Penn Global Seminars

Roles and Responsibilities

The terms below outline the logistical and financial responsibilities of the faculty leader(s) leading the Penn Global Seminar, the staff leader(s) accompanying the course, and Penn Global. Penn Global reserves the right to modify and amend this document and will notify course leaders of any changes in a timely fashion.

Faculty Leader Responsibilities:

1. The faculty leader(s) will hold primary responsibility for designing the course and the travel component. Faculty leaders are expected to design the overseas meeting and travel agenda and take the lead in arranging meetings, site visits, excursions, etc. Penn Global will work with the faculty leader, as outlined below, to arrange transportation and logistics related to the travel component of the course.
2. The primary faculty leader listed in the Penn Global Seminar proposal, along with the second faculty leader (if applicable), must teach the seminar for the full semester and travel with the students during the full duration of the travel period.
    a. The number of faculty per your PGS proposal is the total number of faculty that are to be associated with your course and travel component and cannot be adjusted after your PGS has been selected to travel. We budget each year based on total traveling faculty, so we cannot be flexible on this matter.
3. It is expected that the faculty leader(s) will participate in all aspects of the travel itinerary and will stay in the same accommodation with students for the entire duration of the travel component.
4. The faculty leader may request to have a teaching assistant (TA) or learning assistant (LA) for their class. This is not a requirement of a PGS, so is at the discretion of the faculty leader, and may have an impact on the budget, and ability to approve the proposal. Every PGS will have a Staff Leader regardless of whether they also have a TA/LA.
    a. Should faculty select a TA/LA they must notify their program manager **30 days prior** to the start of advance registration.

b. The TA/LA would function exclusively as academic support to the faculty leader (as outlined in the TA/LA Responsibilities section below) and not play any role in administrative, logistical, or other duties.
c. The faculty leader is responsible for defining the academic responsibilities of the TA/LA.
d. The faculty leader is responsible for either financially funding the TA/LA position or providing the position for academic credit. A TA/LA must either be a paid position or be receiving academic credit. If the TA/LA will participate in the travel component, the faculty leader is responsible for defining the scope of terms for their pay or credit during "working" and "non-working" hours of the travel component.
e. If the TA/LA will participate in the travel component, they will assume the space of one student traveler. Thus, the faculty leader will need to select one less student for the course.

5. The faculty leader is responsible for reviewing student applications and making final admission decisions in collaboration with Penn Global.
6. The faculty leader is required to attend a PGS Trip Leader Training prior to travel.
7. The faculty leader is responsible for rostering the course in his/her respective department and for seeking any departmental or School approvals required to teach the course. The faculty leader is further responsible for ensuring that he/she is compensated for teaching the course by the rostering department or another funding source, or to have the course counted toward his/her teaching load.
8. The faculty leader will work with Penn Global to schedule and conduct an initial class meeting, a group health consultation, and a pre-departure orientation and will convey the dates and times of these meetings to the students.
9. Faculty leader(s) must agree to the final version of the itinerary 6 weeks before the program departure date. If changes are necessary after this date, Penn Global will assess the feasibility with the program provider.
10. The faculty leader is responsible for submitting relevant expense reports to Penn Global within 10 days of the program's conclusion. The expense report must follow Penn Global Business Office guidelines. Please note that Penn Global only covers economy airfare.
11. The faculty leader must submit final grades **15 business days** after the program end date.

Staff Leader Responsibilities:

