



DEPARTMENT OF THE NAVY
OFFICE OF THE ACADEMIC DEAN OF PROVOST
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

ACDEANINST 5700.1D
2/ADAA

AUG 31 2015

ACADEMIC DEAN AND PROVOST INSTRUCTION 5700.1D

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
(c) USNAINST 5160.71

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

2. Cancellation. ACDEANINST 5700.1C. This instruction modifies the selection approval process.

3. Background. The Department of Defense and the Department of the Navy have highlighted the need to "build, enhance, and sustain a Total Force with a mix of language skills, regional expertise, and cultural capabilities to meet existing and emerging needs in support of national security objectives" (Reference (a)). To that end, LSAP provides Midshipmen opportunities to develop linguistic and cultural expertise through immersive summer language programs that promote daily language study and use and experiential learning about the values, practices, and structures of other cultures.

4. 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.

5. Eligibility. Midshipmen must meet the following minimum criteria for LSAP eligibility. Participation in LSAP is contingent on the continuing satisfaction of all eligibility criteria. If a Midshipman fails to satisfy any of these criteria at any point following selection for LSAP, he or she may be withdrawn from participation in LSAP.

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

b. Overall CQPR of 2.5 at time of application.

c. Aptitude for Commissioning Grade of B or better in the previous semester. If this criterion is not met, the applicant's Company Officer must provide an endorsement and specific explanation addressing this aspect of the applicant's record.

d. Conduct grade of B or better in the previous semester. If this criterion is not met, the applicant's Company Officer must provide an endorsement and specific explanation addressing this aspect of the applicant's record.

e. Physical Education grade of C or better and PRT grade of B or better in the previous semester. If these criteria are not met, the applicant's Company Officer must provide an endorsement and specific explanation addressing this aspect of the applicant's record.

f. Positive recommendations from company and battalion officers. If any of the criteria in paragraphs 5.b through 5.e are not met, a positive justification for a recommended waiver is required.

g. Positive recommendations from Languages and Cultures Department faculty.

h. United States citizenship.

i. Approval by the Commandant of Midshipmen and the Academic Dean and Provost via the Director, Humanities and Social Sciences Division (HUMSS), and the Director, International Programs Office (IPO).

6. Selection Procedure.

a. Each LSAP Program Manager will review the applications and provide a recommendation for each eligible applicant to his/her programs. Program Managers will take the following factors into consideration:

(1) Applicant's level of proficiency for linguistic and cultural interaction in the host country.

(2) Recommendations from faculty in the Languages and Cultures Department.

(3) Applicant's potential for presenting a positive "face of the U.S. Navy" abroad.

b. With the assistance of the Lead Program Manager, the LSAP Coordinator will review, consolidate, and rank order the selection lists and route them for approval by the Director, Humanities and Social Science Division. Midshipmen who meet the eligibility criteria listed in paragraphs 5a - 5h will be approved for participation. Waiver requests for Midshipmen who do not meet one or more criteria but are positively recommended for a waiver by their Company Officer and Battalion Officer will be forwarded via the Director of HUMSS and the Director of IPO for approval by the Academic Dean and Provost and the Commandant of Midshipmen.

c. Note: Preference will be given to eligible Midshipmen who have not previously participated in a USNA-sponsored overseas program abroad.

Exceptions may be granted for Midshipmen who have been selected for a semester study abroad program in the same language.

7. Responsibilities.

a. Academic Dean and Provost shall:

(1) Establish the overall budget for LSAP in consultation with the Director, IPO.

(2) Appoint the LSAP Coordinator.

(3) Retain final approval for participation via the Director of HUMSS and the Director of IPO, in consultation with the Commandant of Midshipmen utilizing the guidance in paragraph 5b.

b. Director of HUMSS shall:

(1) Nominate the LSAP Coordinator.

(2) Review the list of Midshipmen eligible for participation. Approve those who are fully qualified. Endorse and forward the list of recommended waivers to the Academic Dean and Provost.

c. Director of IPO shall:

(1) Update, open, and close LSAP application modules in MIDS.

(2) Provide budgetary, logistical, administrative and training support as required for domestic and international travel and programs.

(3) Coordinate and complete all financial transactions with foreign host institutions and/or agencies in a timely fashion.

(4) Provide measures to ensure the group's well-being and safety during the execution of the trip.

(5) Provide 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.

(6) Act as the primary interface with the Summer Training Office regarding summer assignments.

c. LSAP Coordinator shall:

(1) Serve for a minimum of two academic cycles.

(2) Allocate the LSAP budget, in consultation with the Director of IPO and subject to the approval of the Academic Dean and Provost.

(3) Supervise and manage the LSAP application process (see paragraph 5) and maintain the master list of participants.

(4) Work with the DLPT Coordinator to ensure that the DLPT is administered to participants before and after participation in LSAP (see

Ref (c)). The DLPT is to be administered in addition to testing conducted by the in-country program providers or the Languages and Cultures Department (see paragraph 6.f.(10)).

(5) Be present (in person or through a designated representative) at every pre-trip briefing.

(6) In general, 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 Provost, and the Commandant of Midshipmen.

d. Languages and Cultures Department Chair shall:

(1) Appoint the Program Managers and the Lead Program Manager.

(2) At the beginning of each academic year, develop a prioritized list of the prospective countries and programs for LSAP and submit it to the Academic Dean and Provost for approval via the LSAP Coordinator, Director of HUMSS and the Director of IPO. The plan shall specify how much academic credit is to be given for each program. It shall also request, with justification, the number of required or desired faculty escorts for each program.

e. Lead Program Manager shall:

(1) Function as the operations officer for LSAP.

(2) Serve at least two academic cycles and rotate out of sync with the LSAP Coordinator.

(3) Update the LSAP program application modules in MIDS.

(4) Assist in the planning and organization of LSAP presentations to interested Midshipmen.

(5) Provide Program Managers with data management support.

(6) Supervise the application process with the LSAP Coordinator (see paragraph 5).

(7) Ensure that Program Managers conduct pre- and post-trip academic assessment and after-action reporting.

f. Program Managers shall:

(1) Provide academic oversight of the programs, ensuring high quality, integrity, intensity, and effectiveness.

(2) Provide information sessions on program specifics including goals and objectives, expectations, program itinerary, budget, number of participants, logistics, and required documents for travel.

(3) Provide recommendations in the relevant LSAP application modules in MIDS (see paragraph 5).

(4) Provide information on the host country and the program to participants.

(5) Assign the appropriate number of students for optimal participation in each program.

(6) Provide IPO with accurate cost estimates for their programs.

(7) Provide IPO with invoices as required for each program (in English).

(8) Arrange a pre-trip briefing to review guidance to participants regarding appropriate conduct while abroad, as representatives of USNA and the U.S. Navy. The LSAP Coordinator or his/her designated representative should be present at every pre-trip briefing.

(9) Collect 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.

(10) Ensure administration of pre- and post-trip assessment in order to measure the academic progress of participants.

(11) Ensure 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 needed.

g. Participants shall:

(1) Maintain their eligibility after selection (see paragraph 4).

(2) Complete all required pre- and post-travel documentation promptly and accurately.

(3) Keep their program managers and IPO informed of any changes in their summer plans that may affect their participation in LSAP.

(4) Comply with all relevant guidance concerning conduct abroad.



A. T. PHILLIPS

Copy to:
All Non-Mids (electronically)