

Call for Proposals: Summer Faculty-Led Study Abroad Programs

Notre Dame International (NDI) is pleased to work with faculty to develop and administer faculty-led summer study abroad programs for undergraduates. While NDI’s program portfolio has grown over the past few years, we continue to look to faculty for your expertise to create new opportunities for students for their global engagement. We invite Notre Dame faculty to propose and plan, with the assistance of NDI, credit-bearing overseas academic programs that are 3 - 8 weeks long, ranging from 1 - 6 credits.

The following guideline outlines the process for faculty to submit a proposal to lead a new summer study abroad program.

I. Important Considerations

Our portfolio of current, credit-bearing [Summer Programs](#) range from 3-to-6 weeks and can be viewed on our website. Your proposal will be assessed in the context of our current portfolio of programs as well as its overall uniqueness, viability and feasibility. As such, please consider the following:

- Priority consideration will be given to programs proposed in non-traditional locations and/or those that include course content not covered in current NDI summer programs.
- Priority consideration will also be given to programs that address unique demands and needs that are not met by current either summer or semester programs.
- In an effort to offer a wide range of program locations and courses, NDI looks at new program proposals holistically considering all regularly planned programs. A proposed program's potential to draw students away from similar programs already offered by NDI will be an important consideration in the approval process.
- In order for a program to feasibly run, it needs to have at least 10 students enrolled. Considerations to draw students include whether the course fulfills a core or major/minor requirement, whether the location is safe and appealing, and the affordability of the program. Faculty are expected to actively participate in the recruitment process to help promote the program.
- We ask that faculty obtain endorsement/approval from their direct supervisor to lead this program through NDI when submitting the proposal.

II. Proposal Process & Timeline: The steps below outline the cycle for the summer study abroad proposal:

Timeline for Summer Faculty-Led Program Proposal	
PROCESS	DUE DATE
Proposal Due (Applicant)	May 15 (year prior to the proposed program’s launch)
Proposal Decisions (NDI)	June 1 (year prior to the proposed program’s launch)
Program Setup Complete and Open for Student Applications	August 31 (year prior to the proposed program’s launch)

III. **Proposal (not to exceed two pages):** Proposal should be submitted [through Qualtrics](#) no later than May 15, and include the following:

1. Program Details

- a. Author(s) of proposal, name of contact person, and contact information
- b. Proposed program location/site
- c. Proposed timeframe - include dates (if possible) or general timeframe
- d. Duration of program - total number of class days
- e. Proposed course(s) - please include course title and general course objectives. Additionally, please include the following information:
 - Is this a new or existing course?
 - If it is an existing course, please list the course number, attribute, and the numbers of credits, and indicate whether it fulfills university's core curriculum requirement.
 - If it is a new course, please describe the total number of credits you are proposing, if it has any prerequisite, if you plan on this course fulfilling a core curriculum requirement (and if yes, which one) and if this course will fulfill a major/minor requirement (and if yes, which one).

2. Rationale for the Proposed Program

- a. Please describe why this is an opportune moment for the creation of this program
- b. Address what academic needs this program will fulfill and specifically detail how this location uniquely supports these needs.

3. Goals of the Proposed Program

Please provide a concise statement of learning objectives for the program, including intercultural competency, language acquisition, independent research, internships, regular cultural interaction, and/or immersion opportunities.

4. Target Audience:

- a. Who is your targeted student population for this program?
- b. Will the program be open to students from other universities?
- c. Will participation require prerequisite courses?

5. Logistics

Please feel free to briefly address other logistic details you have considered, such as on the ground support, housing, safety, etc., and the type of co-curricular or extra-curricular activities you plan to include in the program.

6. [Faculty Approval Form](#) – (To be submitted through Qualtrics with your proposal)

Please submit the above linked form signed by your direct supervisor(s) stating their approval for your summer engagement with NDI should your proposal be selected.

Additional questions can be directed to Laura Stipic, Associate Director of Study Abroad:
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