Prior to travel

1. Each PGS staff leader must meet with PGS leadership in Penn Abroad to review expectations prior to accepting the role.
2. All staff leaders must attend a PGS Trip Leader Training session prior to travel. They may also be required to attend mandatory trainings hosted by the Committee on International Travel Risk Assessment (CITRA).
3. Staff leaders are expected to attend the first-class meeting of the semester to meet the students and provide an overview of expectations and action items for the students leading up to travel. With permission of the course faculty leader and their supervisor, staff leaders may also consider attending subsequent class meetings.
4. Staff leaders are expected to attend a pre-departure orientation for the course, and, in collaboration with the faculty leader, assist in its delivery.
5. Staff leaders are expected to serve as support to the students leading up to the travel component of the course. With the support of PGS leadership, this may consist of providing guidance on visa applications (when applicable), sending email/phone communications to student leading up to the travel component and keeping abreast of entry requirements.
6. PGS staff leaders are eligible to receive a travel advance as per the program budget. Staff leaders who require a cash advance need to be mindful of the items below.
    a. The full travel advance policy can be found here. All travel advances must be approved by PGS Admin Staff prior to submission and include a detailed breakdown of the anticipated expenses being covered in the Concur request.
    b. Instructions on how to request a travel advance in Concur are here. You should submit your travel advance request in Concur 1 month before your departure date.
    c. Upon return, you will submit an expense report to justify the use of your outstanding travel advance. You will have to substantiate all your requests with appropriate receipts in the same way as all other expense reports. If you have any unspent funds, they will have to be returned to the University in the form of a personal check at this time as well. Instruction for applying your travel advance to your expense report is here.
7. Staff leaders who **do not yet have a Penn travel card** must request one as soon as they have confirmed their participation. It is a requirement that staff leaders have a Penn travel card to travel.
8. Please note, the staff leader does not have authority to approve expenditures or changes to the program itinerary in the planning phases on behalf of Penn Global.
9. Staff Leaders may utilize either a pre-approved daily per diem or submit their actual meal expenditures for reimbursement. If utilizing per diem, you should confirm your trip's allowable allotment with Penn Global at least 1 week prior to departure. Per

Diems are not eligible to be included in travel advances. They will be paid out during the expense report submitted post-travel, unless there are extenuating circumstances.

During travel:

1. The staff leader must travel to and from the program site with the class on the required group flights and may not add on other travel before or after the course.
2. The staff leader will serve as the primary liaison with students regarding any non-academic issue throughout the travel period.
3. The staff leader will serve as the primary liaison with the travel partners on site.
4. The staff leader is responsible for ensuring that the itinerary is executed on schedule.
5. The staff leader must always remain with the group throughout the itinerary and must ensure that students are accounted for and participating fully in all aspects of the program.
6. The staff leader must provide a written daily update to PGS leadership on each day of the travel period.
7. The staff leader must provide a curated selection of photos each day, along with relevant captions for use by Penn Global in marketing and outreach efforts.
8. The staff leader is responsible for managing all group expenses and payments on site, and for keeping receipts and a detailed expense log of all expenditures. The staff leader should use discretion when making purchases on behalf of the group during the travel period and must report all unanticipated expenses promptly to PGS leadership.
9. The staff leader is responsible for maintaining confidential student records and documents for the duration of the trip, including passport copies and health forms.
10. In the event of a student medical issue or other emergency, the staff leader should liaise directly with International SOS for assistance and provide continued support to the student until the issue is resolved.
11. In collaboration with the faculty leader(s), the staff leader is expected to assist in the resolution and documentation of any student misconduct issues, and for reporting back to Penn Global in a timely manner.
12. The staff leader must report any travel- or student-related issues to Penn Global promptly. In the event of a serious medical or safety emergency, please contact PGS staff immediately 24/7. The appropriate on-call staff member name and contact number will be provided prior to departure. In the case of any other issue abroad, staff leaders must provide a written summary in the daily report to Penn Global.
13. In the event of a student or faculty emergency (medical or otherwise) staff leaders should be prepared to remain in-country to provide the necessary student support. This may extend your time abroad. Staff leaders should ensure that their personal and

professional schedules allow for flexibility upon return in the event they need to remain abroad.

Post-travel:

1. The staff leader must meet with PGS staff to debrief the trip and provide any feedback.
2. The staff leader must reconcile all group and personal expenses in Concur within 10 days of returning to the United States.
3. If the staff leader has been provided with a cash advance, any unused funds must be returned to the University of Pennsylvania within 10 days of return.

Teaching Assistant (TA) or Learning Assistant (LA) Responsibilities:

In cases where faculty request a TA or LA, Penn Abroad will have to review the program budget to determine feasibility. If the participation of a TA or LA is approved, the number of student participants will be reduced by one, in order to cover the program fee (see below) for the TA or LA. Note, the TA or LA should serve as a critical academic role, which cannot be achieved solely by the faculty member.

