



Faculty/Staff-Led Study Abroad Final Report

After each occurrence, the Program Leader must submit a written report on the program to the Office of International Education (OIE). **The final report is due within two months of their return.** Incident reports are due immediately upon return. Please submit all documents to OIE.

For each of the topics listed, please describe and comment on:

- What you did this year
- What worked/did not work
- What suggestions you have for a future program

Final Report Topics

1. **Recruitment and Publicity Efforts and Outcomes**
2. **Program Organization:** On-site preparations, pre-departure orientation, student arrival and orientation, etc.
3. **Academic Program:** Course(s) offered, number of credits, collaboration with host institutions and/or faculty/presenters, field trips, etc. Please include a statement about the integration of the study abroad program into the departmental/college curriculum and/or life of the unit.
4. **Assessment of on-site logistics and support:** Student housing/homestays, classroom space and equipment, faculty housing, meals, transportation, excursions, field placements, volunteer opportunities, special events, etc.
5. **Health and safety issues:** What, if any, preventive safety measures do you recommend? Were there any health-related incidents such as accidents, serious illness, or mental health issues? Were health care facilities satisfactory? What, if any, steps need to be taken to make this program sites safer? What political, social, cultural, or environmental developments on site warrant special attention for future programs? Report any major incidents/crimes that affected students/the group during the program.
6. **Student issues:** Could satisfactory solutions be found to most student problems? Was there a specific incident that administrators need to be aware of (please submit all incident reports immediately upon your return)? How could such problems be avoided/minimized in the future? What could be done in the future to enhance the cross-cultural learning component of the program? Which aspects of the culture did students react to negatively/positively? Were issues of cultural adjustment and re-adjustment discussed with students? Was there a special event marking the end of the program?
7. **Program Benefits:** How has being involved in this program enhanced your professional development? How does the program enhance participating students' academic/intellectual, personal, spiritual, professional, and cross-cultural learning?
8. **Finances/Budget:** What, if any, adjustments need to be made to the budget to improve the program and/or to reflect cost realities in the host country/countries? What if anything was challenging as it related to the budget for this program?
9. **On-site Partnership Relations:** What are the strengths of this organization? What are the weaknesses of this organization that might put Morehouse and its students in a compromised or insecure position? Would you recommend that Morehouse/the OIE continue to partner with this organization?
10. **Additional Information, as desired.**