Guidance on Developing Short-term/Summer Faculty-Led Study Abroad Programs
Updated October 2026

Notre Dame Global (NDG) would like to thank you for your interest in developing a summer study abroad program in partnership with us. Through its global network, Notre Dame Global is prepared to assist you in this process. By collaborating with our colleagues across countries and continents, we can support Notre Dame faculty to provide an immersive, cross-cultural experience that enhances students' academic, personal, and professional growth. This document provides guidance on developing credit-bearing faculty-led short-term study abroad programs. Please review the document before submitting a proposal.

1. **Developing a Summer Study Abroad Program**
   A. **Academics**
      - *Syllabus*: A syllabus for the course should be developed to include the following: learning goals, intended core, major or minor requirements, prerequisites required (if applicable), academic hours per credit, etc. Remember to *internationalize the syllabus* and integrate the stated learning objectives into the course and program. If possible, courses should be submitted to fulfill one ND core course requirement or a major requirement. The more the course can align with these requirements, the more students will be interested in signing up. Since the study abroad course is credit-bearing, the same academic rigor is expected as on the main campus.
      - *Contact Hours:* Faculty are required to have **42 contact hours per 3-credit course**. In addition to traditional lectures, these hours can be fulfilled through guest lectures, organized cultural excursion activities that directly support the class work (i.e. excursions, field trips, museum visits, etc.) Travel to/from these activities do not count towards contact hours. While there are many different opportunities for learning, remember that learning still needs to be actively facilitated to count towards the required contact hours.
      - *Course and Learning Environment:* Remember to use the location as much as possible! The best study abroad programs *heavily* integrate the location and the course content. When possible, field trips, site visits, and cultural excursions integrated into the course help give an in-depth view of the host country and enhance the in-classroom experience.

   B. Cultural Excursions
      - Excursions are a crucial part of a study abroad program. Paired with the course, these cultural activities provide the base of learning for the students.
      - Students will want to know what excursions will take place, so it is important to have an itinerary to list on the website to attract students.
      - Excursions should always be relevant to the program and course content and the proposed excursions should further the academic goals of the program.

- Take advantage of the location and also be realistic in terms of time, distance, and cost. Be sure to plan in some “downtime” for students as well.
- Traditional “tourist” excursions may be attractive to students. Please know that we advise against them if they are not strongly tied to academic goals.
- While excursions to multiple destinations can be enticing, be sure to determine the need for them. If the academic goals can be accomplished in one destination, that is preferable as it allows more time for immersion at the destination, cuts down travel time, as well as decreasing potential safety risks and travel complications.
- Excursions should be planned with a cost in mind as summer program charges are based on cost. For example, an all-inclusive 3 night stay may not be feasible, but an overnight visit complemented by a museum visit certainly could be in the budget.

C. Responsible Parties

- *Questions to Consider:*
    - Will this program run in coordination with Notre Dame Global locations? Or in a location without an NDG presence?
    - Who is the responsible party for this international program on-site in the host country/institution?
    - What is the teaching faculty's role in this program? Has the teaching faculty led a similar program before? Is extra support needed?
- *Faculty Administrator:*
    - Running a faculty-led program is a full-time commitment for the duration of the program. It is very different from, and much more demanding than, teaching on campus, as leaders often need to function without many permanent on-site facilities.
    - The responsibilities of a Faculty Administrator extend beyond the classroom. Instructor, event and excursion coordinator, liaison with local contacts, and troubleshooter are all common roles that faculty will assume at some point during their time abroad with students.
    - Faculty Administrators must handle problems as they arise and must inform NDG about any issues immediately. Faculty are given a contact list of who to reach in case of emergency.
- *Program Assistant:* If a program is based in a location without a Notre Dame Global location, the faculty will require a Program Assistant. Per our Summer Faculty-Led Program Guidelines, these individuals are there to support the faculty member with on-site logistics and ensure there is appropriate support on the ground. NDG is responsible for hiring a Program Assistant to serve in this role.
- *Host Institution:*
    - If working with a host institution, please provide the name of the host institution, including website link.
    - If working with a local faculty, please provide name and biography of the local teaching faculty.

