**Dean Rusk - Study Abroad Office**

The Office for Study Abroad formed from Junior Year Abroad Programs in the

French and German Departments. The first programs were offered 1964 and were

based in Montpellier and Wurzburg. The Montpellier program will be moving to

Tours and a committee is studying the possibility of adding a program in Africa.

Currently the programs are for a full academic year and 12 to 25 students

participate each year. The French program is developing a single semester

offering.

The office works with a residence director from each department. The residence

director is a Davidson faculty member spending the year abroad with the

students. The office has expanded to assist students with locating and attending a

variety of programs, some involving Davidson faculty (Cambridge Summer

programs, India, etc.) and some non-Davidson programs. For the Davidson

programs, they develop advertising materials, follow the students from first

contact, through applications, send out acceptance letters and orientation

materials, make the travel arrangements, develop budgets and work with the

controller to have funds sent to the programs, and assist with any problems that

may occur during the year. They also have questionnaires for returning students

and work with them for public relations and information meetings.

**Retention Schedule**

**Budget.** Files for each account administered through the office. The files contain

working information for the development of the budget and for requesting

monies to be sent to the Resident Directors in Montpellier and Wurzburg. The

files also contain reports from the study abroad centers. Copies of invoices or

receipts are maintained in the study abroad centers.

Disposition Instructions: Destroy in office one year after released from all

audits.

**Cambridge**. Form letters and reference information for each of the summer

programs at Cambridge hosted by Davidson faculty. Full records on the

Cambridge program are kept by the director of the program.

Disposition Instructions: Destroy in office after 5 years.

**Evaluations.** Evaluation forms completed by returning students for non-Davidson programs. Forms are available to students as resource materials in

helping select programs to attend. Files usually contain evaluations from the last

two or three years.

Disposition Instructions: Maintain in office, destroy when information is

superseded or outdated.

**General.** Contains files for talks given, passport applications, questionnaires

completed by the office, reference information and correspondence for

professional associations.

Disposition Instructions: Maintain in office, destroy when information is

superseded or outdated.

**Interest Cards.** All students expressing interest in study abroad fill out an

interest card indicating the types of programs and countries of interest. The cards

have been used for internal reports.

Disposition Instructions: Maintain in office for 5 years, transfer to College

Archives for appraisal and final disposition.

**JYA Montpellier Files and Wurzburg Files**. This file contains administrative

and student records for the Junior Year Abroad in France and Germany. The

administrative files include copies of agreements with the sites, course listings,

visa forms, enrollment forms and Residence Life letters. The student files contain

the applications and any correspondence with the student. There are also files for

responses to questionnaires for returning students. The files are arranged by

program and in subject areas within the programs.

Disposition Instructions: Transfer to the College Archives after 5 years for

appraisal and final disposition.

**Non-Davidson Programs.** Files for students participating in non-Davidson

affiliated programs. Files contain copy of students' request for leave form,

information sheets completed by the students, and correspondence with

students. Files are used for reports and questionnaires.

Disposition Instructions: Maintain in office 5 years, transfer to College

Archives for appraisal and final disposition.

**Other Davidson Programs.** Files for Davidson sponsored study abroad

programs other than the centers at Montpellier and Wurzburg and the Cambridge

Summer programs. Files contain background information about the program. Full

files on the program, including student application files are usually maintained by

the faculty director of the program.

Disposition Instructions: Maintain in office for 5 years, transfer to College

Archives for appraisal and final disposition.

**Student Abroad Reports.** Files contain reports with lists of all students

participating in study abroad programs compiled by faculty in charge of the

programs.

Disposition Instructions: Retain permanently. Maintain in office for 10

years, transfer to College Archives.

**Travel.** Files relating to planning travel arrangements for the study abroad

programs. Includes forms for international student ID cards, correspondence to

students, correspondence with travel agents and faculty.

Disposition Instructions: Destroy in office after 3 years.