

CHECKLIST TO ASSIST IN NEW STUDY ABROAD/STUDY AWAY PROGRAM DEVELOPMENT

The checklist below applies to the development of Duke-administered study abroad and domestic programs (also referred to as 'study away'). Some of the items on the checklist below are tailored more for study abroad program development and if so, are designated as such.

TIMELINE

- The timeline provided by the GEO has been reviewed.
- A planning timeline has been established and adhered to.

PURPOSE & GOALS

- The program's purposes, goals, and educational objectives are consistent with and support the Mission and Strategic Plan of Duke University and departmental needs.
- The quality and reputation of co-sponsoring institutions, consortia, and/or organizations are known.

ACADEMIC QUALITY

- The length of the program, course content, and variety of experiences are sufficient to achieve the program's stated objectives.
- Courses are at least as academically rigorous as those offered at Duke in the U.S.
- Field trips are planned in advance as integral components of courses and are developed and led by faculty. Field trips have been submitted to GEO for vetting through risk management procedures.
- Admissions requirements are consistent with the program's purposes, goals, and educational objectives.
- a) U. S. faculty are selected based on their professional qualifications in their fields, college-level teaching experiences and effectiveness, knowledge of and experience in the host culture, and commitment to the program's objectives.
b) For new study abroad programs: foreign faculty are selected based on their professional qualifications, college-level teaching experiences and effectiveness, and commitment to the program's objectives.
- The academic facilities are conveniently located, sufficient to support the curriculum, and adequately equipped.
- Students have access to educational resources and library materials to complete course assignments.

- Internships, if included in the program and if credit bearing, meet the academic criteria outlined in the Duke University Bulletin of Undergraduate Instruction. If required program components, visa requirements in-country have been identified and discussed with GEO and prospective students. F-1 visa holders participating in the program have been apprised and guided through the OPT or CPT processes, as advised by Duke Visa Services.

- The following have been determined for each course:
 - Course Title
 - Course Prefix & Number
 - Credit Hours
 - Course Description
 - Contact Hours: Number of hours per day, days per week, and number of weeks the course will be taught. Note: this needs to conform with Duke University requirements. See the Duke faculty handbook for detailed information on university policies:
<http://www.provost.duke.edu/policies/fhb.html>
 - Syllabus for each course with corresponding CV for all proposed faculty members slated to teach each course.

QUALITY OF CULTURAL INTERACTION

- A pre-departure orientation is provided to program participants. A tentative outline of the orientation has been developed.

- Orientation upon arrival in the host city (domestic programs)/country (study abroad programs) and ongoing orientation through regular contact with the program/faculty director or resident director is provided to assist students in adjusting to living and learning in the new environment.

- Academic experiences are designed to help students observe and understand the political, economic, cultural, and social institutions of the host city or country and to compare and contrast them with similar institutions in the U.S.

- Housing, local transportation, meals, social activities, and other activities are organized to encourage students to partake in intercultural exploration.

HEALTH, SAFETY AND SECURITY

- An English-speaking physician and local medical clinic and/or hospital (including psychiatric services) have been identified.

- Facilities that are leased by the program and used for instruction, accommodations, meal service, and faculty offices are considered clean, in good repair according to reasonable and customary standards of the host city/country/culture, and in safe locations.

- Local transportation issues have been addressed. If local providers are to be used they must meet all licensing and other requirements of the host county, including having insurance, and meet the highest safety standards generally available in country.

- The program has a plan for handling medical emergencies and other emergencies at the study site and while on excursions or field trips.

- For new study abroad programs:** The program director(s) monitors the Duke 'Restricted Regions' list (see <https://eruditio.aas.duke.edu/international/restrictedregions.php>) produced by the Duke International Travel Oversight Committee. Another important resource to monitor safety conditions in any country is the US State Department: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. Per Duke's international travel policy, undergraduate students are not permitted to travel to countries on the aforementioned 'Restricted Regions' list (if the entire country is restricted; in some cases, certain regions may be off limits, but not the entire country).

All Duke undergraduate students enrolled in a study abroad summer or semester program are required to register their travel plans in advance with the Duke Travel Registry (<https://eruditio.aas.duke.edu/international/>). Having this information in the Duke registry helps International SOS provide immediate assistance in the event of an emergency. Duke provides international travel insurance through International SOS that offers emergency assistance worldwide, including evacuation in the event of civil or political unrest, for all Duke travelers whose travel conforms to this policy. However, students are responsible for using their own primary health insurance for study abroad. For more information, see http://www.treasury.duke.edu/corprisk/travel/isos_faqs.php.

