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: IUSB Belize 2012 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: