

# <<Program name/program year>> Final Report

Please complete this report instead of your usual monthly report for your last month of service.

## Section 1. Accomplishments

- A. List the items of your work plan, and evaluate your progress and the community/agency's progress toward achieving the objectives.
  - 1. Please identify how many total projects you completed during your placement
  - 2. Report the status of any projects not yet completed
  - 3. Also include projects accomplished that don't appear in the work plan
- B. What has been your major contribution to the community/agency?
  - 1. How is the community/agency different for you having been there?
  - 2. How many people do you believe benefited from your time in the community?
- C. What methods or approaches were most useful to you in achieving these successes?
- D. What were the main problems or "roadblocks" you faced? How did you deal with them?
- E. What would you do differently if you were doing your service term over again?
- F. What advice would you give to members just starting their service?
- G. Please provide names and contact information for key individuals at your site. This will assist program staff in future contacts with your site.

## Section 2. Support During Your Service Term

- A. Did our program staff contribute to your fieldwork? If so, please describe briefly. Do you have recommendations for future support?
- B. Did you receive adequate support from your community/agency?

Did anyone else assist you?

- C. What would have improved the support that you received at your site, from any/all of the above?

### **Section 3. Professional Development**

- A. What was the most useful part of your preparation for your assignment?

What was least valuable?

- B. Please list the professional conferences/workshops you attended while in this program. How valuable did you find the conferences?
- C. What suggestions do you have for improving the courses, workshops, and other learning opportunities in the program? What should be kept? What should be removed/changed?
- D. Professional development during the service term:
1. Please describe the major skills you learned and/or further developed during your service year and new understandings that you gained.
  2. What else would you have liked to have had an opportunity to learn/experience?

### **Section 4. Program Improvements**

Please provide any ideas that would improve our program, including ideas relating to site placement, field support, preparation, communications, or any other component.

Thanks for your input!