Prior to travel

1. The TA or LA will define academic responsibilities with faculty leader for on-campus support.
2. TAs or LAs can either receive credit or payment for their participation and assistance with the course. These terms will be defined by faculty leader and will be agreed upon prior to the start of the course.

During travel:

1. TA or LA must adhere to Penn's Code of Student Conduct.
2. If applicable, TA or LA must sign any required liability forms for travel as required by Penn or by the course travel provider.
3. If applicable, TA or LA must meet all immunization requirements for entry to the host location of the course.
4. TA or LA must complete registration in MyTrips, Penn's Travel Registry, prior to departure.
5. TA or LA understands Penn Global will cover the cost of the program fee which includes roundtrip international airfare on the group flight, accommodations, ground transportation, entrance fees, some meals, and health insurance.
6. TA or LA will not receive a per diem and should be prepared to pay for any meals, personal expenses, or cultural excursions not included in the program fee on their own.
7. Any undergraduate TA or LA without grading responsibilities will share single-gender, multiple-occupancy accommodations for the duration of the program.

8. TA or LA must participate in all in-country activities and visits.
9. TA or LA must obtain an international phone plan, at their own expense, and will be added to any group messaging while traveling.
10. In the event of an emergency, the TA or LA can serve as an additional support to the staff leader and can assist with logistical components of the course. The Staff leader will indicate if and when this would be appropriate.
11. TA or LA will not have access to participant personal details (i.e., passport information) or medical information (i.e., vaccine records). This is the responsibility of the staff leader.

Post-travel:

1. TA or LA will work with faculty to complete all academic responsibilities.

Penn Global Responsibilities:

1. Penn Global will support the faculty leader with the application process for the PGS course. The faculty leader will establish the application requirements and have access to the student applications. The faculty leader will collaborate with Penn Global on final admission decisions.
2. Penn Global will provide support for all travel-related logistics, including coordination of on-site logistics, identifying, and liaising with travel provider, pre-departure preparation, document collection, and emergency response, if needed.
3. Penn Global will provide the faculty leader(s) and assigned staff leader with PGS Trip Leader Training in advance of the travel component, in collaboration with the Office of International Risk Management.
4. Penn Global, in coordination with the staff leader, will provide a pre-departure orientation for the class. Groups traveling to certain regions will also receive a group health consultation with Student Health Services. Groups traveling to heightened-risk regions will also receive a presentation by the Office of International Risk Management.
5. Penn Global will appoint all staff leaders for PGS courses.
6. Penn Global will coordinate the booking of a required group flight for all students and the staff leader. Penn Global will also assist faculty leaders in booking round trip airfare to/from the program site, whether as part of the group flight or on a separate itinerary.
7. Funding from Penn Global will cover all costs associated with the program on the ground, in addition to the airfare (economy class only) and meals and expenses (actual or at a per diem rate) for the faculty leader and staff leader. The per diem is equal to one half of US State Department per diem guidelines for meals and incidentals. If the faculty leader and/or staff leader is seeking a per diem to cover meals and expenses, the

per diem rate must be communicated in advance, less any group meals already included. Penn Global will also reimburse any incidentals occurred on behalf of the group while traveling (e.g., entry fees and tips). Penn Global will provide a cash advance to the staff leader to cover incidentals incurred on behalf of the group, as needed.

8. Penn Global will not provide any additional compensation to the faculty leader for teaching the course or leading the travel component. Any compensation required for lecturers or guest speakers must be approved by Penn Global in advance.
9. Penn Global will assess the $950 program fee against student accounts. In cases where a student is dismissed or voluntarily withdraws from the program prior to or during the travel component, Penn Global will determine whether to assess any additional withdrawal penalties against that student's account in addition to the program fee.
10. The $950 program fee is eligible for financial aid. Penn Global will work with Student Financial Services to review financial aid packages and provide any necessary aid adjustments.

NAME: _____

PROGRAM NAME: _____

DATE: _____

SIGNATURE: _____