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=

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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:

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