

Guidelines for Required Faculty Narrative Interim 2006 Reports

Please bear in mind that reports of off-campus Interim courses not only document educational experiences, but also provide IOS and IDOCS with important information for program assessment.

1. SELECTION PROCEDURES AND COMPOSITION OF GROUP:

- Please give the course number and title, instructor.
- Please provide a copy of the syllabus and the itinerary.
- Please provide information regarding number and breakdown of students (by majors, gender and year in college).
- Comment on the composition of the Interim group. Was the composition the result of deliberate planning and recruitment and selection techniques carried out by you, or was it a matter of chance? To what extent was it a “good mix”? Would you have wished for a different composition? Which one? why?

2. ORIENTATION/PREPARATION:

- What either helped or was counter productive in terms of:
 - IOS-organized orientation sessions for Interim instructors
 - IOS-organized orientation sessions for students
 - Your own instructor-led orientation sessions for your students (How many sessions? What topics covered?)
- Work with IOS liaison?

3. ACADEMIC ISSUES:

- What worked well on your interim? (Pedagogical issues, level of rigor/challenge, particularly good assignments, quality of learning demonstrated)
- What could be done to improve this area the next time this Interim is offered?
- What didn't work or worked less well than you had anticipated?
- What was the ratio of scheduled to free time? Did that work? If possible, include a detailed description of a particular day that demonstrates this balance.

4. CROSS-CULTURAL LEARNING:

- Did you attend the IOS-sponsored workshop (March 03) provided for Interim instructors? To what extent was or was it not helpful in planning your course?
- What opportunities did you provide for cross-cultural learning for students?
- Please provide examples of successful initiatives in cross-cultural learning.

5. LOGISTIC ISSUES:

- Comment on each of the major stops in the itinerary:
 - Accommodation Meals
 - Transportation Host Agent(s)
 - Guide(s) (*It helps future programs to note names of guides*)
- What worked well with this particular itinerary?
- What advice would you have to the next instructor about changes in the itinerary?
- Was there anything problematic about this itinerary (i.e. “we arrived on a Sunday and had no way to access any local currency”)?

__ Were laundry facilities accessible?

5. Conclusions:

__ The best aspects/elements of the Interim experience.

__ The least successful aspects/elements of the Interim experience.

__ Words to the wise: advice for future leaders (and students) on this particular Interim.

(If you wish to see a sample of a previous Interim Narrative Report, please contact IOS.)

Narrative reports are due to the Director of International and Off-Campus Studies on March 1, 2005. If your interim is offered for the first time in January 2005 and is being re-submitted for January 2006, you must submit both the budget and the narrative report by February 15, 2005.