Goal: Faculty and staff exchanges are powerful learning opportunities, both for the host and visiting members. The benefits of these exchanges can be shared with others. The WCMER would like to support this second level learning by posting Staff Exchange Report Outs on our website. We believe that the following template will help in planning for, participating during, and following up after an Exchange.

Please take the time to fill out the following information, deleting this introductory text and the explanatory information in *italics*. When completed, please email it and any other documents, photos, or videos you would like to share to the Center Director ([gaolach@wsu.edu](mailto:gaolach@wsu.edu)).

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| **Title** | *Provide a short descriptive title of the Exchange.* | |
| **Exchange Information** | Host Program  City:  Program Area: *4-H, Nutrition, Food Systems, Urban Agr*  Staff Name(s): | Visiting Staff  City:  Program Area: *4H, Nutrition, Food Systems, Urban Agr*  Staff Name(s): |
| **Duration** | *# of days, weeks, or months to provide a sense of how in-depth the Exchange is.* | |
| **Program Change** | *Describe how you expect this Exchange to change the way you do programming upon return, this may include things like: new audience, more communities, program policies, marketing, new approach, etc.*  ***Before*** *your exchange, list what you expect to accomplish.* ***After*** *your exchange, document what you implemented upon return and/ or the timeline for implementation.* | |
| **Objectives / Goals** | *Develop prior to Exchange, what you plan to accomplish (Add as needed).* | |
| **Actions / Activities** | *Should be goal specific: what you did on the Exchange. Maybe provide pictures or videos if appropriate. Add space as needed.*  Goal 1: | |
| **Outcomes** | *Again, goal specific. What you learned on the Exchange / take away messages to share with others. Add space as needed.*  Goal 1: | |
| **Resources Developed / Acquired** | *Things like brochures, reports, syllabi, videos, etc that would be worth sharing (can be either visiting staff acquired on exchange or were developed as part of the Exchange.* | |
| **Reflection** | If you did not obtain your goals and/or objectives, please explain why. *E.g. more exchange is necessary (time, additional location, etc) – be as specific as possible.*  Based on this experience, will you seek out additional exchange opportunities? Why or why not? | |