



Faculty Led Study Abroad Program Proposal *2024-25 Academic Year*

The proposal deadline for all 2024-25 Faculty Led Study Abroad programs is April 1, 2024.

All Faculty Led Study Abroad Programs are administered by NMU's International Programs Office in partnership with NMU academic departments. Any faculty member who seeks to lead a program abroad must submit a proposal, be approved by the Faculty Led Advisory Committee, and adhere to the policies and procedures outlined in the Faculty Led Study Abroad Handbook.

Proposals must be approved by the department chair and college dean before submission to the International Programs Office.

A Complete Study Abroad Proposal must include the following:

- An NMU Faculty Led Study Abroad Proposal Application
- Course syllabi for the Study Abroad program with dates aligned to the NMU Academic Calendar*
- Signatures** of the program leader, program co-leader, academic department head, and college dean.
- An estimated budget

Submit the completed proposal and attachments via email to goabroad@nmu.edu or provide a paper copy that includes all required signatures to the IPO office, Cohodas Hall 203.

*Below are allowable FLSA semester dates for the 2024-25 Academic Year. Programs, including all **coursework** and **required travel**, must fall within the dates of **one** semester only. Programs that overlap semesters will not be approved.

Fall 2024: August 11, 2024 - January 12, 2025
Winter 2025: December 15, 2024 - May 18, 2025
Summer 2025: May 4, 2025 - August 24, 2025

**Digital/email signatures are accepted, but must be submitted as one email thread.

Your program will not be approved until all items are received.

2024-25 Proposal Deadline: April 1, 2024

Note: While we may have verbally discussed aspects of this proposed program, only what is included in this proposal will be reviewed by the committee.

Faculty Led Study Abroad Proposal Application

This is a **new** program proposal. I have **not** led the FLSA program at NMU in the past.

General Program Information
Program Title* (not course title):
Dates of Program:
Sponsoring Department(s) and College(s):
Provide a brief overview/abstract of the proposed program* (2-3 sentences):

**Will be used for Marketing, so a creative, catchy name and content is encouraged!*

Contact Information	
Name of Faculty Program Leader:	Title:
Department/College:	Email:
Phone Number:	Campus Address:
Name of Program Assistant:	Title:
Department/College:	Email:
Phone Number:	Campus Address:
Rationale for selecting additional program leader:	
Will any part of the program be outsourced, including instruction? If so, describe the financial, contractual, and vetting arrangements. Attach a proposed contract, if applicable.	

Course Information*To be reviewed by the Registrar and Faculty Representative*

Name of Course with Course Number:

Number of Credits:

Term to be offered: **Fall Semester***(Aug. 11, 2024 - Jan.12, 2025)* **Winter Semester***(Dec. 15, 2025 - May 18, 2025)* **Summer***(May 4, 2025 - Aug.24, 2025)*

Please list any course or program prerequisites:

Majors from which students are likely to be drawn:

Maximum # of Participants:

Identify the learning outcomes of the course. Then identify the learning objectives and assignments/assessments related specifically to the study abroad experience. If you have more than four learning objectives, please list them in the same format on a separate page to be submitted with the final proposal.

Note: The registrar will review this section to document the rationale for the number of credits assigned.

Program/departmental learning outcomes of the course:

Learning Objective 1

Assignment/Assessment

Due Date
(required)

Learning Objective 2

Assignment/Assessment

Due Date
(required)

Learning Objective 3

Assignment/Assessment

Due Date
(required)

Learning Objective 4

Assignment/Assessment

Due Date
(required)

Attach the course syllabus to this document and include it in your final submission.

Program Details*To be reviewed by Financial Aid, Risk Management, and the IPO*

Preferred Locations (include all cities and countries you intend to visit):

Does either program leader have experience in the country? If yes, please briefly explain.

Accommodation: Hostel Hotel University Housing Homestay

Address of Accommodations:

Will the program leader(s) be staying in the same accommodations as the students? Yes No

If no, please explain:

Describe accommodation arrangements.

Describe meal/food arrangements.

Briefly describe any protocols for checking-in with students during “free” time and/or after hours.

Itinerary and Site Visits

To be reviewed by the Registrar, Risk Management and the IPO

Provide as much detail and context as possible in this section. We understand that you may not have a detailed schedule at this point in the process, however this information is essential in understanding how the experiential learning hours will be spent during this program.

Actual hours are counted and the program must have a minimum of **37.5 experiential learning hours to qualify for 1 credit**. See handbook for additional details on experiential learning hours. If you have a detailed outline or prefer a different format, include that information as a supplemental document with your submission.

Priority items to include are location (city), site visit or excursion, and transportation preferences (walk/taxi/train/bus).

Indicate whether the site visit aligns with the academic component of the course, cultural component, or both. Provide a best guess as to the number of experiential learning hours spent during each activity.

If you have more activities planned, please list them in the same format on a separate page to be submitted with the final proposal.

<i>Date</i>	<i>Location</i>	<i>Description/Plan</i>	<i>Experiential Learning Hours</i>	<i>Academic or Cultural</i>
				<input type="checkbox"/> Academic <input type="checkbox"/> Cultural
				<input type="checkbox"/> Academic <input type="checkbox"/> Cultural
				<input type="checkbox"/> Academic <input type="checkbox"/> Cultural
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Collaboration with international provider(s), partner institution(s), and instructor(s) - if applicable. Please include documentation from external providers as needed.

