**[Department]**

**Monthly Report**

**[Date Submitted]**

**NOTE: Please maintain the format (11 pt. Calibri font, single line spacing, bulleted information) of this document when submitting to Academic Affairs. Please create submissions in the third person voice and follow the guidelines offered in the Style Guide.**

**NOTE: Please provide dates and locations for any events. Please send large pictures as separate files rather than integrating them into the Word file.**

**NOTE: Please report only the most significant events and activities.**

Key Initiatives

* This section should include news of exceptional prominence that may warrant national or international exposure. Departments should be ready to provide additional background materials, including imagery.

## Industry-Sponsored and/or Community Projects

* Please include events that occurred (client review, project launch, etc.), the date of the event, and the institutions and companies represented by the attendees. Individual attendee titles and names should only be included if noteworthy.

# Student and Alumni Matters

* If reporting on a current student, please include full name and class level (junior, senior, etc.). If reporting on an alum, please include full name, program of enrollment (Crafts, Product Design, etc.), and year graduated. Examples of content to offer includes competitions, exhibitions, domestic travel, guest speakers for a class, employment news, etc.

International Activities

* Please report information related to international activities by students, faculty, or staff. Examples include international travel, study abroad activities, etc.

Faculty and Staff Matters

* Please report information related to faculty activities and professional development such as conferences, workshops, publications, exhibitions, domestic travel, speaking engagements, continuing education, etc.

Program Activities

* Please report on interdisciplinary or collaborative projects, faculty and staff changes, scheduled summer activities, department exhibitions and speakers, etc.

# 