



THE CATHOLIC UNIVERSITY OF AMERICA
Center for Global Education - CUAbroad

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?