

MEMORANDUM

To: Prospective Domestic/Study Abroad Program Directors

From: Dr. Amanda Kelso, Executive Director, Global Education Office for Undergraduates

Subject: Domestic/Study Abroad Program Development and Approval Processes

Congratulations upon receiving to your preliminary approval to develop your new program idea from the Global Education Committee, a standing faculty committee of Trinity Arts and Sciences charged with vetting and maintaining the quality of undergraduate study away at Duke. The field of global education, of which study abroad and domestic programming is a vital component, is rapidly expanding. The increasing complexity, growing need to manage risk, and the expanding number of new programs require effective communication and cooperation among faculty and administrators.

To assist faculty and staff at Duke University in understanding the processes involved in gaining approval to implement a new Duke-administered domestic or study abroad program, the Global Education Office for Undergraduates (GEO) has adopted a timeline and checklist to assist potential program directors in developing new domestic (i.e., 'study away') or study abroad programs. These standards and guidelines are well-recognized procedures used by the leading professional organization in International Education, NAFSA: Association of International Educators, and are attached to assist you in planning and implementing a study away/abroad program. These timelines and checklist are to be used as a guide as you complete the steps needed for your study abroad program to be approved by Duke administrative offices, and ultimately the Global Education Committee. The timeline and checklist will not only help you complete the application but serve as a tool in the actual development and maintenance of your program.

It is highly preferred that faculty begin by developing a summer program, as this permits both faculty and the GEO to gauge student interest before developing a semester program. The deadline for submitting a summer program proposal is January 1 for the year preceding the anticipated start date of the program. A semester program might take longer to develop and launch, depending on complexity and location.

Please contact your assigned program manager or the GEO at 919-684-2174 for additional support and guidance.

GUIDELINES FOR ESTABLISHING NEW DUKE ACADEMIC YEAR, SEMESTER, OR SUMMER DOMESTIC OR STUDY ABROAD PROGRAMS

- 1) Any proposal for a new summer or semester/year Duke-administered domestic or study abroad program must come from an Academic Unit (Institute, Department, or Program).
- 2) Faculty members interested in setting up new academic year, semester or summer programs abroad/away should follow the outline in the New Program Development Process, available from the Duke Global Education Office for Undergraduates (GEO). Upon initial approach to the GEO, all faculty working on a new program idea will be assigned a GEO program manager by the Executive Director.
- 3) It is highly preferred that faculty begin by developing a summer program, as this permits both faculty and the GEO to gauge student interest before developing a new semester program. The deadline for submitting a summer program proposal is January 1 of the year preceding the anticipated start date of the program.
- 4) As a general rule, one course summer programs are four weeks in length and two course summer programs are six weeks in length. Intensive field studies courses should consist of no fewer than 21 course days.
- 4) Endorsement letters signed by the head of the proposing academic unit are highly desired, and some cases may be required, before a proposal will be considered.
- 5) The Executive Director of Global Education, the GEO staff, and the faculty-led Global Education Committee will consider the academic value and feasibility of the program. In addition, the Executive Director and GEO staff will work with internal Duke units to consider, a) the financial viability program, b) the safety and security profile of the program, c) a marketing analysis; and d) any legal, tax, human resources, risk management, insurance or other administrative requirements needed for the program.
- 6) If approved, scheduling of the program will be based on establishing a slate of Duke programs for a given year, semester or summer that do not compete unduly with each other. Ultimately, the GEO Executive Director determines when programs are scheduled.