D. Safety and Health Assessment

A program should be designed with student safety and security in mind. The Global Safety & Security team will review the program and program location for safety and security concerns

and will work with you once a program is approved. Please consider the following question as you decide on the location for your program:

- What level is the Travel Advisory issued from the U.S. Department of State for the country in which the program will take place? If it is a Level 3 or 4, additional approvals will be required.
- Are there areas in the city/region that present high risk?
- Will students use public transportation?
- Are there specific health risks for students at this location?
- According to the CDC, what are the required and recommended vaccinations for this location?

E. Accommodations

- Typically, for 3-week programs or shorter, hotels or student dorms are the most convenient for faculty-led programs. When possible, utilizing double or triple rooms can help keep program costs down.
- For programs longer than 3 weeks, longer-term housing may be available at a lower cost. This could be in the form of student housing, apartment rentals, etc.
- When choosing a location, consider how far the housing is from the primary learning location.
- If your program travels to multiple locations, remember to consider the cost of housing at each location as hotel prices can quickly add up!
- For security and risk management purposes, faculty members and any program assistant are expected to stay in the same housing facility as the participants or very close by.

F. Meals

- Programs are not required to provide meals. However, including a few group meals (i.e. welcome dinner, farewell dinner, etc.) can help with group dynamics as well as convenience.
- When evaluating housing options, try to find one that includes breakfast as this helps reduce cost for students as well as makes the start of each day much more convenient.
- For the meals that will not be included, be sure to know where/how students will be able to get their meals.

G. Program Expenses

- The faculty leader will compile a list of all expenses and send them for budget creation and program cost calculation. Expenses may include the following:
    - Cost per student for housing
    - List of meals included (if applicable)
    - List of proposed course-related program excursions with costs
    - List extracurricular activities you plan to do with students with cost (keeping in mind that cost is a factor for student participation)
    - Additional cost to students. i.e. transportation to and from sites, other on-location fees, possible charges by the host, etc.
- Please be advised that all summer study abroad programs are self-supporting, meaning that the program fees collected for each program should cover **all** the costs associated with this program. In addition to the above expenses, this fee includes, but

is not limited to, faculty salary and benefits, housing for faculty, transportation for faculty, international health insurance, Notre Dame summer tuition, and staff support for the program.

H. Student Support Services

Please consider the following questions:

- What type of student support is available on-site, including but not limited to academic advising and mental health or wellness counseling?
- What services are available for students with disabilities?
- Are there health services/medical personnel available for students should they become ill? Are healthcare professionals able to speak English?

I. Miscellaneous

Other questions to consider:

- Are visas required? Entry requirements and visas are an important consideration. In addition to country-specific requirements, a student's citizenship can determine if a visa or permit is required. As this can be a timely process, looking into this process early is key. NDG program directors will assist with this process.
- Are there co-curricular activities offered? Can students engage in community-based learning or volunteer work?
- Does the site location have adequate mobile reception and coverage? Are students required to pay for additional mobile support such as a SIM card?
- Generally speaking, financial aid is not available for summer students. NDG offers limited scholarships every summer to students with high financial need. They can find more information on our website. To promote better rates of participation and greater accessibility, program costs should be kept as low as possible.

2. **Contract Agreements (to be completed by NDG):** NDG works with the General Counsel's Office to ensure legal compliance for all international programs and agreements are required for any business entity we work with internationally.

    - Third-Party Partnership Agreement: If a third party is involved, NDG will work with the third party to sign the Affiliation/Partnership Contract Agreements.
    - NDG will submit new campus code requests for each new program and the New Instructional Initiatives Registration Form to Notre Dame's New Programs Committee for approval of the program and to seek a new campus code for the program.
    - NDG pays all teaching faculty and provides teaching contracts for all faculty involved in the program during the spring semester before the summer programs begin.

3. Submitting Your Study Abroad Proposal

When submitting a proposal for a summer study abroad program, it is important to provide the information requested below to ensure the committee understands the scope of the program. The committee, composed of staff from NDG and faculty from colleges, will review and make decisions in July. Faculty whose proposals are accepted will work with NDG in August to further refine the content and get it ready for the website by August 1. Faculty whose proposals are not accepted will be notified by the end of July.

A. **Proposal** (not to exceed two pages): The proposal should be submitted through Qualtrics no later than June 30, 2024, and include the following:

Program Details

- Author(s) of the proposal, name of contact person, and email
- Proposed program location/site
- Proposed timeframe - include dates (if possible) or general timeframe
- Duration of program - total number of class days
- Proposed course(s) - 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 number of credits, and indicate whether it fulfills the 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).

