

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 utilizing the old template, 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:

Inclusion – Describe how your program was inclusive of a diverse group of participants and represented diverse perspectives from your host community. Such as:

Describe how your program prepared students from diverse backgrounds to successfully transition to the program location(s):

Describe how your academic program intentionally included perspectives and histories of marginalized groups in your host communities:

Describe any challenges experienced by students related to their identities (disability, LGBTQ, gender, race, ethnicity, etc.):

If the program uses service-learning as a teaching strategy or engages students in community-based volunteer experiences:

Please attach documentation from the host community or host organization(s), which outlines:

- a. evidence of program contributions to the host community. This may include contributions across a range of systems (health, social/cultural, political, environmental, etc.)
- b. evidence that the program is conducted ethically attending to potential negative impacts on the host community/host populations in addition to IU student participants.
- c. Description of the cultural and ethical preparation for participants

Please summarize the program impact on host community. What positive and/or negative impacts did your program have on the host community?

- a. In what ways did you seek community input into the design of your program?
- b. How was community feedback collected regarding student performance in the project?
- c. How did you assess the impact of your program on the local community?
- d. In what ways will you revise your program based on community feedback?

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: