

Scholarship Report Guidelines

As a recipient of the William & Margaret Breer Scholarship, you are required to submit **two reports** during your study abroad program in Japan.

These reports are an opportunity to reflect on your experience and share what you learned with the Japan-America Society of Washington DC (JASWDC) community. Reports may be shared publicly on the JASWDC website, in our newsletter, and/or on our social media channels.

1. Report Format

You may submit each report in **one of two formats**:

- **Written report:** 1–2 pages
- **Video report:** 2–5 minutes

The Scholarship Committee **encourages video submissions** as an engaging way to share your experience. However, either format is acceptable and will fulfill the report requirement.

Written Reports

Written reports should meet the following formatting requirements:

- **Length:** 1–2 pages
- **Title:** Include a title for your report
- **Name:** Include your full name
- **Margins:** No larger than 1 inch on all sides
- **Spacing:** No larger than double-spaced

You may use any standard, easy-to-read font and font size. Your report does not need to follow a specific academic citation or formatting style.

Video Reports

Video reports should be **2–5 minutes in length** and should clearly communicate the content and reflections described in the "What to Include" section.

You do **not** need to appear on camera. Your video may take any of the following forms:

- Speaking directly to the camera
- Narrating over photos or video clips
- Creating a photo or video essay
- Creating a narrated slideshow or presentation
- Combining any of these approaches

You are encouraged to use photos, video clips, captions, maps, or other visuals to help tell the story of your experience.

For the best viewing experience:

- Record or edit your video in **landscape (horizontal) orientation** when possible.
- Make sure your **audio is clear and easy to understand**.
- If you include text or captions, make sure they are large enough to read.
- You do not need professional equipment or editing software. A smartphone is perfectly acceptable.
- If you include music, please use music that you have permission to use.

Your video does not need to be professionally produced. **The content and reflection are more important than production quality.**



2. Mid-Term Report

Your **first report** is due following the completion of your first term/semester of study.

Your mid-term report should describe:

- **Your experience in Japan**
 - What have you studied, learned, or experienced academically?
 - What activities, experiences, or interactions outside of your studies have been meaningful to you?
- **What you have learned about Japan**
 - How has your experience affected your knowledge or understanding of Japan?
 - Has your experience changed, deepened, or challenged any of your previous perspectives about Japan?
- **Your goals for the remainder of the term**
 - What do you hope to accomplish, experience, or learn during the remainder of your academic term?

Your mid-term report should focus on your experience **so far** and what you hope to achieve next. You do not need to answer each question individually or follow a particular format.

Deadline: Your mid-term report is due **30 days after your first term has concluded**.





3. Final Report

Your **second report** is due following the completion of your second term/semester of study.

The final report should:

- **Reflect on your experience since your initial report**
 - What has happened, changed, or developed since your mid-term report?
 - What additional academic and non-academic experiences have been meaningful to you?
- **Reflect on your overall experience in Japan**
 - How has your experience affected your knowledge and understanding of Japan?
 - How has your perspective changed or developed throughout your time in Japan?
- **Look toward the future**
 - How will your overall experience during the scholarship fit into your future academic, professional, or personal plans?
 - What will you take with you from your time in Japan?

Your final report should build upon your first report rather than simply repeat it. You do not need to answer each question individually or follow a particular format.

Deadline: Your final report is due **30 days after your second term has concluded.**



4. Photos

Please submit **at least four photos with each report**:

- **At least three photos** from your time in Japan that help illustrate your experience
- **One headshot or solo photo** of yourself
- Accepted photo formats are **.jpg** or **.png**

You may submit the same headshot/solo photo with both reports if you wish, but the experience photos should help illustrate the experiences discussed in each report.

Photos may be used by JASWDC in future presentations and other communications featuring our scholarship recipients.

Please submit photos as separate image files. Do not embed the photos in a written report. Photos included within a video report do not count toward the required four separate photo files. Please submit your required photos as separate files along with your report, even if those photos also appear in your video.

5. Submission

Please submit the following materials **by email to scholarships@jaswdc.org**:

- Your written report or video report
- At least four separate photo files

Accepted report formats:

Written: .doc, .docx, or .pdf

Video: .mp4, .mov, or .avi

Please make sure that all files are attached to your email and can be opened before submitting.

6. Deadlines

You are responsible for submitting **both reports** by their respective deadlines.
You may not receive a reminder email from JASWDC.

Mid-Term Report: Due 30 days after your first term has concluded.

If you do not submit your mid-term report by the deadline, you will **forfeit the second scholarship payment of \$5,000. There will be no exceptions.**

Final Report: Due 30 days after your second term has concluded.

Please plan ahead to ensure that you have sufficient time to complete each report and submit all required materials.

Before You Submit

Please confirm that you have included:

- ☐ A written report (1–2 pages) **OR** a video report (2–5 minutes) in accepted format
- ☐ At least three photos from your experience in Japan
- ☐ One headshot or solo photo of yourself
- ☐ All photos submitted as separate .jpg or .png files
- ☐ All materials emailed to scholarships@jaswdc.org by the appropriate deadline

Questions?

If you have any questions regarding the reports, please contact JASWDC at scholarships@jaswdc.org.