- For new study abroad programs:** The program director will monitor information from the Centers for Disease Control (<http://www.cdc.gov/travel>) and the Duke Student Health Travel Clinic (919-681-2465) related to inoculations for travel to the country and illnesses that may be experienced by visitors to the country will be provided to students. This information will be shared with enrolled students during the pre-departure period, and updated as necessary. Application deadlines have been set to leave adequate time for students to obtain any necessary inoculations.

ADMINISTRATIVE AND LEGAL REQUIREMENTS

- The program has taken any steps to comply with foreign country or out of state laws.
- If necessary, Duke or the program have registered to conduct the activity in the location.
- If Duke needs to hire employees in the location of the program, or post employers there, it understands and will comply with all employment law obligations.
- Local staff members and employees will undergo background checks comparable to the background checks performed by Duke Human Resources prior to hiring employees at Duke. If similar background checks are not practical/feasible in a particular country, this will be discussed with Human Resources and Risk Management.
- Duke has entered into contracts with service providers (including home stay families, and excursion providers) that clearly define responsibilities for student safety and security and allocate risk of loss with standard indemnification and insurance clauses.
- The program established operational and financial structures that are designed to have it operate consistent with applicable Duke standards in relevant areas.

RIGHTS & RESPONSIBILITIES

- The study abroad/domestic program has written statements of program regulations, limits of responsibility, local laws which differ significantly from those in the U.S. (for study abroad programs), and expectations of the program's faculty and administrators.

- Students are required to sign a written student agreement which clearly explains the responsibilities of both parties.
- Faculty are required to sign a written contract issued by GEO which clearly explains the teaching and administrative responsibilities of the faculty director of the program.

COSTS & BUDGETING

- The program budget is balanced. Actual program costs are balanced by revenues from tuition, program fees and/or other sources of revenue.
- The program budget incorporates a contingency fund for emergencies and unexpected expenses, or the program identifies another source of funds and the maximum amount permitted by that source for covering emergencies or unexpected expenses.
- Expenses included in the program cost are specified, such as, but not limited to, tuition, application fees, legal or professional fees associated with setting up or maintaining the program and other fees, health and accident insurance, housing, meals, local transportation in host country/city, international transportation (study abroad), orientation expenses, and field trips.
- Estimates of other costs that students will likely incur but not pay to the program sponsor are specified, such as round-trip airfare, laundry, additional meals, books and course-related expenses along with other various living expenses not included in the budget.

SERVICES

- The program provides a clear explanation of how housing arrangements for students and faculty will be made and under what circumstances, if any, housing arrangements may be changed.
- The program provides a clear explanation of what arrangements are made for meals.
- For new study abroad programs:** If the program hires a resident director, s/he has previous experience in international education and proficiency in both English and the host country language (where applicable).

EVALUATION

- The program director has met with the GEO to ensure that program and course evaluations are completed and returned in a timely manner, in accordance with GEO and the Duke Assessment Office's policies.
- The evaluations will be used for assessment and assist in making positive changes to the program. (The completed course and program evaluations will be made available to prospective students.)

PUBLICITY

You should consider the following marketing strategies:

- Information meetings
- Flyers distributed around strategic points on campus
- Academic listservs
- Information tables
- GEO website (<http://global.duke.edu/geo>)
- GEO Global Education Fair

- Facebook/Twitter
- Depending on the type of publicity, you should consider including the following information:
- Brief description of the sponsoring unit/institution
- Short, official statement concerning accreditation of the affiliated U.S.-based or international institution of higher education
- Short statement concerning any affiliations with a U.S.-based or international institution of higher education
- Explanation of the program's purpose, goals, and educational objectives
- Description of housing facilities and meal arrangements
- Explanation of items included in the program cost
- Explanation of other probable costs for participants that will not be paid to the program sponsor
- Explanation of admissions requirements and deadlines
- Statement that application to the program does not guarantee admission
- Explanation of travel arrangements
- Contact information: names, addresses, telephone, fax, e-mail, and web site (if applicable)
- If faculty members have made a firm commitment, they are named and their qualifications and specialty areas listed.
- If applicable, names of international carriers or charter organizers and the classes of travel used.

ITINERARY AND INFORMATION PACKETS

- A program itinerary has been developed and corresponds with program goals and academic objectives.
- Acceptance packets, pre-departure packets, and family packets have been developed.

ORIENTATION

- The program director has prepared written orientation materials and has arranged a pre-departure orientation session for all participants as well as an in-country orientation process, to include an overview of health and safety issues as well as emergency management procedures.
- The program director has planned for a re-entry orientation, either onsite prior to departure, or upon return to Duke.