IR DUG HANDBOOK

FOSTERING AN INTELLECTUAL COMMUNITY IN IR

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Expectations

- DUG sponsors **at least one-two events per semester**
- DUG leaders **collaborate with** Concentration Advisor and Department Manager
- DUG sends representative(s) to **Concentration Fair** in October, Sayles Hall
- DUG assists in coordinating a **"Concentration Declaration Day"**
- DUG leaders attend training & **check-in meetings** w/CRC student coordinators and the IR Program
- DUG leaders provide **end-of-year report** to CRC/DOC and the IR

FUNDING and EXPENSES

The Dean of the College and the IR Program financially support DUG activities. The DUG is responsible for requesting funds, managing their budget, and processing reimbursement requests in a timely way.

General funding

Available funding up to $1,000

- Each DUG is eligible for up to $1000 in annual funding
  $500 from IR will be matched by $500 from the Dean of the College
- To apply for annual funding, your DUG must have:
  (1) at least one student leader; (2) a faculty sponsor;
  (3) a list of proposed activities or items to be funded throughout the year.

How to apply for DOC funds

1. Discuss agenda and budget with IR concentration advisor.
2. DUG student leader submits semester agenda with budget proposal via UFUNDS by October 15 (sooner is better!).
   Must list planned events and rationale for expenses.
3. IR concentration advisor submits an endorsement via UFUNDS.

Brown Degree Day funding

Available funding up to $500

- $500 from the Career LAB – must apply for

How to apply for Degree Day funding

- Fill out Brown Connect Degree Day form
- Send cost center information to Raisa Cramer (cc12931.1067)

Use general funds for: Talks and guest speakers, food for DUG events/meetings, co-sponsor events with other DUGs, refreshments for study group sessions, social events, pizza lunches with faculty, speaker series, poster printing.

TIPS
- ✓ Coordinate w/ IR Program concentration advisor to identify speakers who are already on campus or in the vicinity to keep costs down.
- ✓ Consider skyping the speaker in the Joukowsky forum to eliminate travel costs all together.
- ✓ Requests for reimbursement must be submitted within one week of the event.

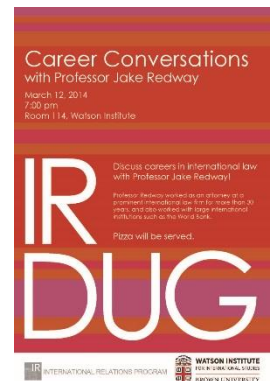## Reimbursements

Less than $100

- Take original receipt(s) to Anita Nester for processing.
- Reimbursements under $100 can be paid in cash at the Cashier's office.

Greater than $100

- Receipts should be submitted to Anita Nester in hard copy or electronically as a saved pdf or scanned image.
- Business purpose/event title must be provided.
- For events with fewer than 10 attendees please provide names and University affiliation for each.

Tracking expenses

DUG is responsible for managing their own budget using the Google spreadsheet provided by the IR Dept Manager.

DUG-SPONSORED EVENTS

Per the DOC, every DUG is expected to hold at least two events each semester and no fewer than four per academic year. One of these events should be a Brown Degree Days Event (see p. 5 for more information).

Planning

- Stay organized and ensure event success by using an Event Checklist.
- Refer to the Student Activities Office planning guide for help with planning.
- To book a room at Watson and publish to the Watson events calendar contact Kelcee Powell.
- Check with the IR program and Watson calendar to be sure no conflicting events on same day.
- Arrange for a photographer.
- Plan ahead and delegate responsibilities.

Coordination with the IR Program

Well in advance of the event communicate as much information as possible to the IR Program office for support with advertising and promotion. Nothing worse than learning about an IR DUG-sponsored event for the first time from someone other than our own IR DUG members. The IR Program may also have resources to help you with planning, e.g., speaker recommendations.

Advertising Checklist

- ☐ Posters – all materials must have the IR logo and identify event as a DUG event
- ☐ IR Newsletter – must be submitted to IR student assistant by noon the Friday before
- ☐ Watson Calendar – email Kelcee Powell with details and a copy of the poster
- ☐ Brown Calendar
- ☐ Morning Mail
- ☐ Digital Monitors – send image of poster to Anita Nester
- ☐ Facebook
- ☐ IR Website – send images and event details to Anita Nester

> **PLAN, PLAN, PLAN**
> The Curricular Resource Center can assist DUGs with event planning. Consult **Peggy Chang**, Director of the CRC, or **Manuel Contreras** & **Sophia Dalce**, DUG Co-Coordinators.

