### Faculty Responsibilities

- Course development – FLSA proposal for new program
- Departmental approval
- Liberal Studies/CUP approval when appropriate
- Forward approved proposal to IPO
- Arrange course section and course listing
- Site visit – arrange facilities, course support
- Work with IPO to arrange on-site contracts, etc.
- Work with IPO on official program budget
- Travel authorization using IPO FLSA account #
- Work with IPO on recruiting strategies, including fairs, interest meetings, web content, print materials, etc.
- Approve student applications
- Conduct pre-departure class meetings
- Issue add cards for FLSA course(s)
- Schedule pre-departure orientation, including IPO presentation on safety/risk management
- Arrange cell phone coverage on-site
- Arrange international flight
- Arrange travel health appointment (NMU)
- Arrange cash advance and NMU credit card authorization (as needed)
- Forward invoices to IPO for payment
- Provide IPO with complete list of contacts
- Provide IPO with your emergency contact information
- Serve as on-site first response crisis manager
- Maintain incident log
- Immediately contact IPO with any concerns, violations of Student Code, and/or emergencies
- Administer course evaluations
- Administer IPO program evaluations
- Complete a post-program report to IPO and Department
- Complete the on-line travel settlement (including receipts)
- Arrange follow-on class sessions and presentations
- Arrange for timely posting of grades

### International Programs

- Assist faculty leaders in design and implementation of programs.
- Provide faculty leaders with orientation to FLSA policies and procedures
- Assess risk factors of location and program activities (in collaboration with international Risk Management Committee)
- Work with University Legal Counsel to determine compliance with international law, taxes, etc.
- Develop and approve program budget; publish fees
- Communicate student cost of attendance to Financial Aid Office
- Arrange for FLSA program account number
- Coordinate vendor contracts and payments
- Assist faculty in developing recruiting strategies
- Assist faculty in promoting program at fairs, classroom presentations, through web and print media
- Coordinate and monitor application and enrollment process
- Coordinate and monitor deposits and student payments per established deadlines
- Develop safety and risk management protocols and communicate them to faculty leaders and students
- Monitor safety and health advisories and coordinate actions as determined by international Risk Assessment Committee
- Present pre-departure orientation session for faculty leaders and students
- Enroll participants in University-contracted international health insurance plan
- Enroll FLSA group participants with on-line Department of State embassy registration
- Respond to emergencies or concerns before, during and after program
- Coordinate IPO post-program evaluation process

### Other Roles & Responsibilities

#### International Partners & Institutions

- Provide safe environment for classrooms, housing, activities
- Orient group to local safety and risk management concerns
- Arrange cultural activities, guest lecturers, transportation, designated group meals
- Issue invoices in timely manner
- Provide information on local clinics and emergency facilities
- Assist with emergency response, as needed

#### NMU International Risk Management Committee

Meets twice annually, and as needed to:
- Assess risk/safety concerns for first-time program proposals
- Review guidelines and make recommendations for revisions
- Review and implement safety and health management protocols

#### NMU Committee on Internationalization (COI)

The COI is a standing committee of the Academic Senate and is comprised of faculty who make recommendations to the Provost and Academic Senate. The COI reviews, evaluates, and recommends modifications to FLSA curricular and co-curricular activities; advocates for international students, study abroad, faculty research and exchange, and community integrations, within the University and the regions it serves; and, ensures integrity and academic excellence in all international activities undertaken by NMU.