Rationale for the Proposed Program

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

Goals of the Proposed Program

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

Target Audience:

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

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.

B. **Faculty Endorsement and Approval Form** – NDG requires all faculty-led programs to receive endorsement and approval from the faculty's direct supervisor and their respective college dean. Please submit the above-linked form signed by your direct supervisor(s) and college dean through Qualtrics with your proposal.

4. Process and Timeline

- **Step 1 –** Faculty submit the proposal and Endorsement Form. The committee will review all submissions and release decisions.
- **Step 2 –** In July, NDG will work with the faculty whose proposals are accepted on the details of the program. The program should be set up on the website and ready for applications by August.
- **Step 3 –** NDG begins promoting the program at the start of the Fall semester and works with faculty to answer questions from students. Application closes in mid-November.
- **Step 4** – NDG will be reading applications and select students for study abroad in November and December. While faculty are not expected to be a part of this process, program directors will work with faculty regarding acceptances, numbers, special considerations, etc.
- **Step 5 –** Faculty will be notified in February (of the program year) if the minimum enrollment number is met in order to run the program. If there is sufficient enrollment, the program director will work with the faculty to provide student orientation, set up logistics for the program, and work with partners, if appropriate, in March and April.
- **Step 6 –** In January - March, NDG will work on agreements and contracts with relevant abroad counterparts, provide contracts to faculty and deliver mandatory training for faculty trip-leaders. Faculty may start booking own housing, applying for visas, and making payments, where needed, with NDG's support and guidance.
- **Step 7** – NDG will continue to provide support throughout the summer session, including providing a Program Assistant where needed.
- **Step 8 –** Upon completion of the program, NDG will issue a returnee survey to students, hold a debriefing session with the faculty, and a returnees' session with the students.

New Program Development Roles & Responsibilities at a Glance

	Faculty Leader(s)	NDG Study Abroad	Shared
General Program Planning	• Review Policy Guidelines for Summer Faculty-Led Study Abroad Programs • Finalize itinerary (includes proposed course times) • Provide NDG with program dates, course information, list of excursions	• Advise on program design • Create, review, and sign all contracts with third parties • Manage all website content • Manage program-related student communication • Review applications and determine the final student count • Hire Program Assistants (if applicable)	• Identify in-country partners/resources • Coordinate in-country logistics (housing, transportation, bookings, etc.) • Identify location-specific health or safety concerns
Academics	• Develop syllabus and course description • Submit course for approval (major, minor, Core Curriculum requirement) via ACM • Notify NDG of approval and course attributes • Create a course section in Course Leaf	• Add course information to the website • Manage student course enrollment • Send New Campus Code request • Submit New Instructional Initiatives Registration Form	
Marketing & Recruitment	• Recruit for the program via emails to students, presentations in classes, etc. • Provide content for the program website • Join information sessions	• Display program on website • Market program through website, flyers, digital signs, social media, Study Abroad Week, etc.	• Recruit students through information sessions, study abroad fairs, presentations, etc.
Budget & Expenses	• Submit a list of cultural excursions and housing estimates to NDG • Provide payment information (i.e. invoices) to NDG • Manage receipts on-site and submit all expenses for reimbursement after the program	• Manage all major financial issues and disbursement • Draft budget and set final program cost • Manage student scholarship process • Send student list to Student Accounts for payment	• Determine a final list of program expenses (i.e. cultural excursions, housing, meals, etc.) within the budget
Airfare, Passports, & Visas	• Obtain or renew passport & visa (if required) • Purchase personal tickets via Anthony Travel • Book own housing, following Policy Guidelines	• Manage student passport and visa process (as applicable) • Communicate Pre-departure info to • Create a list of student arrivals/departures	• Monitor student flight arrivals/departures • Share info with providers
Pre-Departure	• Attend mandatory trip leader training(s) • Participate in pre-departure meeting(s)	• Schedule pre-departure orientation(s) • Ensure all students have submitted the necessary paperwork	• Run student pre-departure orientation(s)
Reentry	• Hold reentry session for students in the Fall semester upon return with NDG	• Distribute NDG Returnee Survey to assess the program	• Debrief with NDG on the program