Proposal # \_\_\_\_\_\_\_

***Instructionally Related Activities* Report Form**

Sponsor:

Program:

Activity Title:

Date (s) of activity:

E-mail to the IRA Coordinator with supporting documentation at [lisa.ayre-smith@csuci.edu](mailto:lisa.ayre-smith@csuci.edu) within 30 days after the activity.

*Thank you for your commitment to engaging our students!!*

**A. address the following questions:**

(1) provide a description of the activity;

(2) how did the activity relate to a course(s) and/or learning objectives?

(3) what do you see as the strengths of the activity?

(4) What would you say are/were the activity’s weaknesses?

(5) how would you improve this activity for next time?

(6) what did you learn from the process?

(7) what are student responses to the activity? attach student evaluations or assessments (in accordance with ferpa restrictions you must remove all personally identifiable student information)

8) give a summary of expenses for the activity.

**B. ATTENDEE LIST- Separate supporting document:**

In addition to the report form, *in a separate document,* attach to your email a list of attendees complete with each student major and grade level. This for IRA Committee reference only and will not be published on the IRA website. Include your name and the title of your IRA activity on the document.

**C.IMAGES FROM ACTIVITY:**

Finally, include up to 6 images demonstrating student participation (under 2.5 MB total). You MUST include captions/titles for each photo. You may put these photos in a Word or PDF format, or attach these photos in JPEG format directly to email. Thank you!