

Faculty-Led Study Abroad Post-Program Follow-Up

NMU is committed to building sustainable sponsored faculty-led programs. Following the steps outlined below is important not only in terms of assessing and improving program quality, but also in preparing colleagues who may become involved in future offerings of the FLSA program. The information is also used by IPO personnel to improve delivery of student service and logistical arrangements for each FLSA program.

**Please complete the following checklist of required follow-up steps.
Contact the International Programs staff at 227-2510 with questions
or to request assistance with individual tasks.**

Promptly report any illnesses, rashes, injuries, etc. incurred during the program and refer students to NMU health center or personal physicians for follow-up care.

Report all behavioral incidents and/or safety/crime incidents to IPO staff and to NMU Public Safety, as appropriate. Accurate reporting is a critical element in the IPO risk and safety management protocol for study abroad programs.

Reserve space for next year's offering of the program (if appropriate).

Settle credit card expenses and program receipts against your program account number in Concur **within 30 days** of program's final date. If you received a cash advance for international travel, the amount is expensed against your personal receivables account until all receipts have been reconciled. You will be held liable for any unused portion of the advance and are responsible for reimbursing the program account.

Sign the completed program account reconciliation upon request of IPO staff (generally within 60 days of program completion, once all charges have cleared vendors payable and posted accounts).

Return equipment borrowed or rented from area vendors.

Complete any surveys or contractual items requested by partner agents.

Record grades for your course and complete course evaluations as required by your academic department/AAUP contract.

Consider a celebration or reflection of some sort for student participants, and include members of the NMU community who may be interested in the knowledge and inter-cultural growth your group gained from this experience.

Share photos, videos, blogs, and other social media resources with IPO.

Complete the required Faculty-Led Study Abroad Program Report within 30 days of the program completion date and submit it to the Assistant Director, International Programs. The form is available as a fillable form online at the IPO website or as a downloadable form to be completed as a hard copy. Copies will be distributed to your academic department head and to your college dean for review. Information included in the report that personally identifies individual students or NMU personnel will remain confidential and shared only on a need-to-know basis.