

SFF 2019 Instructions for Preliminary Reports Due September 15, 2019

Summaries of these reports will be included in ASIANetwork's report to the Freeman Foundation. Complete reports are made available to the Foundation. The reports are an opportunity for student skill development in writing. Faculty mentors should work closely with their students on the reports before submission.

I. Student *(one report per student, single space, 2-3 pages)*

- a. On-site activities and learnings
 - i. Project activities
 - ii. What was learned about the project issue through being in an Asian context
 - iii. What was learned about the local culture and society through interaction with local people
- b. The project end product
 - i. Activities conducted to date
 - ii. Adjustments made to the original proposal
 - iii. Specific activities planned for the coming year
- c. Practical and professional skill development
 - i. Activities conducted to date
 - ii. Specific activities planned for the coming year
- d. Career and professional preparation
 - i. Activities conducted to date
 - ii. Specific activities planned for the coming year

II. Faculty mentor *(one report per team; single spaced, 2-3 pages)*

- a. List of things students have accomplished related to the Core Ideas
- b. Impact of the project on the students regarding
 - i. their understanding of the project
 - ii. interactions with local people
 - iii. skill development and career preparation
- c. List of things to be completed by May 2020

III. Estimated Financial Report: Provide an informal estimate of your expenses by general categories. This estimate is used for ASIANetwork planning purposes and does not need to be verified by a financial officer at your institution.

IV. Images/pictures: Provide six to eight images/pictures with captions for publication on the ASIANetwork website and in print publications. Images should be action photos that show students engaged in project activities during the field trip to Asia, including one group picture. Images need to be high resolution images, 300 DPI or better.

V. Report submission

Compile Part I, II, and III into one single word file and email the file to Dr. Zheya Gai at zgai@washjeff.edu by **September 15, 2019**

Submit images online at <http://www.asianetwork.org/asianetwork-content-submission-form/> by **September 15, 2019**. Trouble submitting? Contact Craig Rice tech@asianetwork.org