

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: