

Faculty Director Completion Report

Note: Please use this guide to create your report and upload in PDF or Word format.

Thank you very much for leading a study abroad program. We fully understand the enormous time commitment involved in planning and executing such an endeavor. As a final requirement, we kindly request that you address the following topics, which are intended to help you and Study Abroad improve upon our students' experiences.

For each topic, please note, when applicable, strengths and weaknesses of current approaches, and possible solutions to problems.

1. **General Program Overview:** (copy from program proposal)
2. **Recruitment Efforts:** How did you recruit students? What strategies were effective and ineffective?
3. **Program Preparation:** Please elaborate on the effectiveness of pre-departure orientations given by WMU Study Abroad and yourself.
4. **Academic Program:** Describe how your curriculum/pedagogy, collaboration with host institutions, guest lecturers, and field trips contributed to stated learning objectives and the integration of the program into students' major/minor degree programs, if any.
5. **Learning Outcomes:** Discuss evidence of learning outcomes as stated in your program proposal. How did the program enhance participating students' academic, intellectual, personal, and professional development?
6. **Cross-Cultural Learning:** Which aspects of the culture did students react to negatively or positively? Were issues of cultural adjustment and re-adjustment discussed with students? What could be done in the future to enhance the cross-cultural learning component of the program?
7. **On-Site Logistics and Support:** Please provide an overview of student housing, classroom space and equipment, staff housing, meals, transportation, excursions, special events, etc.
8. **Lodging and the Clery Act:** As of 2015, the Clery Act requires institutions that sponsor students on overnight programs to record information on lodging, such as the name and address of hotels, the dates of residence, and even the floors and room numbers occupied by students in hotels. WMU Study Abroad files these reports on behalf of all programs and attempts to comply fully. Please note hotel information here.
9. **Crimes Committed Against Students and the Clery Act:** The Clery Act requires institutions to record the occurrences of any crimes committed in hotel rooms and in common areas of hotels. Please elaborate upon any crimes committed against students in these areas.
10. **Health and Safety Issues During Program:** Were there any health or safety issues during the program? (Directors should have submitted separate "incident report(s)" to their study abroad specialist during the program.) Please elaborate.
11. **Health and Safety Concerns for Future Programs:** What political, social, cultural, environmental, and other issues warrant special attention for future programs in this region?
12. **Student Issues:** Could satisfactory solutions be found to most student problems? How could such problems be avoided or minimized in the future? Could a student with a disability have easily participated in the program? If not, what changes could be made to allow more students to participate in this program?
13. **Program Wrap-Up:** Was there a special event marking the end of the program?

14. **Budget:** What adjustments should be made the next time this program is offered?

15. **Support:** How can the WMU Study Abroad Office and its staff better assist you in the future?

Please send your report electronically to lee.penyak@wmich.edu within one month of the program's completion, and copy your department chair, dean, and the chair of your college internationalization committee, if applicable. Please notify Lee Penyak if you would prefer to restrict the sharing of this report to anyone except your dean and chair(s).

Thank you for taking the time to address these topics. Please feel free to schedule an appointment with our office should you wish to discuss anything in person.