**Director’s Report Template**

Within one month of the close of the program, the director should submit a summary report to the IUPUI Study Abroad Office that addresses the topics below. Please provide detailed information in each of these sections. The report should be at least 3-4 pages long. For an exemplary report, see: [IUSD Haiti 2015 Director’s Report](#).

Name of Program:
Dates of Program:
Location of Program:

Indication of how program met its mission:

Participants
  Selection process:
    Number:
    Majors represented:
    Class standing:
    Campuses/ Institutions represented:

Pre-Departure Orientation Provided to Participants:

Educational Program:
  Description of course(s) offered:
    Any distinctive features:
    Strengths/weaknesses of educational program:
    Impact/ influence of overseas setting on educational experience:
    Description of reflection activities and how those impacted the student learning experience
    Description of field trips and excursions and how they served the educational mission
Summary of Grade Distribution
  A=
  B=
  C=
  D=
  F=

Description of Student Housing and Program Facilities:

Description of Meal Arrangements:

Description of Any Health and Safety Incidents including disciplinary problems: explain incidents that occurred or concerns that you or others might have:

Describe any aspects of the program that have changed from the original proposal or a previous iteration of the program:

Recommendations for Future Offerings of this Program:

Program Will Next Be Offered in:

Reflections on any concerns raised by Overseas Study Advisory Council during the program approval process: