



DEPARTMENT OF THE NAVY

OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
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ANNAPOLIS MARYLAND 21402-1300

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PROVOST INSTRUCTION 5700.1E

From: Provost, U.S. Naval Academy

Subj: LANGUAGE STUDY ABROAD PROGRAM GUIDELINES

Ref: (a) Advantage at Sea: Prevailing with integrated all-domain naval power (U.S. Navy guidance (December 2020))

1. Purpose. To provide administrative rules and logistical guidelines for the Language Study Abroad Program (LSAP).
2. Cancellation. ACDEANINST 5700.1D. This instruction clarifies duties and responsibilities of LSAP coordinator and program managers, updates consideration of the new Foreign Area Studies major and updates description of the Dean of HUM/SS school.
3. Background. The Department of the Navy strategic guidance reference (a) highlights the need to “expand and strengthen our network of partners.” 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 If a Midshipman fails to satisfy any of these criteria at any point following selection for LSAP, he or she may be withdrawn from participation in LSAP.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. 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.
- d. Physical Education grade of C or better and PRT grade of C 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.
- e. Positive recommendations from company and battalion officers.
- f. Positive recommendations from Languages and Cultures Department faculty.
- g. United States citizenship.
- h. On a case by case basis as required, waiver approval by the Commandant of Midshipmen and the Provost via the Dean, 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 select eligible applicants 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 other faculty within the Languages and Cultures Department.
- (3) Applicant's progression towards a minor/major in the language of the particular LSAP.
- (4) Applicant's potential for presenting a positive "face of the U.S. Navy" abroad.

b. 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. Preference will also be given to minors/majors in the language of the particular LSAP, and Foreign Area Studies majors who are unable to participate in Semester Study Abroad.

7. Responsibilities.

a. Provost shall:

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

(2) Retain final approval for participation via the Dean of the School of Humanities and Social Sciences, the Director of IPO, and the Chair of Languages and Cultures, in consultation with the Commandant of Midshipmen utilizing the guidance in paragraph 5.

b. Director of IPO shall oversee the following actions:

(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; to include preparation of any contracts with vendors, if required, in coordination with Program Managers.

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

c. Languages and Cultures Department Chair shall:

(1) Maintain administrative control of the program.

(2) Execute the program within Provost and budgetary guidelines.

(3) Appoint the LSAP Coordinator and Program Managers.

d. LSAP Coordinator and 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) Nominate and approve the appropriate students and number of students for optimal

participation in each program.

(6) Coordinate with IPO to ensure cost estimates are accurate and remain within budgetary constraints for their programs.

(7) Select host institution or program provider. In the cases when a contract is needed, work with IPO to complete all required selection paperwork, including proposals and invoices as required for each program (in English and U.S. Dollars). Upon completion of the program, complete the Fleet Logistics Center (FLC) Vendor Evaluation form.

(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.

(10) LSAP Coordinator - Provide consolidated AAR to IPO via the Languages and Cultures Department Chair.

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

(12) 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 department chair as needed.

(13) Ensure appropriate academic credit is assigned to the participants upon successful completion of the program.

e. Participants shall:

(1) Maintain their eligibility after selection (see paragraph 5).

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

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

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

8. Records Management.

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the

Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the U.S. Naval Academy Records Manager or the DON/AA DRMD program office.

9. Review and Effective Date. The Per OPNAVINST 5215.17A, the Associate Provost for Academic Affairs' Office will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.


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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA Official Issuances Website, <https://www.usna.edu/AdminSupport/Inst/>.