

Faculty-led Study Abroad Program Proposal Guidelines

February 15: 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. The Center for International Education (CIE) is especially seeking programs with staying power that will become permanent courses. Before submitting a proposal, please review the *Faculty-led Study Abroad Program FAQs* and the list of [active Adelphi faculty-led courses](#). [The Faculty-Led Study Abroad Program Proposal documents](#) 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 February 15 of the preceding year.

- Part I: General Information Form
- Part II: Syllabus 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 (February 15 of the preceding year for intersession and spring break, September 15 for summer):

- 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, the Center for International Education, Finance and Administration, and Office of Risk Management, will review all programs based on program design, course leader qualification and feasibility.

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