



**Global Consulting Practicum (GCP) in Social Entrepreneurship**  
**General Course Policies & Guidelines 2011-2012**  
(As of 09/26/2011)

The GCP in Social Entrepreneurship is a 6-credit elective course led by the Center for the Advancement of Social Entrepreneurship (CASE). As the GCP is part classroom-based and part travel, it requires special policies as outlined in this document. Course administrators reserve the right to make decisions and implement policies where appropriate for the safety and well-being of all travelers, as well as in consideration of the quality of the course content and the overall course experience.

**REGISTRATION**

**A) Application Process:** The registration for the GCP course is not done through ACES web. Instead, it is done online (Part I) and in-person (Part II).

**Part I (online registration): Tuesday, 10/4/10 – Sunday, 10/09/10 by 11:59 pm EST**

A link to an online registration survey will be e-mailed to students in Fall 2011. This survey will require students to rank country and client preferences. First choice preferences are not guaranteed but will be taken in to consideration during the matching process.

- Online registration opens: October 4, 2011 @ 9:00 AM
- Online registration closes: October 9, 2011 @ 11:59 PM

**Part II (in-person): by Wednesday, 10/12/10 by 1:30 pm EST**

Part 2 of the application process is submitting the following hard copy materials to the CASE suite (W136, across from IT Help Desk), no later than October 12th by 1:30 PM:

- Application fee
  - \$450 payable to Duke University by check or money order
  - Any student whose check is returned for insufficient funds will be charged a \$35 processing fee. We are unable to accept credit card or cash payments.
- Copy of passport photo page (*with name, passport number and expiration date clearly legible*)
- A hard copy of your current resume
- Signed participation agreement

**GCP registration is only considered official and complete once both Part I and Part II of the application process have been completed.**

**B) Acceptance Process:** By close of business on Monday, October 17th, you will be notified (via email) if you have been accepted to the GCP. If you have been accepted, you will also be notified of the country and project to which you have been matched.

You will have 2 options at this point:

1. Accept your GCP placement. *No action needed, we will assume that you have accepted if we do not hear back from you.*
2. Decide not to participate in the GCP – email [gcp@fuqua.duke.edu](mailto:gcp@fuqua.duke.edu) by **1:30 pm EST on Wednesday, October 19<sup>th</sup>**. At 1:31 pm EST on October 19<sup>th</sup> course registration is FINAL and application fees are nonrefundable (NO exceptions).

Note: Application fees are refundable ONLY in the following scenarios:

- You are not accepted in to the GCP

- You are accepted in to the GCP but decide to drop out (BEFORE 1:30 pm EST on October 19<sup>th</sup>) due to an unsuccessful match. A match can be considered unsuccessful if you are placed with a client that you preferenced with *less than 60 points*. If you are matched with a client that you preferenced with 60 points or more, your match is considered successful and your application fee is nonrefundable, regardless of the date.

**C) Waitlist:** There are typically more applicants for the GCP than number of spots available, therefore students are selected based on a review of their skills, experience, and match with client needs. For students that apply to the GCP but are not initially accepted, they will be placed on a waitlist and informed of openings if/as they become available.

If a student submits their GCP application *after* the deadlines listed above, he/she will *automatically* be placed on the waitlist and, if asked to join the GCP, will be assessed additional application fees as outlined by International Center policies.

## ELIGIBILITY

**A) MBA Students Studying Abroad in Fall 2:** The GCP course begins with two special sessions in Fall Term 2. Students that are studying abroad during that time may still participate in the GCP but need to make arrangements with the GCP Faculty/Staff to participate in the special sessions.

**B) Student Spouses/Partners:** Student spouses/partners are not allowed on any GCP trip unless they are a full-time student taking the GCP course as well.

**C) Non-Fuqua Graduate Students:** Non-Fuqua graduate students may be eligible to participate in the GCP if there are spaces available. Full-time students from Duke graduate programs or at graduate schools with inter-institutional agreements with Duke should inquire with course administrators (gcp@fuqua.duke.edu) and the Fuqua Registrar for more information about availability and registration.

**D) Auditing the GCP Course:** Auditing of the GCP course is not permitted. Students must participate in both the pre- and post-departure and the trip components of the course in order to be able to earn credit.

## FINANCIAL AID

The Financial Aid process is straightforward. However, it requires that all students, especially non-US students, pay very close attention to all steps and deadlines to ensure funds are disbursed in a timely manner. If a student drops the GCP course after having received Financial Aid, that loan must be paid back in full and immediately upon cancellation of GCP enrollment.

Please be aware that financial aid is not disbursed directly to the travel agent. The money will be deposited into your student account, which will then be either deposited into your checking account or mailed as a check, depending on the individual arrangements each student makes with the Duke Bursar's Office. Once the student receives the money, they must then pay the travel agent. For this reason, all students participating in the GCP who apply for financial aid are asked to submit a direct deposit form to the Duke Bursar's Office as soon as possible to speed disbursement.

- **October 31, 2011:** deadline for submission of financial aid application form to Fuqua Financial Aid Office (a link to an online form will be sent to you with your notice of acceptance in to the GCP).
- **December 12, 2011:** deadline for submitting trip payments to travel agency. Bounced checks will face a \$35 fee, plus the cost to buy a Cashier's check as a replacement for the returned check.

## FEES

### **A) Application Fee**

As stated above, an application fee of \$450 is required. It is not a deposit toward the cost of the trip. This fee is used to cover administrative costs such as guest speaker expenses, pre-departure dinners, and other course-related expenses.

