



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

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

Renewal Faculty Led Study Abroad Programs are administered by NMU's International Programs Office in partnership with NMU academic departments. A renewal program includes any FLSA program that has run successfully for two or more years since 2020. Any faculty member who seeks to lead a renewal 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.

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

A Complete Renewal Proposal must include the following:

- An NMU Faculty Led Study Abroad Renewal Application
- Signatures** of the program leader, program co-leader, academic department head, and college dean.
- Updated budget
- Updated course syllabus

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

Below are the semester dates for the 2024-25 Academic Year. Programs, including all course work, 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

Faculty Led Study Abroad Proposal Application

This is a **Renewal** program proposal. I have led the FLSA program at NMU in the past.

Renewal Program Information

Program Title (not course title):

Faculty Program Leader:

Program Assistant:

Sponsoring Department(s) and College(s):

Destination(s):

Dates that the program was last offered:

New Program Dates:

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)

Estimated Price per student (minimum of 10 students):

Overview of any changes from previous program:

If significant changes are being made to the course, budget, or external partners, please provide further documentation such as an updated syllabi, budget, etc.

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.

<i>Expense</i>	<i>Estimated Rate</i>	<i>Included in Vendor Package</i>	<i>Rate x 2 Program Leaders</i>	<i>Rate x 10 Participants</i>
Airfare		<input type="checkbox"/>		
Airport Fees		<input type="checkbox"/>		
Ground Transportation		<input type="checkbox"/>		
Lodging		<input type="checkbox"/>		
Meals		<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"/>		
Cell Phone Service		<input type="checkbox"/>		
Administrative Fee	\$150			
Vendor Package				
Program Cost (subtotal)				
5% Contingency Fee				
Total Cost (Program Cost + 5% Contingency Fee)				
Total Cost 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: \$563.50/credit)				
Spending Money (estimate)				
Total Additional Cost				
Estimated Grand Total (Cost per Student + Additional Costs)				

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 and/or Ellen Doan 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