Quick Reference Guide for New UofM Global Programs

**Design**

1. **Program Proposal***
   - Submit a completed Program Proposal to UM3D. Please list all courses proposed as part of the new UofM Global program.

2. **Program MOU***
   - Work with an instructional designer to draft and sign a Memo of Understanding (MOU).

3. **Course Proposal**
   - Course developers (identified by the department) submit a Course Proposal for each new M50 course.

**Develop**

4. **Course Planning**
   - Course developers review the UM3D GOLD Rubric and course plan with an instructional designer.

5. **Course Build**
   - Course developers work with an instructional designer to build the course in a development shell.

6. **Course Launch**
   - After review and approval by an instructional designer, UM3D requests completion of a M50 Scheduling Form from your department’s business officer.

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* New programs only.