

Final Report Format

Thank you for dedicating time and energy to serving as a Medical Student Volunteer. We appreciate your commitment and the impact that you made throughout your service work.

The final report is a critical component of the evaluation of the program, providing important information and feedback about your service work and experiences during the program.

Your final report will help us evaluate and improve the program through the details you share about your service work and general experience. We look forward to learning more about each component of your work and its impact, and we value your feedback and suggestions.

Please utilize the outline below to prepare your report, and send it together with 3-5 photos within 30 days of completing the program.

Final Report Outline

Please include the following items within your final report. Note that portions of your report may be used in orienting future volunteers.

Service Experience

- Description of your service work, your primary activities, and the skills needed for your job(s)
- Service placement (or list of placements) in which you worked
- Your role in each service placement, how often you were there, length of time, in what capacity.
- Available resources -- materials and people

Impact of Experience

- How have you grown, what have you learned about yourself, what made an impact on you?
- How have you used your individual strengths?
- What were the highlights of your service work?

Recommendations

- What to read or study before arrival
- What to bring – clothing, resources
- Local Recreation opportunities, health services, shopping, etc.
- Local culture and cross-cultural issues

Logistics

- Your living situation, any benefits / issues

Please include the following items:

- 1) A short article (one page at most) about one of your experiences while working in the community or at the local hospitals
- 2) 3-5 photos of you 'in action' at one of your service sites (in JPG format)

All items should be emailed as attachments to Brittany Cooke at brcook@fiu.edu. Please feel free to reach out with any questions. Thank you once again for volunteering.