.

c. The Languages and Cultures Department Chair will select the Program Managers and identify the Lead Program Manager. At the beginning of each academic year, the Languages and Cultures Department Chair will develop a plan listing the prospective countries and
programs for LSAP and submit it to the Academic Dean and Provost for approval via the Director of HUMSS.

d. The Lead Program Manager is the operations officer for LSAP. He or she will update the LSAP programs in MIDS, support LSAP presentations to all interested Midshipmen, provide Program Manager with data management support, and supervise the applicant process. The Lead Program Manager will serve at least two academic cycles and will rotate out of sync with the LSAP Coordinator.

e. Program Managers will be responsible for information sessions on program specifics including goals and objectives, expectations, program itinerary, budget, number of participants, logistics, and required documents for travel.

f. Midshipmen will apply in the fall using the application module in MIDS. Applicants should notify their Company Officers of their intended summer travel, in the event that they are selected.

g. The International Programs Office, upon receipt of the approved participant list from the Languages and Cultures Department, will act as the primary interface with the Summer Training Office regarding summer assignments.

7. **Program Manager Responsibilities.** LSAP Program Manager responsibilities include:

a. Timely completion of the final roster of participants and provision of information on the host country to selectees.

b. Provision of cost estimates for their programs and selection of the appropriate number of students for optimal participation.

c. Provision of an invoice (in English) to IPO.

d. Oversight of the academic rigor of the program, ensuring its integrity, intensity and effectiveness.

e. Communication of guidance from the LSAP Coordinator to participants regarding appropriate conduct while abroad, as representatives of USNA and the U.S. Navy.

f. Collection of After-Action Reports (AAR) from their participants immediately upon conclusion of the program. Each package of completed AAR must be submitted to IPO via the Lead Program Manager, the LSAP Coordinator, and the Languages and Cultures Department Chair.

g. Ensuring that pre- and post-trip assessment is conducted in order to measure Midshipmen progress. When neither the program provider abroad nor the Languages and Cultures Department are able to conduct meaningful assessment, Midshipmen participants will take the DLPT in the relevant language before and after an LSAP trip. If it is required, pre-trip DLPT assessment will be conducted as soon as possible after selection for LSAP.

h. Timely completion of administrative, logistical and training requirements associated with the respective programs. This requires close collaboration with IPO, with the assistance of the Lead Program Manager and LSAP Coordinator as required.
8. **International Programs Office Responsibilities.** The IPO responsibilities include:

   a. Provision of budgetary, logistical, administrative and training support as required for domestic and international travel and programs.

   b. Coordination and completion of all financial transactions with foreign host institutions and/or agencies in a timely fashion.

   c. Provision of measures that ensure the group's well-being and safety during the execution of the trip.

   d. Providing the Languages and Cultures Department Chair and the LSAP Coordinator with weekly reports on the current status of LSAP programs during the planning and preparation phase.

   

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