Hosting speakers and visitors

- The DUG represents the IR concentration – confidence and professionalism introducing speakers is a must. See How to Introduce a Speaker for helpful tips.
- Be sure to ask if the speaker is in the US on a visa, and if yes, what type. Certain visa types prohibit reimbursement by the University – for any and all expenses.
- Be sure you know how to pronounce names and have their bio(s).
- Consider gifting a Watson mug, pen to visitors, esp alumni – contact Kelcee Powell in the Events office

Post-Event

- Send thank you note/email to guests.
- Follow-up with IR Program about attendance, success of event, etc.

COMMUNICATION

Communication with current and prospective students as well as with the IR Program is key to successfully fostering an intellectual community, especially for a large interdisciplinary program like IR. IR wants your ideas! What does it mean to foster an intellectual community in IR? How can the DUG and IR Program build a stronger academic community for IR concentrators?

IR DUG Weekly Meetings

- Schedule weekly meetings, post schedule to IR website
- Invite current and prospective IR students
- Answer general questions about the concentration
- Plan and collect feedback for DUG-sponsored events

IR DUG webpage

- Maintained by Anita Nester
- Brief description of what the DUG does
- Pics and bios of the DUG leaders
- Contact information
- Meeting schedule

IR DUG Facebook + Social Media

- Maintained and updated by the IR DUG independent of the IR Program
- Occasionally IR Director will request to post something

Direct with IR Program

- Semester planning meetings
- Email updates about events and programs – cc: concentration advisor, Anita Nester, student assistant
- Requests from IR Program to meet with prospective students interested in IR

DUG listserv

- Info about upcoming meetings, events of interest, special opportunities
- List includes prospective concentrators – who won't receive the IR Newsletter
- Build list from names and email addresses collected at events (online sign-up form) and at DUG meetings

CREATE A CULTURE OF INCLUSION
Consider polling current IR students – what do they want from the DUG? Who would they like to invite for a speaker series, career event? Would students like more social activities? What kind?

PEER ADVISING

Students want to hear from peers about courses, faculty, study abroad experiences, etc.

During Filing season

- Be present in the IR Undergrad suite during concentration advisor's office hours

Prospective Brown students

- Meet with prospective students interested in IR
- Respond to email inquiries

Current Brown students

- Hold regular meetings
- Answer questions about the program

> **SELF-ORGANIZE**
>
> Assign DUG leaders titles like President, Co-President, Treasurer, Media Coordinator. It helps establish roles, credibility, and accountability for specific tasks.

At IR and Brown-sponsored events

FALL	SPRING
September	*TBD*
University Academic Expo	**Concentration Declaration Day** New!
Incoming freshman	Upperclassmen welcome newly declared IR students
October	*April*
University Concentration Fair	**A Day on College Hill (ADOCH)**
Sophomores considering IR	HS students admitted but not decided
October	*TBD*
IR Open House + Honors Info Session	**Brown Degree Day (DUG)**
Freshman, Sophomores interested in IR	Junior, Senior IR students
IR Juniors interested in Honors Program	

BROWN DEGREE DAYS

Brown Degree Days events should be collaboratively organized. The IR Program, Dean of the College Office, Career LAB, and Alumni Relations are all available to assist in the process.

Planning

- See the [Career LAB Degree Days page](#) for information about resources, planning, and best practices.
- Consider polling IR students to find out what types of careers they'd like to see represented on the panel.
- Early planning is a must! Guests are usually working full-time business schedules. Allow time for travel planning and changes in guests' availability.
- Be professional. The DUG represents the IR Program, Watson Institute, and Brown!
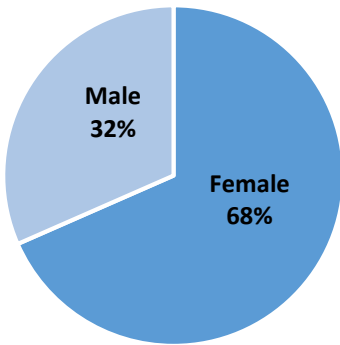
Contacting Alumni

- Alumni who have been contacted to participate in an IR Degree Day event should be entered into the shared Contact Tracker document, noting their contact information and response to the invitation to participate.
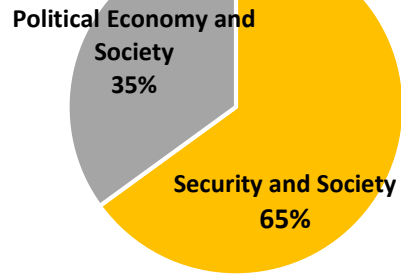- Tracking contacts minimizes the likelihood we make repeated requests.

