



Instructions:

1. This proposal must be reviewed and signed by all required parties before submission to the International Education Services office.
2. If the course is cross-listed between two or more departments, all departments offering the course must sign the proposal.
3. The completed, signed proposal must be submitted to no later than the appropriate deadline: **May 15** for winter break, spring break and winter courses, summer; **October 1** for courses in Summer II or Fall of the following year.
4. IES will contact the leader(s) to begin collaboration on program logistics, budget, promotions and implementation.

GLOBAL ACADEMY COURSE PROPOSAL

Faculty Leader:	Rank:	Department:
Program Assistant (by separate application)	Position:	Department:
Proposed Global Academy Course Title:	Course number(s) and credit hours: (i.e., AD495x; GR310; cross-list as appropriate) <input type="checkbox"/> Offered by Superior Edge to complete requirements in the following Edges:	
Course will be offered for credit in: <input type="checkbox"/> Winter <input type="checkbox"/> Spring Brk. <input type="checkbox"/> Summer I or II <input type="checkbox"/> Fall <input type="checkbox"/> Winter Brk.		
Minimum and maximum number of student participants: The sponsoring department(s) will require a minimum enrollment to meet contractual faculty salary and department budget requirements. Minimum enrollment generally must be reached no later than the 1-2 months prior to the term in which credits are to be earned. Minimum: Maximum:		
Site(s) of proposed Global Academy Course: (List all cities and countries, including those visited during course activities. For example, a program hosted in Vienna, Austria might list a day-journey to historic Bratislava, Slovakia.) You may wish to attach a draft itinerary to this proposal. 1. 2. 3. 4. 5.		
Dates of program travel: From _____ 2017 to _____ 2018		

I. ACADEMIC CONTENT *If this is a repeat offering of a Global Academy Course, you may attach a copy of an updated syllabus/previous proposal and proceed to Section II: **PROGRAM LOGISTICS**.*

A. Describe the advantages of delivering this course content in the proposed location(s). How will the content differ from traditional courses delivered on the NMU campus?

B. Please identify activities or experiences included in the course design which will provide opportunities for inter-cultural immersion and learning.

C. Describe the nature of collaboration with international partner institution(s) and instructors (team teaching, anticipated guest lectures, planned instructional field work/tours, etc.)

D. Identify learning objectives associated with the proposed Global Academy Course.

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E. Describe the nature of required assignments and how they will assist students in achieving the learning objectives. Please specify the method(s) of assessment.

F. Describe any post-course integration assignment(s) you will expect of all students. Examples of such assignments may include: additional class sessions; multimedia presentations; written assignments; reflective journals; art project; public presentation(s).

II. PROGRAM LOGISTICS

- A. Have you conducted a site assessment visit, or have you traveled previously to your program site? No if Yes, when? _____
- B. List international partner institutions, lodgings, NMU-partner study abroad organizations. *(Be aware that the IES will coordinate all appropriate agreements and contracts related to travel, lodging, local arrangements as listed on the course itinerary, etc. It is important to partner with IES in the planning process immediately following approval of the Global Academy course.)*
- C. Describe arrangements available on site:
- Classroom space
 - Local transportation
 - Lodging
 - Meals
 - Technology support
- D. Briefly describe field experiences/tours you will incorporate. Attach a draft itinerary if you have one. (It is assumed that all details will not have been completely finalized at the time the proposal is submitted.)
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- E. Describe any physical challenges students may experience. NMU may assist in making reasonable accommodations for a variety of abilities, noting that in many areas of the world, physical restrictions are not addressed as they are in the United States. You may wish to identify alternative activities for some participants.
- F. Please provide a brief one- to two-paragraph description of your Global Academy Course that may be used online and in on-campus promotional materials:
- G. Do you plan to raise funds through the NMU Foundation? Yes No
If "yes," please request instructions by contacting: fndfinance@nmu.edu.

III. QUALIFICATIONS

- A. Please describe specific personal strengths and professional credentials that qualify you to lead the proposed Global Academy Course abroad.
- B. Describe your previous experience with travel or research to your program site/region.
- C. Please provide any additional information you feel would contribute to a successful review of this program proposal.

With your signature of this document, you agree to follow all practices and policies required by your academic Department/ supervising officers. You agree to:

- Conduct a site assessment visit prior to program delivery, which may include attending a current rotation of the program to observe operations. (Funding to be arranged with your department and/or personal expense.)
- Follow all proposal procedures outlined in the Global Academy Leader Handbook, and obtain required signatures from the sponsoring academic department, college and CUP prior to review by the Global Academy Advisory Committee.
- Observe deadlines and benchmarks outlined in the Global Academy proposal process.
- Promote and recruit participants, utilizing available events, printed and on-line materials, interest sessions, time in faculty classrooms (pre-arranged), social media, etc.
- Attend scheduled Global Academy Leader preparation briefings whenever possible, or arrange to review content and provide signature acknowledging responsibility for content presented in briefings.
- Collaborate with IES staff in developing budgetary and administrative supports for the Global Academy Course.
- Disclose known risks and cost-of-attendance in keeping with approved program parameters.
- Approve student admission to the Global Academy Course and arrange for registration in the appropriate section(s).
- Conduct pre-departure course sessions and schedule required orientation session presented by IES staff.
- Serve as on-site risk manager, crisis response leader, and mandatory reporter for incidents listed under Clery Act and VAWA regulations. You agree to promptly report all incidents to IES/NMU Public Safety and, when appropriate, defer to Program Assistant to provide additional leadership.
- Promptly communicate program or student conduct problems or concerns to the IES, observing progressive discipline, warnings, and program dismissal guidelines outlined in the NMU Student Code and the Global Academy Leader Handbook.
- Administer academic course evaluation.
- File post-program report within 30 days of program end-date.
- Complete on-line travel settlement against IES-managed Global Academy Course account, including original receipts for approved on-site expenditures.
- Arrange timely posting of participant grades.



NORTHERN MICHIGAN UNIVERSITY
INTERNATIONAL EDUCATION SERVICES

GLOBAL ACADEMY FACULTY-LED STUDY ABROAD APPROVALS

Program/Course: _____

Semester: _____

Faculty Leader 1: _____

Date: __/__/__

Academic Department Head 1: _____

Date: __/__/__

College Dean 1: _____

Date: __/__/__

Faculty Leader 2: _____

Date: __/__/__

Academic Department Head 2: _____

Date: __/__/__

College Dean 2: _____

Date: __/__/__

Submit signature document, with all signatures and attachments (syllabus, itinerary, projected costs, etc.) to the International Education Services office, 2001 CB Hedgcock. Retain a copy for your departmental records. **Deadline May 14** for courses/programming taking place in Winter Break, Winter, Summer sessions. **Deadline of September 15** for programs/courses taking place in Fall of the following year.

Received at IES on this date: __/__/__

Reviewed by IES Risk Management Committee: __/__/__

Returned to Department: __/__/__

Additional Signature required – USSD Travel Warning or Alert Status

Provost & Vice President, Academic Affairs

Date __/__/__

Forward, with all signatures, to IES for implementation. 2001 CB Hedgcock.