Director's Report Guidelines

Within **one month** of the close of the program, the director should submit a summary report to the Office of International Education that addresses the topics below. The report should be at least 3-4 pages long. For an exemplary report, see: [IUSB Belize 2012 Director's Report](#).

- Name, dates and location of the program
- Indication of how program met its mission
- Selection process (target audience, vetting process, exceptions, etc.)
- Number of participants and an overall description of the group as a whole (credit/non-credit enrollment, graduate/undergraduate status, most common major, class standing, distribution by campus, etc.)
- Pre-departure orientation and preparation of students, how could it be improved?
- Academic program
  - description of courses offered (content, level, credits, teaching methods, etc.);
  - distinctive features, strengths, and weaknesses of the academic program;
  - impact and influence of the overseas setting on the academic and intercultural experience;
  - description of reflection activities and how those impacted the student learning experience;
  - description of field trips and excursions and how they served the academic mission;
  - recommended changes
- Summary of grade distribution
- Description of program facilities, student housing and meal arrangements
- Issues concerning student health and safety, 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
- Describe any difficulties that may have arrived and how you could prevent them in the future.
- Overall recommendations for the program in the future
- When the program would take place again
- Reflections on any issues or concerns that were raised by the Educational Travel Committee during the program approval process

Attach copies of the following:

- [Data Sheet for Participant Information](#)
- Program schedule indicating daily routine and calendar of whole program
- Course syllabuses
- Handbooks or handouts distributed to students prior to departure
- Student evaluation forms ([DCS has a standard form you may use.](#))
- Budget report on payables and expenses. Please include a small narrative explaining any surpluses or deficits and how money was managed.

**Note:** Reports should be sent electronically (as attached files) whenever possible to iss@ipfw.edu and hunterm@ipfw.edu