

## FRDA Final Report Guidelines – for Professional Development

At the completion of the FRDA, applicants must submit a brief report. Final reports will be due no later than **February 28, 2024**, for funding allocated in 2023. Reports should be submitted to Faculty Affairs at [mkfa@gmu.edu](mailto:mkfa@gmu.edu).

Your report should include the following components:

### A. COVER PAGE

- *Title for Professional Development Activity*
- *Full name, title, and contact information*
- *Total amount granted*
- *Period covered: from (format dd/mm/yyyy) to (format dd/mm/yyyy)*

### B. SUMMARY OUTLINE

*Please provide an overview of the activities, describing the following in a brief paragraph:*

- *The purpose of the activity.*
- *The key activities of the project.*

### C. OUTCOMES (maximum 2 pages)

*List the intended outcomes of the activity (from original proposal).*

- *Provide evidence of how the activity helped you develop as an instructor.*
- *Provide all outcomes that were achieved and the specific changes in your teaching or other instructional activity, particularly with regard to the courses you are teaching for Mason Korea.*
- *If any intended outcomes were not achieved, indicate the reasons or challenges.*
- *Provide any materials that were produced from this activity, such as a new special topics course, a new unit within a current course, a course redesign, etc.*
- *Provide any expected benefits from the activity that you expect to benefit our students.*