

INTERNATIONAL AGREEMENT REQUEST FORM GUIDELINES

The following guidelines should be used in completing the form:

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| 1. What activity is expected to occur within the time period of the agreement? | Provide specific information on the type and amount of activity that is expected to occur within the anticipated length of the agreement. Provide quantitative information, including frequency and the number of people expected to participate in the activity, whenever possible. |
| 2. How is activity covered by the agreement consistent with USC Columbia's mission? | Provide an explanation of how the activity covered by the agreement is consistent with the USC Columbia Mission Statement, which is located at (http://www.sc.edu/aboutusc/columbiaMission.shtml). The mission statement does not address international activity directly. However, certain sections can be related to the activity covered by an international agreement. One or more of the following excerpts from the mission statement could be used to answer this question and can be included in the explanation by referencing as "mission statement excerpt" a., b., c., d., or e.

Mission statement excerpts:
a. The primary mission of the University of South Carolina Columbia is the education of the state's citizens through teaching, research, creative activity, and community engagement.
b. At the heart of its mission lies the University's responsibility to state and society to promote the dissemination of knowledge, cultural enrichment, and an enhanced quality of life.
c. The University serves a diverse population of students with widely varying backgrounds, career goals, and levels of aspiration.
d. Recognized by the Carnegie Foundation as a top research and service institution... the University has a profound relevance, reach, and impact on the people of the state.
e. USC Columbia leads the way in providing all students with the highest-quality education, including the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world through engagement in nationally and internationally ranked research, scholarship, community outreach, and artistic creation. |
| 3. How is activity covered by the agreement academically sound? | The response should explain how the activity covered by the agreement is consistent with USC academic standards, and will depend upon the nature of the activity expected. For example, if the agreement relates to student study, reference should be made as to how academic credit is awarded, what the admissions criteria or program acceptance standards are, and how student learning outcomes are assessed. Relevant information about the academic standards and reputation of the partner institution should be included. Non-student agreements might include information about scholarly activity, credentials of visiting teaching faculty, quality of sources of external funding, or other indicators of academic soundness. |
| 4. How will activity covered by the agreement be appropriately administered? | The response should identify who is responsible for implementing the agreement activity, and who will provide administrative oversight for activity covered by the agreement. Information about how oversight will be conducted should be provided, for example, whether there will be periodic committee reviews, site visits, measures established for effectiveness, or other forms of evaluation. |
| 5. How will risk and safety issues related to activity covered by the agreement be addressed? | If agreement activity involves mobility of students, faculty, or staff to another country or bringing students or scholars to USC, supply information about how risk management issues will be addressed. Depending upon the agreement, this could include compliance with the requirements of the relevant international services office at USC (Study Abroad, International Student Services, or International Support for Faculty and Staff), arranging for health and emergency evacuation insurance, monitoring health and safety concerns in the relevant country, and establishing emergency contacts in the partner country. |
| 6. Is the agreement viable with respect to facilities, finances, and resources required to conduct the proposed activity covered by the agreement? | The response should provide the results of an assessment of agreement activity viability. Depending on the nature of the activity covered by the agreement, viability can be assessed on: whether adequate funds, personnel, and/or facilities are available to support the activity; whether student exchange balance is likely to be maintained; whether commitments made by USC can be realized; or other relevant considerations. |