Annual Report on Education Abroad Programs

Part I – Summary

This form should be completed by CUA faculty or staff leading CUA student on credit-bearing education abroad programs. The data collected will be included in the annual CUA report for IIE Open Doors Survey.

Please return to the Center for Global Education in 111 McMahon Hall.

Program Name: ________________________________________________________________

This is a ☐ new program ☐ existing program Year first offered: __________________________

Program Academic Focus: ______________________________________________________

Program Location Country __________________________ City(ies): ______________________

Program Dates __________________________ Program Year __________________________

Credits awarded by the program: min: _____ max: _____  Grading Options: ☐ P/F ☐ Graded ☐ Audit

Course numbers: __________ __________ __________ __________ __________

Sponsoring CUA School/Department(s): _____________________________________________

Program Director(s): ____________________________________________________________

Program Assistant Director (if applicable): __________________________________________

Host country partner institution (if applicable): _______________________________________

Tour Operator (if applicable): _____________________________________________________

Program Duration (in weeks): __________

Term (please circle) ☐ fall semester ☐ spring semester ☐ academic year
☐ short-term (Spring Break ____ Summer _________)

Total # of participants: ______ Number of CUA students: ______ Number of Non-CUA students: ______

Program cost per student: $______________ Tuition cost (if included in the program): $______________

* See other side for Part II - Narrative
Part II - Narrative

Please use the following outline as a guide to writing your report. It is possible that not all topics listed will apply to your education abroad program and you may decide to add topics of interest to the reviewer. Personal information protected by FERPA such as student names, academic and/or disciplinary histories should be kept out of the report. Student-specific issues that need to be brought to the attention of CUAbroad staff may be addressed separately in an appendix to the report.

INTRODUCTION

• Date submitted or prepared
• Program dates, location, and duration
• Number of participants (attachment listing all participants)
• Program director and assistant director, if applicable
• Copy of the program itinerary/schedule; sample advertisement (attachment)
• Copy of the per student cost sheet and program budget summary (attachment)

ACADEMIC ISSUES

• Describe the academic content, including courses (course numbers, titles, and description)
• Comment on the faculty or instructional staff (e.g., quality of instruction, relationship with program)
• Describe the relationship with the host institution (or tour operator), as applicable
• Describe the facilities (e.g., classrooms, computer labs, access to email)
• Indicate plans for the future of the program in terms of academic issues

NON-ACADEMIC ISSUES

Housing, Excursions & Communications

• Describe housing options and address whether needs were met
• Describe housing assistance from host/partner institution and/or tour operator prior to and during program
• Was housing a good value? How can housing be improved?
• How were arrangements made?
• What sites were visited?
• Any suggestions for alternate sites?
• What means (phone, fax, e-mail, cell phone, etc.) were available to director and students? Were they adequate?

STUDENT ISSUES

• Describe group participants and group dynamics
• Were there any behavioral difficulties? How were they handled?
• Were there instances of disciplinary action or dismissal? Were these documented?
• Were there health issues (specific to the program location) that affected students and/or the director?
• Were there personal safety issues that affected students and/or the director?

BUDGET

• Did the budget meet the needs of the program and its participants?
• Were there unexpected costs? Is there a surplus or a deficit?
• How was the Director’s advance carried to the program site? What method was used to access the money? (traveler’s checks, cash, overseas bank account, ATM)
• Where did you find the best exchange rate? What was the average rate?

OVERALL EVALUATION

• How well were the programs goals and objectives met?
• Any general suggestions or recommendations for future programs?