Guidelines for Required Faculty Narrative
January Interim Reports

Please bear in mind that reports of off-campus Interim courses not only document educational experiences, but also provide CICE and IDPC 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:  
   __CICE-organized orientation sessions for Interim instructors  
   __CICE-organized orientation sessions for students  
   __Your own instructor-led orientation sessions for your students (How many sessions? What topics covered?)  
   __Work with CICE liaison?

3. **ACADEMIC ISSUES:**
   __What worked well on your Interim? (Pedagogical issues, level of rigor/challenge, particularly good assignments, and 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:**
   __Please provide examples of successful initiatives in cross-cultural learning.

5. **LOGISTICS 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?

6. **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.

Narrative reports are due to the Director of International and Cultural Education on March 1. If your January Interim course is offered for the first time in January and is being re-submitted for the next January, you must submit both the budget and the narrative report by February 15.