THE UNIVERSITY OF NOTRE DAME (USA) IN ENGLAND

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University of Notre Dame

London Undergraduate Program (LUP)

Experiential Learning

The University of Notre Dame is a leading institution that is ranked among the top twenty five universities in the United States. Along with its distinguished presence in the United States, the university continues to expand its visibility with centers and partnerships across the globe, including a significant presence in the UK. The London Undergraduate Program (LUP) hosts approximately 200 undergraduate students each term. The fall term runs from late August to mid- December and the spring term runs from mid-January to early-May. All our students are in the third year of their four-year degree and take their academic classes in London's Notre Dame building, Fischer Hall, located right next to Trafalgar Square. During the term, our students reside in Notre Dame's centrally located residence building, Conway Hall, next to Waterloo Station.

The LUP offers excellent Experiential Learning opportunities for students to integrate themselves into British culture through meaningful work experience in the form of work placements. The LUP has approximately 50 positions distributed among more than 20 organizations. Placements are offered in a wide variety of fields including financial services, marketing, business, government, church-based organizations, education and the arts and are open to students from all colleges.

Currently, all our experiential learning placements are unpaid. Students are usually awarded three academic credits for their work, the requirements for which are established by the College awarding credit and are handled by the Director of Student Affairs. Most internships are graded on a Satisfactory/Unsatisfactory basis. Students graded on an S/U basis will have the opportunity to reflect on their experiences through a mid-term presentation and a final reflection essay that is reviewed by the Director of Student Affairs. In addition, we request that the host organization complete a Performance Review form at mid-term, which will be taken into consideration when determining the student's final mark.

The host organization typically designates an employee who serves as the on-site supervisor for the student. As the university stipulates that academic work remains a priority while in London, students cannot work over fifteen hours on any given week. Most interns work between 10-15 hours per week, and specific work schedules are negotiated between the student and the respective organization's supervisor.

We have a defined process when setting up a placement. The host organization provides us with a placement description, typically one to two pages long, which we advertise to students who are intending to come to London the following term. In these descriptions, organizations are requested to include criteria that may restrict applications to students coming from specific disciplines or colleges. Applications usually consist of a resume and cover letter. Some organizations require additional materials, such as a writing sample or presentation. Once the complete applications become available, we send you electronic copies for your review. The number of applications can range from (1-15). While some organizations choose to select their students solely upon review of the applications, others prefer to conduct a remote interview with a number of shortlisted candidates. After you provide us with your availability, we arrange an interview schedule for you.

Please see below a typical timeline for each term:

Fall Selection and Term Timeline:

Late February/Early March: Placement descriptions emailed to students
Mid March: Deadline for submission of applications
Late March: Applications forwarded to host organizations
Late March/Early April: Applicant interviews with host organizations
Mid April: Placements finalized
Month of May: VISA application process
End of August: Placements begin
Seventh week of classes: Mid-term presentations at the Gateway
Early December: Final reflection essays due

Spring Selection and Term Timeline:

Early September: Placement descriptions emailed to students
Late September: Deadline for submission of applications
October: Applications forwarded to host organizations
Early November: Applicant interviews with host organizations
November: Placements finalized & VISA application process
Mid-January: Placements begin
Seventh week of classes: Mid-term Presentations at the Gateway
End of April: Final reflection essays due

If you have any questions, or you would like to discuss further, please contact mtucker6@nd.edu.