



Service Learning Program Proposal

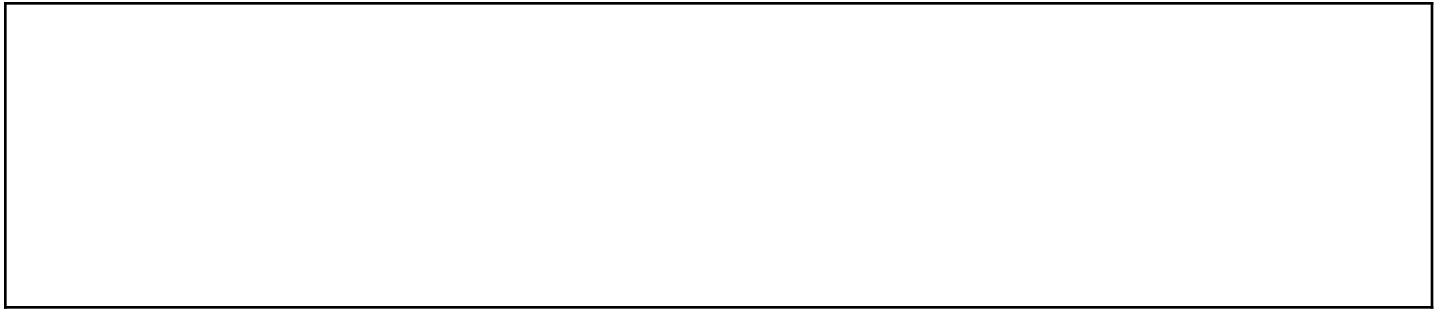
International Programs Office – 203 Cohodas
(906) 227-2510 □ goabroad@nmu.edu

Directions:

1. This proposal must be reviewed and signed by all required parties before submission to the International Programs Office (IPO). If a program is cross-listed between two or more departments, all departments involved must sign the proposal.
2. The completed proposal must be received in the International Programs Office by **April 1, 2024**.
3. The proposal must include the following items to be considered complete:
 - Completed Proposal form with identified leaders and all signatures
 - Draft budget
 - Draft itinerary
 - Draft course syllabus, if applicable

If approved, IPO will contact the Faculty/ Staff Leader to begin the planning process.

Full-time Faculty/Staff Leader:	Title:	Department:
Program Assistant:	Title:	Department:
Proposed Program Title:	Service hour count and type:	
	Superior Edge Eligibility:	
<p>Minimum and maximum number of student participants: Your department will require a minimum enrollment to support the budget. Minimum enrollment must be reached by December 15 for winter course offerings and no later than February 15 for summer/fall course offerings.</p> <p>Minimum: _____ Maximum: _____</p>		
Sites of Proposed Program (list all cities and countries)		
<p>Dates of program travel: From _____ to _____</p> <p style="text-align: center;">Date Year Date Year</p>		
<p>Provide a short <u>summary</u> of the proposed FLSA program highlighting the central theme of study or service-learning:</p> 		



I. SERVICE LEARNING CONTENT

- A. Describe the advantages of delivering this experience in the proposed location(s). How will learning differ from traditional service opportunities offered on the NMU campus?**
- B. Describe the nature of collaboration with international providers and partners (team teaching, planned field work/tours etc...).**
- C. Identify the learning objectives associated with the proposed Service Learning abroad trip:**
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- D. Describe the nature of any required assignments and how they will assist students in achieving the learning objectives. Please specify any method(s) of assessment.**

E. Describe post-service integration plans you will expect of students. (Examples may include: additional meeting sessions; multimedia presentations; written assignments; reflective journals; art project; public presentation):

II. PROGRAM LOGISTICS (Be aware that the IPO coordinates all appropriate agreements and contracts related to travel, lodging, local arrangements as listed on the course itinerary, etc.)

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 sites/institutions:

C. Describe arrangements available on-site:

- Local transportation

- Lodging

- Meal plan

- Technology

D. Briefly describe field experiences/tours you will incorporate. It is assumed that all details may not be finalized at the time this proposal is submitted.

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- *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.*

E. Please provide a brief one- to two-paragraph description of your program that may be used online and in on-campus promotional materials:

III. QUALIFICATIONS

- A. Describe specific personal strengths and professional credentials that qualify you to lead a program abroad.
- B. Describe your previous experience with travel and research to your program site/region and any additional information that may contribute to the 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/IPO. 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 and obtain required signatures from the sponsoring academic department, college and CUP prior to review by the FLSA Advisory Committees.
- Observe deadlines and benchmarks outlined in the proposal process.
- Promote and recruit participants, utilizing available events, printed and on-line materials, interest sessions, social media, etc. Please note that final proposal approval must be received prior to any program promotion.
- Attend scheduled Program Leader preparation briefings whenever possible, or arrange to review content and provide signature acknowledging responsibility for content presented in briefings.
- Collaborate with IPO staff in developing budgetary and administrative supports for the program.
- Disclose known risks and cost-of-attendance in keeping with approved program parameters.
- Approve student admission to the program and communicate acceptance with IPO.
- Conduct pre-departure sessions and schedule required orientation session presented by IPO 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 IPO/NMU Public Safety and, when appropriate, defer to Program Assistant to provide additional leadership.
- Promptly communicate program issues or student conduct concerns to IPO, observing progressive discipline, warnings, and program dismissal guidelines outlined in the NMU Student Code.
- Administer student program evaluations and file post-program report within 30 days of program end-date.

- Complete on-line travel settlement against IPO-managed FLSA Course account, including original receipts for approved on-site expenditures.

IV. ADDITIONAL CONSIDERATIONS

- A. Please be aware that NMU expects all program leaders to deliver a minimum of 8 hours on-campus service/country-related content to all students participating in your program.
- B. The IPO office is required to deliver pre-departure orientation, addressing general cross-cultural and risk/safety management strategies. These sessions are mandatory for all participants.
- C. When you have been approved to lead the proposed program, immediately begin working with a member of the IPO staff. The International Programs Office will work with you to develop the program budget, offer support to your departmental promotion activities and recruitment materials, coordinate travel arrangements and on-site logistic,; process vendor contracts and invoice, process student application, record payments, and coordinate other services specific to your proposed program.

V. REQUIRED SIGNATURES

Faculty/Staff Leader: _____ Date: _____

Program Assistant: _____ Date: _____

Academic Department Head(s): _____ Date: _____

_____ Date: _____

Supervisor/Dean(s): _____ Date: _____

_____ Date: _____

ADDITIONAL SIGNATURES - HIGH RISK/TRAVEL WARNING INFORMATION

Coordinator of Study Abroad: _____ Date: _____

Manager, Risk & Insurance: _____ Date: _____

Provost: _____ Date: _____

(Required for travel in areas of high risk, including those under US State Department travel warning.)

Please forward completed proposal, with signatures to the International Programs Office by June 30, 2023.

International Programs

203 Cohodas Hall

goabroad@nmu.edu