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 (45th 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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