

**New Study Abroad Proposal Process: Faculty-Led Programs  
April 2018**

Notre Dame faculty are invited to propose and plan a *faculty-led* credit-bearing overseas academic program with the assistance of NDI. The program should be 8 weeks or less with a maximum of two 3-credit courses. The focus of this proposal process is to help plan and implement selected and approved programs. Faculty who conduct credit-bearing programs *independent* of NDI are strongly encouraged to consult with NDI for health and safety guidelines, and to consider services NDI can provide.

A faculty member who proposes a course that is cross-listed with another department is required to obtain the endorsement of both department chairs. Proposed courses should each carry a minimum of three credits requiring a minimum of 37.5 contact hours.

If the program proposal is approved, Notre Dame faculty teaching a course will receive a \$10,000 honorarium for a 3-credit course. Other teaching arrangements will be considered on a case-by-case basis.

**INSTRUCTIONS FOR PROPOSAL PROCESS**

Applications will be reviewed and evaluated following a multi-step process which

includes:

- Submission of a one-page abstract to [studyabroad@nd.edu](mailto:studyabroad@nd.edu).
- If the abstract is approved, the applicant will receive additional instructions to submit a full proposal .
- A Study Abroad staff member will be designated to assist the applicant in securing information required for the full proposal, and to ensure that the timeline for the proposal process is adhered to.
- The full proposal will be vetted by members of NDI, colleagues and faculty, as relevant.
- If the proposed program is approved, the determined minimum student enrollment must be met.
- Notre Dame’s standard withdrawal policy will be adhered to for all non-academic year study abroad programs unless otherwise indicated.
- Safety and health review is ongoing to the date of departure and continues in country. Notre Dame reserves the right to cancel a program at any time due to safety and health issues.

<b>Timeline for Summer Study Abroad Program Proposal</b>	
ITEM	DUE DATE
Abstract Due	June 15, the year prior to the proposed program’s launch
Abstract Approval	Within one month of Abstract submission- July 15
Full Proposal Due	Within two months of the Abstract approval- Sept. 1
Decision to Conduct the Summer Study Abroad Program	Within one month of Full Proposal- Oct. 1

**Step 1: Abstract** - Not to exceed one page which should address the following:

- Abstract submitted to Director of Study Abroad ([studyabroad@nd.edu](mailto:studyabroad@nd.edu)) no later than June 15th, the year prior to the launch of a new program. **SUBJECT: New Program Proposal**
- Proposed program title
- Authors of proposal, name of contact person, and contact information
- Proposed program location(s)/site(s)
- Proposed courses (Indicate new or existing course. If existing course, please list course number)
- Timeframe- Summer, semester break
- Duration of Program (Dates/Total number of days)
- Total possible courses/credits per student
- Rationale for the program
  - Explain why this program is being proposed.
  - Describe the academic need(s) that the program will fit. How does the proposed location uniquely support these needs?
  - Explain how the program fits within the department's and college's strategic plans
  - Describe any special or unique features of the program.
- Target audience
  - What is the minimum and maximum number of students needed to conduct this program?
  - How have you evaluated and concluded that there is student demand for this program? (i.e. surveys to students)
  - Will the program be open to students from other universities?
  - Will participation require completion of prerequisite courses? If yes, which ones?
- Estimated Costs
  - Educational cost per student
  - Approximate cost for housing per student
  - Field trips, excursions
  - Meals

Questions can be directed to the Study Abroad office at: [studyabroad@nd.edu](mailto:studyabroad@nd.edu) or 631-5882.