

North Georgia College & State University **Third Party Provider Vetting Guidelines**

*Adapted from NAFSA'S Subcommittee on Work Internship, and/or Volunteer Abroad (WIVA)
Best Practices on Vetting Partners & Developing Opportunities Abroad*

In order to ensure the quality of our program offerings, as well as, the safety of our students; North Georgia College & State University has created a process for vetting all third party providers and their program offerings. Only approved third party providers will be able to attend campus events, such as study abroad fairs, etc. to recruit students to participate in their programs.

When vetting a third party provider, North Georgia will follow the process below:

1. The person interested in developing a partnership will meet with the CGE Director and present a report on the provider. The items to include in this report are listed on the "Provider Information" section below.
2. The CGE Director will review the provider information and meet with the interested party to discuss the program in detail. CGE Director will:
 - a. Provide an in-depth overview of North Georgia as well as the goals the institution has in increasing global competency or international experiences.
 - b. Set-up phone calls and possibly visit the third party provider several times before the program is developed.
 - c. Provide them with examples of programs or projects North Georgia students have completed in the past.
 - d. Email colleagues (NAFSA, WIVA) for comments regarding the third party provider
3. If the provider is approved by the CGE Director, a site visit will need to take place. Upon completion of the site visit, a site visit report must be submitted to the CGE.
4. An after-action meeting will be scheduled with the CGE Director to evaluate the provider and site visit.
5. If the site visit and further conversations with the provider are satisfactory, the program will need to be developed.

Provider Information

Please use the questions below to develop a comprehensive report and submit for revision to the CGE Director.

1. Look the company up on the internet
 - A. Number of employees
 - B. Date established
 - C. Locations around the world
 - D. Products and services rendered
 - E. Types of programs
2. Email the company to request the following information
 - A. Annual Report
 - B. Information on their existing programs

- i. How many students per year do they send on their program?
 - ii. From what universities? How do they recruit?
 - iii. Academic credit? If so, how many credits?
 - iv. Required or optional coursework?
 - v. Any prerequisites that the students need to complete?
 - vi. Do they offer internships? Paid or unpaid?
 - vii. Full-time or part-time?
 - viii. What majors are their programs for?
 - ix. What level in school?
 - x. Average length of programs/timeframe?
 - xi. Application process? Application fee? Program fee?
 - xii. Language needed? What is the language of instruction?
 - xiii. In-country support?
 - xiv. Ability to handle work permits/visas
 - xv. Health insurance
 - xvi. Are scholarships available?
 - xvii. What costs are students responsible for?
 - xviii. Other included benefits (i.e. housing, meals) of the program?
 - xix. What is the program model?
3. Why are they interested in recruiting at your university/how did they hear about your university?
4. Ask for testimonials from previous program participants
5. What other similar options does your university currently have in that city or country?
6. For internship placements:
 - a. How do they vet their employers? What qualifications or requirements do they have in place that employers need to fulfill?
 - b. How are interns placed? Are there pre-set placements to which students apply or is the internship “customized” for the student?
 - c. What training or assistance do they provide to the employers who may be new to internships?
 - d. If they arise, how do they facilitate or resolve conflict or difficult situations between the employer and the student?
 - e. What methods or protocols do you have in place to evaluate both student performance and student satisfaction with the internship experience? How open are they to adjust to your specific evaluation needs?
 - f. What happens if the internship and the participant are not a good fit?
 - g. How early in advance, before they travel, does the student know what their placement is going to be?

After reviewing the report, the CGE director will set-up a meeting with the interested party to discuss the following items:

- a. Provide an in-depth overview of North Georgia as well as the goals the institution has in increasing global competency or international experiences.
- b. Set-up phone calls and possibly visit the third party provider several times before the program is developed.

- c. Provide them with examples of programs or projects (for internships only) North Georgia students have completed in the past.
- d. Email colleagues (NAFSA, WIVA) for comments regarding the third party provider

If the third party provider is approved by the CGE, a site visit will take place. The person interested in developing the program will apply for a site visit grant and conduct the site visit. Please refer to <http://www.northgeorgia.edu/Global/StudyAbroad/ProgramDirectors/> to download a site visit checklist. Use this checklist to guide your visit and submit a site visit report upon return to the CGE.