



# Best Practices in Structuring International Program Administration

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# Topics

- Representative international program administrative structures
  - Leadership
  - Distribution of responsibilities
- Best practices
- Challenges and Discussion
- Survey? What do we want to know?

# Temple

- Assistant Dean for Graduate and International Programs
- 4 full-time staff in Philadelphia
  - Director of LLM for Foreign trained lawyers
  - Assistant Director (Exchanges, Study Abroad, Lawyer training programs)
  - Office Manager
  - Senior Legal Assistant
- 3 full-time staff in Tokyo (Director/Practice Professor, 2 admins)
- 3 full-time staff in Beijing (Director/Practice Professor, 2 admins)
- 4 full-time faculty serve as academic directors of our various LLMs

# Programs offered

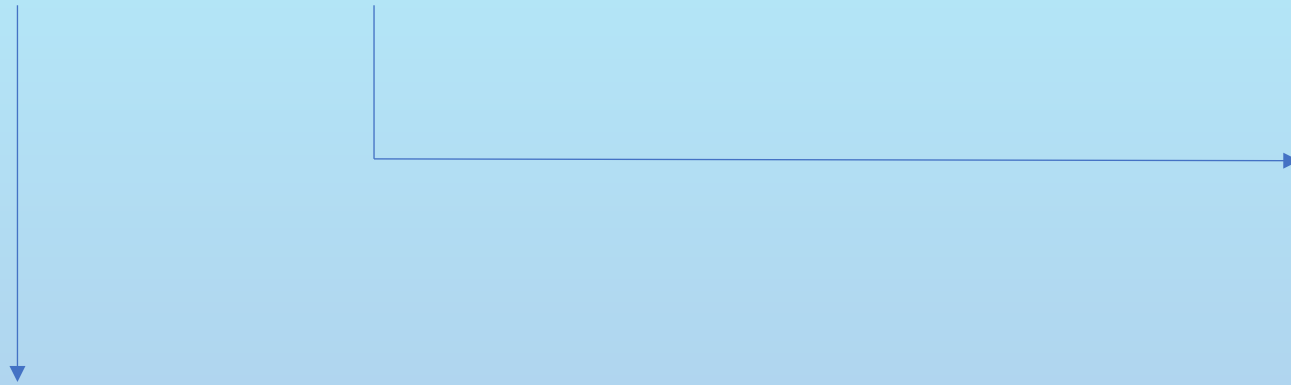
- 5 LLM programs
  - LLM for Foreign Trained Lawyers (offered in Philadelphia, Tokyo and Beijing); Transnational LLM; Asian Law LLM; Taxation LLM; Trial Advocacy LLM
- Just under 300 students across all LLM programs
- 2 study abroad programs: Rome summer (45<sup>th</sup> summer); Tokyo spring semester
- 10 exchange programs
- 9 “Feeder” partnerships
  - Tuition paying visiting LLB & LLM students (credits may transfer to LLM later)
  - Dual Degrees
    - LLM-LLM (Multi-year LLMs spend a year at Temple, earn an LLM from Temple and LLM from home institution) (8)
    - LLB-LLM (4)
    - LLB-JD (1)

# Leadership responsibilities

- Student services for LLMs and all international students
- Marketing and Recruiting for all inbound and outbound programs
- Development, renewal, and management of exchange agreements
- Counseling JD students interested in studying abroad
- Orientation for incoming students
- Crisis and risk management
- Primary liaison between law school auxiliary programs and University

# University of Michigan

Assistant Dean for International Affairs



Global  
Affairs  
Committee

- International Programs Coordinator (graduate programs)
- International Affairs Administrative Assistant (JD programs)
- International Programs Manager (new domestic summer programs)
- Assistant Director of Graduate Programs Admissions

# Programs offered for JD students

- Semester Exchanges
  - 7 under partnership agreements
  - Independent exchanges
- Internships Abroad
  - International Summer Firm Internships
  - Law and Development Program
  - AIRE Centre
- Salzburg-Cutler Global Fellows
- Bates Overseas Fellowship
- International Court of Justice clerkship
- European Court of Justice clerkship
- One-offs and miscellaneous (India Law & Dev., UNCITRAL, Vis Moot Court, etc.)
- Lecture series

