

## Procedures for Submitting a Course for Global Learning Designation

### Step 1: Participate in global learning development workshop

Lead faculty revising an existing course or developing a new course for global learning designation should participate in a global learning development workshop. Faculty members receive extra-state compensation for participation in the workshop session and submission of a course for global learning designation. Please note: Faculty members who have previously received a workshop stipend are not eligible to receive a second stipend. Per university policy, Graduate Assistants, Teaching Assistants, and Research Assistants are not eligible to receive a stipend for this workshop. To register, visit: <https://goglobal.fiu.edu/resources/faculty-workshops/>

In the workshop, faculty members engage in the process of revising/developing global learning courses. Participants will utilize the Backwards Curriculum Design model<sup>1</sup> to plan the course. The workshop enables participants to design global learning outcomes, assessments, pedagogical strategies, and content.

### Step 2: Revise/develop course

After attending the workshop, faculty meet with a staff member in the Office of Global Learning Initiatives (OGLI) to develop a draft of the GL course proposal. The OGLI provides feedback and assists faculty members in preparing the proposal and making revisions according to committee recommendations.

### Step 3: Submit course for approval

When the course is ready for submission, follow these steps:

1. Download the GL form on the FS website:  
<http://facultysenate.fiu.edu/curriculum/globallearning/gl.html>
2. Request the appropriate signatures and send the original signed copy of the form along with the following documents to your college/school's curriculum committee:
  - a. One hard copy of your GL syllabus
  - b. One hard copy of your GL assessment matrix

After your college/school curriculum committee approves the course, it will be forwarded to the following committees:

#### Revised GL Foundations Course

1. Global Learning Curriculum Oversight Committee
2. Faculty Senate
3. Provost

#### New Discipline-Specific GL Course

1. University Curriculum Committee
2. Global Learning Curriculum Oversight Committee
3. Faculty Senate
4. Provost

#### Revised Discipline-Specific GL Course

1. Global Learning Curriculum Oversight Committee
2. Faculty Senate
3. Provost

<sup>1</sup> Wiggins, G. and McTighe, J. 2005. *Understanding by design*. Alexandria: Association for Supervision and Curriculum Development.