***Instructionally Related Activities Report Form***

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

Sponsor: Please enter name

Program/Department: Please enter program

Activity Title: Please enter your activity title

Date (s) of activity: Please enter date(s)

Please submit via email to the IRA Coordinator along with any supporting documentation within 30 days after the activity.

**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 (do not include accounting strings)

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

In addition to the report form, *in a separate document,* please provide a list of participants that engaged in the instructionally related activity. This for IRA Committee reference only and will not be published on the IRA website.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:**

Please provide a few images in this document (or attached separately) that demonstrate student participation.

1. **PROVIDE A DESCRIPTION OF THE ACTIVITY**

Please enter response

1. **HOW DID THE ACTIVITY RELATE TO A COURSE(S) AND/OR LEARNING OBJECTIVES?**

Please enter response

1. **WHAT DO YOU SEE AS THE STRENGTHS OF THE ACTIVITY?**

Please enter response

1. **WHAT WOULD YOU SAY ARE/WERE THE ACTIVITY’S WEAKNESSES?**

Please enter response

1. **HOW WOULD YOU IMPROVE THIS ACTIVITY FOR NEXT TIME?**

Please enter response

1. **WHAT DID YOU LEARN FROM THE PROCESS?**

Please enter response

1. **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)**

Please enter response

1. **GIVE A SUMMARY OF EXPENSES FOR THE ACTIVITY.**

Please enter response

**B. ON SEPARATE DOCUMENT, PLEASE ATTACH ATTENDEE LIST (PERSONALLY IDENTIFIABLE INFO REMOVED)**

**C. PLEASE INCLUDE UP TO 6 IMAGES IN THIS DOCUMENT TO DEMONSTRATE STUDENT PARTICIPATION (or attached as a separate document)**