

**GEORGIA GWINNETT COLLEGE**  
**OFFICE OF INTERNATIONALIZATION**

**TEMPLATE FOR EA FACULTY LEADER ANNUAL PROGRAM REVIEW**  
**DESCRIPTION OF REVIEW COMPONENTS**

**NB:** Only one review per program; all faculty involved must sign the review signature page.

1. Strengths and weaknesses of the program (150-200 words)  
Provide a narrative summary of the main strengths and weaknesses of the program. The goal is to make iterative changes to strengthen future trips. Use a separate Excel budget spreadsheet template.
2. Program end budget: projected vs. actual costs (150-200 words)  
Provide a detailed breakdown of the program expenses by comparing the projected budget to the actual spending.
3. Distinctive learning experiences that would not have been possible on campus (150-200 words)  
Provide a brief narrative of learning experiences that were possible only through the study abroad program.
4. Any instance of positive effect the program/students may have had on the host community (150-200 words)  
Ideally, programs are taking into consideration the people and organizations from the host community. This may include third-party providers, community organizations, local contacts, service-learning opportunities, and the local population. What stands out about the interaction between the program participants and the host community?
5. Student lodging and meals (short paragraph)  
Provide a review of the student lodging and meal experience. Were these resources adequate for the purpose and standards of the program? Highlight positives, as well as areas that need improvement.
6. Student travel logistics: in-country (short paragraph)  
Provide a review of the in-country student travel logistics. This could include travel from the airport to the destination, daily commuting, group coordination, and availability of resources. Were these resources adequate for the purpose and standards of the program? Highlight positives and any areas of improvement.
7. Facilities used by the program (if applicable) (short paragraph)  
If applicable, provide a narrative review of any facilities used by the program. This may include classroom space and meeting rooms.
8. Assessment of health and safety (include any incidents and concerns) (150-200 words)  
Provide a detailed assessment and review of the health and safety measures and protocols for the program while abroad. This will include an assessment of the security and safety of the destination, the people and organizations that partnered with the program, and the various program activities and/or field experiences. What worked well, and where do health and safety protocols need to be strengthened for future programs?
9. Support provided to the program by local agencies, individuals, institutions (150-200 words)  
Provide a summary of any support provided by local individuals and organizations.

10. Field trips/site visits sponsored by program (150-200 words)  
Provide a brief summary of any field experiences conducted during the program. These would be field experiences that were part of the program, available to all students, and paid for by the program. Highlight positives and areas of improvement.
11. For pre-departure training:
  - a. What training and resources did you provide to students?
  - b. What worked well and what improvements can you make for subsequent programs?
12. For re-entry:
  - a. What resources did you provide to students?
  - b. Did the program meet after the travel portion to process the experience? If so, provide a brief description of the re-entry meeting.
  - c. What worked well and what improvements can you make?
13. Recommendations and strategies for improving the program  
Provide a narrative summary of improvements that you could implement for future programs.
14. Data Collection: Complete a data sheet for campus and national reporting purposes. A separate Excel spreadsheet is provided. It would easiest to complete the questionnaire before departure or during the program as student input might be necessary for some of the data points.
15. Provide any additional comments or concerns about the program and the overall study abroad process.