[Department] Monthly Report [Date Submitted]

* **Maintain the format (11 pt. Calibri font, single line spacing, bulleted information) of this document when submitting.**
* **Report only the most significant events and activities.**
* **Happenings will only be reported on once – if an event is included in a submission/monthly report before it occurs, it will not be reported on again after.**
* **Use the third person voice (do not use the terms I, we, our, etc.)**
* **Follow the guidelines offered in the Style Guide.**
* **Send large images as separate JPEG files; check URL links for accuracy before sending.**
* **Provide dates and locations for all events.**
* **If mentioning a course, include the course number and official name of the course, i.e. DPR225 Product Design II.**

Key Initiatives

* Include news of prominence that may warrant national or international exposure.
* Be ready to provide additional background materials, including imagery.

Industry-Sponsored and/or Community Projects

* Include events (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 and should be offered in the format of [company name][title][person], i.e. College for Creative Studies President Donald L. Tuski.
	+ Credentials after a name are not used with a title. It would be either College for Creative Studies President Donald L. Tuski OR Donald L. Tuski, PhD

Student and Alumni Matters

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

International Activities

* Report on international travel, study abroad activities, etc. that involve students, faculty, or staff.

Faculty and Staff Matters

* Report information related to faculty activities and professional development such as conferences, workshops, publications, exhibitions, domestic travel, speaking engagements, etc. Titles should be offered in the format of [rank] and [administrative title (if applicable)] [name], i.e. Professor and Chair Susan LaPorte or Associate Professor Erik Olson.
	+ The correct title for part-time faculty is Adjunct Instructor.

Program Activities

* Report on interdisciplinary or collaborative projects, faculty and staff changes, scheduled summer activities, department exhibitions and speakers, etc.
* Speaker names should be offered in the format of [company name (if applicable)][title][person], i.e. Writer and Educator Richard Russo or Pratt Institute Humanities and Media Studies and Writing Department Professor [Youmna Chlala.](https://youmna-chlala.com/page/1-Bio.html)