### **B) Drop/Add**

After confirmation of the registration status (October 19<sup>th</sup> at 1:30 pm), the application fee is non-refundable and students who drop the GCP course will incur additional cancellation fees, as follows:

- Any student who drops the GCP course between October 19<sup>th</sup> and December 2<sup>nd</sup> will incur no additional cancellation fees (beyond the loss of the \$450 application fee).
- Any student who drops the GCP course between December 2<sup>nd</sup> and January 21<sup>st</sup>, 2012 will incur an additional cancellation fees based on hotel and airline contracts (severity will depend on date and contract details).
- Any student who drops the GCP course after January 21<sup>st</sup>, 2012 will incur a 100% cancellation fee (no refund of trip payment).

## VISAS

Each student is personally responsible to comply with the entire visa process, including payment of the visa and service fee if applicable. The International Center recommends students use a visa expeditor, CIBT (<http://www.us.cibt.com/>) for visa processing. The Duke account number is 45120.

Even when using the visa expeditor, students are solely responsible for meeting all immigration law/visa requirements of the country to be visited. In cases where invitation letters or other documents are required, the International Center and TravelMBA will provide these to students as necessary.

Note: Students will be responsible for providing copies of their visa information prior to departure. A copy of each student's visa must be received by CASE no later than Tuesday, February 1<sup>st</sup>, 2012.

Should the student fail to secure the visa(s) in time, the student will not be allowed to join the group in-country and can expect their participation grade to reflect their absence from the trip. In addition, the student's trip costs (airfare and hotel) will be non-refundable if this failure happens close to departure.

## INSURANCE

### **A) Medical and Repatriation Insurance**

The Duke Student Medical Insurance Plan (SMIP) covers Duke students worldwide. Typically, if Fuqua students require medical attention during travel, the cost of these services should be paid at the time of service. Upon returning to the U.S. the cost will be reimbursed less any applicable co-payments once the expense is filed with the student's insurance provider.

In regards to security and medical evacuation, all Duke Students are covered by International SOS. The coverage is automatic upon matriculation at Duke. Insurance cards will be provided closer to departure. The member number is 11BSGC000072. The company's website, designed specifically for Duke, is: [http://www.internationalsos.com/Private/DukeUniversity\\_NET/MemberPages/index.aspx](http://www.internationalsos.com/Private/DukeUniversity_NET/MemberPages/index.aspx)

### **B) Travel Cancellation Insurance**

Travel cancellation insurance is NOT included in the GCP application fee or the trip cost itself. While it is not required, it is strongly recommended. The travel agency will provide one or more options for this

insurance coverage and its requirements. It is ultimately each student's responsibility to select, pay for and follow up with arrangements for this additional and optional trip insurance. Financial aid can be used.

## TRAVEL VARIANCES, FREQUENT FLYER MILES & AIRFARE

A variance is defined as departing or returning on a different date than the group, departing from an airport other than RDU, and/or returning to an airport other than RDU. Variances are not allowed on the GCP beyond what is specified below.

- Students enrolling in the GCP course are expected to respect the limitations placed on international travel.
- Group vs. Individual reservations for international airfare:
  - GCP students must be in-country on or before the date the group/faculty arrives but cannot leave Fuqua before the end of the Fuqua term. Students must return to the US at least 24 hours before the first day of the next term; no other date variances are permitted.
  - Students can choose to book their own flights (*except on internal flights in region/country*) at their own risk and must do so in accordance with course departure/arrival itinerary dates. Students booking their own individual flights MUST:
    - share your individual (confirmed) flight itinerary with the travel agent by 02/01/12
    - arrange for their own transfers to/from the airport in country, unless your arrival time coincides with the group itinerary.
  - Alternatively, students can participate in group airfare booking through TravelMBA.
    - Frequent flier miles cannot be used to *book* airfare with the group
    - You may get *credit* on your frequent flier account for the mileage traveled (if you have an account with that particular airline).
  - Deadline to confirm confirmed individual vs. group booking is 11/19/2011.
    - Group booking will only be offered for GCP where at least 10 travelers choose to participate in the group airfare booking.
    - If there is not sufficient demand for group booking, then each student will be responsible for making their own arrangements in accordance with course departure/arrival itinerary.

## IMMUNIZATIONS

Each student is responsible for deciding which immunizations are necessary in his/her case and making all arrangements to obtain these immunizations. Students may use Duke's Student Health Center, the immunizations recommended by Duke's Student Health Center are recommendations only. Exception: Yellow Fever, which is mandatory where appropriate. Resources available:

- Duke Student Health Center's Travel Clinic web page:  
[http://healthydevil.studentaffairs.duke.edu/medical\\_services/services/travel\\_clinic.html](http://healthydevil.studentaffairs.duke.edu/medical_services/services/travel_clinic.html)
- Passport Health: <http://passporthealthtrianglerc.com/>

## CONDUCT

As soon as they gather at RDU, Fuqua students traveling during a GCP trip are expected to behave as representatives and ambassadors of the Fuqua School of Business and Duke University at large. Should the behavior of any student, during the GCP trip, be deemed to be a threat to either the safety or the productivity of the entire group, Fuqua reserves itself the right, upon the recommendation of the supervising staff and/or faculty, to send the student(s) back to the U.S. The **Fuqua Honor Code remains operative during any GCP trip and until return at RDU**. Any violations thereof will be dealt with accordingly.