Study Abroad Allocations Committee

Guidelines for Final Report:

Recipients of Program Development & Faculty-Led Study Abroad Funds

A final program report must be submitted to the Study Abroad Allocations Committee (SAAC), and if so required, to the college dean no later than September 1 of the next calendar year. Guidelines for this report are outlined below. The report should discuss detailed information about the budget and logistics of the program and should describe problems and successes as well as make recommendations for future programming. Funding recipients will not be eligible for further SAAC funding until the final report has been received.

Program Development Trips

The final report should summarize outcomes of the program development effort, including the status of the proposed program:

- Total trip costs and amount covered by the awarded funds.
- Summary of information acquired.
- Status and list of next steps for development of faculty led program.
- Any issues or concerns that arose during this initial phase.

Faculty-Led Study Abroad Programs

The final report should include metrics to measure outcomes, such as number of students who participated, credit hours generated, final per-student costs, final total program costs:

- Final total program costs and amount covered by the awarded funds (include number of students who participated and final per-student cost).
- Summary of program (include course numbers and credit hours generated).
- Identify any potential problem areas that arose during the trip (e.g., administrative, logistical, etc.) and discuss how you will adjust the program next year.
- Include relevant post-trip feedback obtained from participating students, co-facilitators/leaders, and partners/collaborators in country.