# Leadership responsibilities

- Stewardship and advancement of international narrative
- Communication and relationship building across all internal and external constituencies
- Propose and manage budget
- Create and implement new domestic summer program(s)
- Lead all aspects of LLM, SJD and Research Scholar programs plus JD int'l programs
- Student advising – courses and careers; before, during and after enrollment
- Faculty Global Affairs Committee
- Institutional international profile events: Bishop Lecture, Transnat'l Law Workshop, etc.
- American Society of International Law membership
- MLaw Global web pages
- Faculty support and opportunities
- Alumni engagement
- Personnel
- Collaboration: Registrar, Communications, Events, Careers, Alumni, Student Services, Academic Affairs, Vice-Provost, main campus CGE and IIE Network



# Case Western Reserve University

- Exchange Programs
  - Associate Dean for Student Services & Career Development
    - Supported by Admissions, University's International Student Services Office, Registrar
  - Co-Dean Scharf
- LLM and SJD Degree Programs – Office of Foreign Graduate Studies
  - Director (FT, Tenured faculty member)
  - Associate Director (FT, non-TT faculty member)
  - Administrative Director of Admissions and Student Services (FT, staff)

# Programs offered

- Exchange Programs
  - Single Semester Study Abroad – 17 partner schools
  - Concurrent Degree Program – 4 partner schools
- Externships and Capstones Abroad
- LLM and SJD Programs
  - Current enrollment: 80 LLMs and 60 SJDs
- Moot Court Teams

# Leadership responsibilities

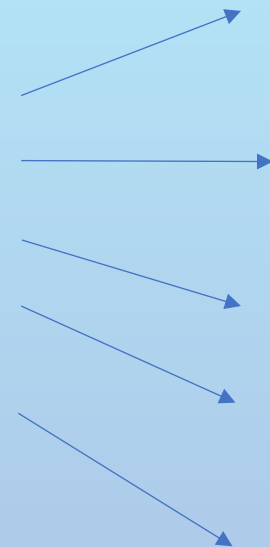
- Development and renewal of exchange agreements
- Primary point of contact with exchange partner schools and incoming and outgoing students
- Conduct information sessions
- Counsel students regarding options, applications, and course selection
- Review internal study abroad applications, monitor outgoing students' applications to specific schools
- Orientation for incoming students
- ABA compliance
- Track transcripts, ensure graduation requirements are met
- Development of new programs
- Troubleshoot problems our students have while studying abroad
- Ensure incoming students have good experience at our law school

# Villanova

Director of International Programs  
(full-time, non-TT faculty member)



Task Force – as of fall 2017



Admissions

Law school & univ.  
admin.

Registrar

Financial Aid

[RA]

# Programs offered

- Pre-2004 *Ad hoc* study abroad
- 2004 & 2005 Summer program in Montréal
- 2007 – 2016 Summer program in Rome
- 2008 – present JD/LLM program (5 partner schools plus *ad hoc* collaboration) – one-way program for Villanova students to earn two degrees

## Additional:

- Externships abroad
- Semester abroad
- JD/LLB program for students with all/most of a law degree from abroad

# Leadership responsibilities

- Development of programs
- Upkeep of website(s) and applications (with IT/law librarians)
- Provision of information and counselling for interested students
- Coordination with host/partner schools
- Securing information from Admissions office
- Coordination re student records with Registrar
- Coordination with Financial Aid office
- Development of MOUs (with university counsel)
- Preliminary approval of applications
- Presentation of applications to faculty/administration
- Remote supervision during study abroad (for JD/LLMs)
- Teaching in summer programs

# Best Practices

- Know the history of your institution's programs
- Assessment of priorities, culture, finances of your institution
- Know your “champions” -- who supports your institution's international programs, and in what ways – faculty, fundraisers, et al.
- Know challenges faced at your institution in the past and present
- Know the numbers – enrollment needed to sustain and develop programs
- Develop a wish list
- Recognize that best practices will not be identical for all institutions and administrative structures

Challenges?

Discussion & Brainstorming





Have a great conference!

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