Name:

Location:

Website:

Description of services provided:

Describe any physical challenges students may experience. NMU may assist in making reasonable accommodations for a variety of abilities.

Will any of the activities be higher risk than walking in developing areas? If so, please describe.

Budget*To be reviewed by Financial Aid*

Please complete the estimated budget with as much accuracy as possible at this point in the planning process. Calculate the cost for a minimum of 2 program leaders and 10 participants.

This is an estimated budget and will change based on the number of participants and rate fluctuations at time of purchase.

These costs should not be shared with students until they are finalized by the International Programs Office.

Please note: The tuition rate is based on an in-state, upper division student's cost and is subject to change per student.

Expense	Estimated Rate	Included in Vendor Package	Rate x 2 Program Leaders	Rate x 10 Participants
Airfare		<input type="checkbox"/>		
Airport Fees		<input type="checkbox"/>		
Ground Transportation		<input type="checkbox"/>		
Lodging		<input type="checkbox"/>		
Meals (included in program fee)		<input type="checkbox"/>		
Health Insurance (GeoBlue)	\$13/wk/participant			
Field Trips		<input type="checkbox"/>		
Gifts/Honorariums				
Advertising				
Books and Mich. Supplies		<input type="checkbox"/>		
Wire Transfer/Postage				
Bankcard Fees	\$400			\$400
Misc. Fees (snacks, t-shirts, etc.)		<input type="checkbox"/>		
Cellphone Service		<input type="checkbox"/>		
Administrative Fee	\$150			
Vendor Package				
Program Cost (subtotal)				
5% Contingency Fee				
Total Cost (Program Cost + 5% Contingency Fee)				
Total Program Fee Per Student (Add the Total Cost for leaders and students. Divide by 10.)				

Additional Student Expense Considerations to be added to Grand Total				
Passport and Photo Fees	\$150			
Visa Fees				
Tuition (estimate: \$543.50/credit)				
Spending Money (estimate)				
Meals (not included in program fee)				
Total Additional Cost				
Estimated Grand Total (Cost per Student + Additional Costs)				

By signing this document, you agree to follow all practices and policies required by your academic department/supervising offices and the International Programs Office.

You agree to:

- Conduct a site visit prior to program delivery, which may include attending a current rotation of the program to observe operations. Funding will be arranged with your department or at your personal expense.
- Follow all proposal procedures outlined in the FLSA Leader Handbook and obtain all required signatures from the sponsoring academic department/college prior to review by the FLSA Advisory Committees.
- Observe deadlines and benchmarks outlined in the faculty-led proposal process.
- Develop marketing materials that are reviewed by the IPO before distribution. The marketing materials become part of the course documentation to evidence that the course delivered the promised itinerary and learning objectives with a promised budget.
- Promote and recruit participants, utilizing available events, IPO-approved printed and on-line materials, interest sessions, and social media.
- Collaborate with IPO staff in developing budgetary and administrative support for the faculty-led program.
- Conduct pre-departure course sessions and schedule required orientation programs presented by IPO staff.
- Serve as the on-site risk manager, crisis response leader, and mandatory reporter for incidents listed under Clery Act. Promptly report all incidents to the IPO and NMU Public Safety and, when appropriate, defer to Program Assistant to provide additional leadership.
- Promptly communicate program issues or students conduct concerns to the IPO, observing progressive discipline warning, and program dismissal guidelines outlined in the NMU Student Code and FLSA Handbook.
- Administer academic course evaluation and file post-program report within 30 days of the program end-date.
- Complete an on-line travel settlement against IPO-managed FLSA Course account, including original receipts for approved on-site expenditures.
- Arrange timely posting of participant grades.

Additional Considerations:

- The International Programs Office is required to deliver pre-departure orientation addressing general cross-cultural and risk/safety management strategies. These sessions are mandatory for all participants.
- Post-FLSA assignments are generally due by the end of the session during which the course is registered.
- When the proposed program has been approved, leaders are required to begin working with a member of the International Programs Office staff. The IPO will work with you to develop the program budget, offer support to your department promotional activities, assist with travel arrangements and on-site logistics, process vendor contracts and invoices, process students applications, record payments, and coordinate other services specific to your proposed program.

Initial in agreement: _____

Required Signatures

Program Leader: _____ Date: _____

Program Co-leader: _____ Date: _____

Academic Department Head: _____ Date: _____

College Dean(s): _____ Date: _____

**Please submit a completed proposal with all signatures to the IPO no later than April 1, 2024.
Send your completed proposal to goabroad@nmu.edu.**

For Official Use only

Travel Advisory Level (*travel.state.gov*): _____ Date: _____

Checked by: _____

**This proposal has been reviewed and approved by the following FLSA Advisory Committee members.
*Final approval will be sent to the Provost Office.***

International Programs Office: _____
Lila Isleib _____ Date of Approval

Registrar's Office: _____
Josh Santiago _____ Date of Approval

Risk Management: _____
Jill Compton _____ Date of Approval

Financial Aid Office: _____
Tammy Green _____ Date of Approval

Faculty Liaison: _____
Dwight Brady _____ Date of Approval