

Faculty-led Study Abroad Program Proposal Guidelines

March 1: Deadline for all new programs + all repeat programs except summer

September 15: Deadline for repeat summer programs only

Thank you for your interest in leading an Adelphi University short-term study abroad program. Faculty-led programs are the most popular way for Adelphi students to study abroad. The ideal faculty-led program not only offers students an international experience, but fosters in-depth exploration of an academic topic with an expert in the field. Faculty leaders should have intimate knowledge of the destination that boosts the academic components of the course and facilitates unique access to local sites and culture. Adelphi University is especially seeking programs with staying power that will become permanent courses. In an effort to keep faculty-led programs affordable for our students, please aim for a program fee of \$4500 or less. Before submitting a proposal, please review the list of [study abroad courses](#) to ensure your course is unique. The Faculty-Led Study Abroad Program Proposal documents and FAQs can be found in the [Faculty & Administrative Resources Section](#) on the Center for International Education webpage.

All new programs must submit the following five components of the Faculty-led Study Abroad Program Proposal electronically to cie@adelphi.edu by the deadline:

- Part I: General Information Form
- Part II: Syllabus, Itinerary and Short Answer Questions
- Part III: Budget (Please email cie@adelphi.edu to make an appointment to discuss the program budget)
- Part IV: Faculty Agreement
- Part V: Department Approval

All existing programs must submit the following components of the Faculty-led Study Abroad Program Proposal electronically to cie@adelphi.edu by the deadline:

- Part I: General Information Form
- Part III: Budget (Please email cie@adelphi.edu to obtain the most current copy of your budget)
- Part IV: Faculty Agreement
- Part V: Department Approval
- Updated Itinerary
- Updated Syllabus
- The Center for International Education will provide the committee with the most recent faculty program reports and student evaluations.

The Faculty-led Study Abroad Committee, with representatives from faculty and Center for International Education, will review all programs based on course design, course leader qualification, feasibility, affordability, long-term strategy, how the program fits into the University's overall internationalization strategy, and how the program differs from existing opportunities in the industry.

I welcome the opportunity to work with faculty on conceptualizing new programs and look forward to reviewing program proposals.

Sincerely,



Shannon Harrison
Director, Center for International Education