SHORT TERM INTERNATIONAL PROGRAM
FINAL REPORT & EVALUATION

Program Leaders must submit a final program report to the Director of the Office of International Services within 30 days
following the end of the program. This report will be shared with the Associate Vice President for International Initiatives.
This report should include detailed information about the academics (when applicable) and logistics of the program and
should describe problems and successes as well as make recommendations for future programming. The final report is
critical to the program evaluation process and planning of subsequent programs.

Program Leaders should use the following outline as a guide to writing the report. Please note that not all topics listed will
apply to every program.

BACKGROUND & PARTNERSHIP
 Include the dates and location(s) of the program, as well as the number of participants.
 Include a copy of the final program itinerary/schedule.
 Were there strategic partners in the location of travel? If so, who were they and what is their role?
 Does SLU currently have, or is there potential for SLU to establish an ongoing relationship with this location?
 Is there a connection between St. Louis and/or Saint Louis University and the location of travel?
ACADEMIC & STUDENT DEVELOPMENT
 How did the program meet the intended learning outcomes?
 How were you able to help facilitate your students’ personal development and increased cultural
awareness/sensitivity throughout their participation in the program?
 How were issues of cultural adjustment and re-adjustment discussed with the students?
 What could be done in the future to enhance the cross-cultural learning component of the program?
ON-SITE LOGISTICS AND SUPPORT
 Was the student housing clean, safe, and conducive to supporting the goals of the program?
 How did the group travel on-site and was this means of transportation effective?
 Did you utilize any classroom space and/or equipment? If so, did the space/materials provided meet your needs?
 What sites did the group visit and do you have any suggestions for alternate sites?
 In what ways did the program depart from your original proposal?
HEALTH & SAFETY INFORMATION
 Were there any health-related incidents such as accidents, serious illness, and mental health issues?
 Were there personal safety issues that affected students and/or the Program Leader?
 Were health care facilities and the University-sponsored international health insurance satisfactory?
 Were there any behavioral difficulties? If so, how were they handled?
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?

OVERALL EVALUATION
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