> **BE KNOWLEDGEABLE**
> The most common question asked by current and prospective students is "**what can I do with an IR degree**." Do you know the answer?
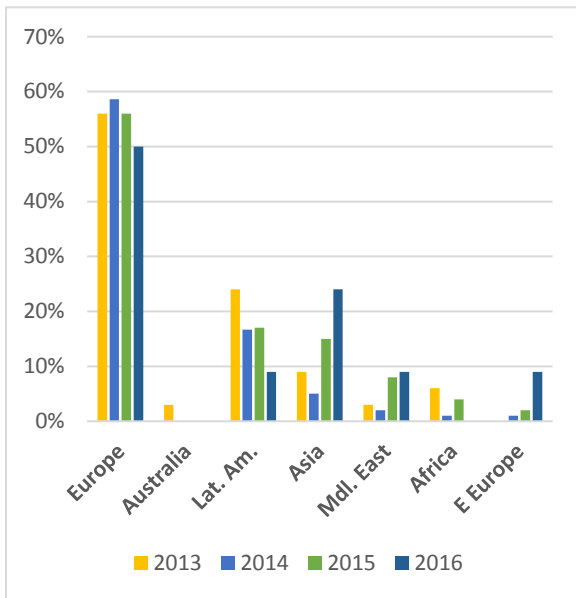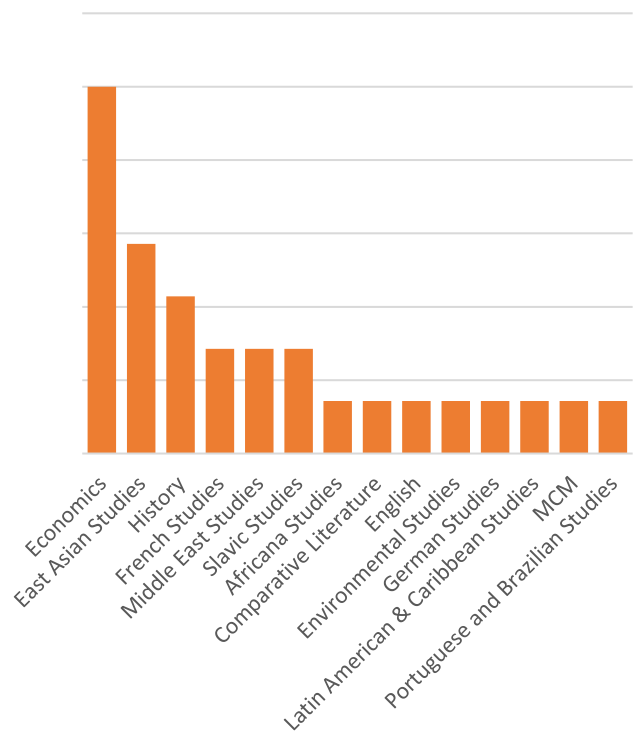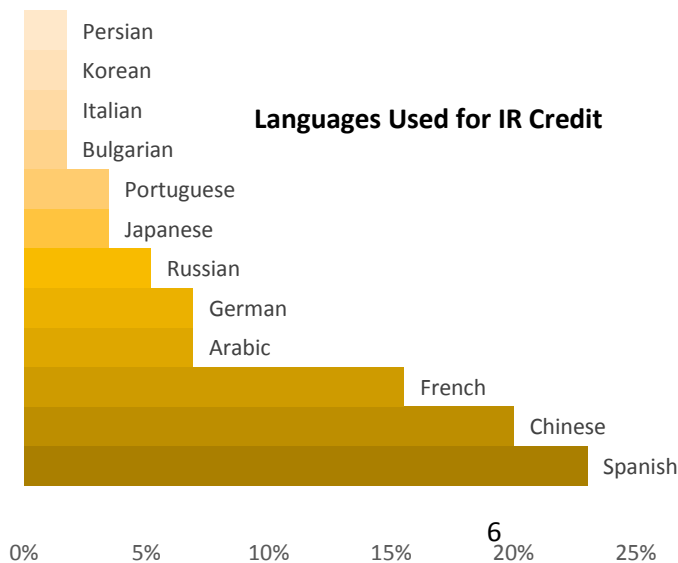
IR PROFILE

Gender

Male 32%

Female 68%

Track

Political Economy and Society 35%

Security and Society 65%

Where IR Students Studied Abroad 2013-2016

	Europe	Australia	Lat. Am.	Asia	Mdl. East	Africa	E Europe
	0%-70% scale						

Legend: 2013, 2014, 2015, 2016

Where IR Students did a Second Concentration

Economics, East Asian Studies, History, French Studies, Middle East Studies, Slavic Studies, Africana Studies, Comparative Literature, English, Environmental Studies, German Studies, Latin American & Caribbean Studies, MCM, Portuguese and Brazilian Studies

Languages Used for IR Credit

Persian, Korean, Italian, Bulgarian, Portuguese, Japanese, Russian, German, Arabic, French, Chinese, Spanish

0% 5% 10% 15% 20% 25%

NOTES