**FLSA New Program Proposal**
International Programs – 145 Whitman Hall
(906) 227-2510 ✉️ goabroad@nmu.edu

**Directions:**

1. This proposal must be signed and submitted to the IPO by your Department Head/Curriculum Committee/Dean at least one calendar year prior to program dates.
2. If the course is cross-listed between two or more departments, all departments offering the course must sign the proposal.
3. The completed proposal must be forwarded to the International Programs office no later than May 1 to be considered for the winter/summer year ahead.
4. IPO will contact you to begin collaboration on program logistics, budget, recruiting and implementation.

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<th>Faculty Leader # 1:</th>
<th>Rank:</th>
<th>Department:</th>
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<tr>
<td>Faculty/Staff Leader # 2:</td>
<td>Rank:</td>
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<th>Proposed FLSA Course Title:</th>
<th>Credit hours and Course # (s) (i.e., AD495, GR310, etc. Cross-list, as appropriate)</th>
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Course will be registered for credit in:  ❑ Winter  ❑ Summer I  ❑ Summer II  ❑ Fall

**Minimum and maximum number of student participants:** Your department will require a minimum enrollment to support faculty salary(s) and departmental budget. Minimum enrollment must be reached at least 2 months prior to travel.

**Site of Proposed FLSA Program** (list all cities and countries)

**Dates of program travel:** From ________________ 20___ to ________________ 20___

**Please provide a one-paragraph summary of the proposed FLSA program:**

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**Notes:**

- All courses must be approved by the Curriculum Committee.
- All courses must be approved by the Department Head.
- All courses must be approved by the Dean.
- All courses must be approved by the IPO.
- All courses must be approved by the University Academic Council.

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**Signature:**

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**Date:**

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**Contact Information:**

- **Office:** International Programs
- **Phone:** (906) 227-2510
- **Email:** goabroad@nmu.edu
I. ACADEMIC CONTENT – If this is a repeat offering of the FLSA course, you may attach a copy of an updated syllabus/previous FLSA proposal and skip to Section II: PROGRAM LOGISTICS.

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

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

   C. Identify the learning objectives associated with the proposed FLSA course:

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

   E. Describe post-FLSA integration assignment(s) you will expect of all students. Examples of such assignments may include (but are not limited to): additional class sessions; multimedia presentations; written assignments; reflective journals; art project; public presentation(s). Individual or team projects are acceptable.
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:

C. Describe arrangements available on-site:
   - Classroom space
   - Lodging
   - Meal plan
   - Technology

D. Briefly describe field experiences/tours you will incorporate (city, organization, facility, guides, etc.). Attach a draft itinerary if you have one. It is assumed that all details will not have been completely finalized at the time this proposal is submitted.

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E. Describe any additional support you believe you will need at the FLSA site (equipment, guides, guest speakers).

F. Describe any additional academic support you will need from NMU (distance learning technology, special software, equipment, expertise, assistants, etc.)
III. QUALIFICATIONS

A. Describe your personal and professional reasons for proposing this FLSA course.

B. Describe specific personal strengths and professional credentials that qualify you to lead a FLSA program abroad.

C. Describe your previous experience with travel or research to your program site/region.

D. Please provide any additional information you feel will contribute to your department’s review of this program proposal.
IV. ADDITIONAL CONSIDERATIONS

A. Please be aware that NMU expects all FLSA leaders to deliver a minimum of 8 hours on-campus course/country-related content to all students registered for the FLSA.

B. 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.

C. Post-FLSA assignments are generally due by the end of the session in which the course is registered. For example, winter semester assignments are due in April. Spring/summer session assignments are due in August.

D. When you have been approved to lead the proposed FLSA, immediately begin working with a member of the International Programs staff. The IPO will work with you to develop the program budget, support promotion activities, recruitment materials, travel arrangements and on-site logistics, vendor contracts and invoices, student applications and payments, and other services specific to your proposed program.

V. REQUIRED SIGNATURES

Faculty Leader (1) : ___________________________ Date: ________________

Faculty/Staff Leader (2): ___________________________ Date: ________________

Academic Department Head(s): ___________________________ Date: ________________

                      ___________________________ Date: ________________

College Dean(s): ___________________________ Date: ________________

                      ___________________________ Date: ________________

VI. ROUTING/APPROVAL

Please forward approved proposal, with signatures to Director of International Programs no later than May 1 (for programs departing winter/summer of the next academic year).

Director, International Programs: ___________________________ Date: ________________

Manager, Risk & Insurance : ___________________________ Date: ________________

Provost: ___________________________ Date: ________________

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