



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. 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.
3. The faculty leader is responsible for reviewing student applications and making final admission decisions in collaboration with Penn Global.
4. The faculty leader is required to attend a PGS Trip Leader Training prior to travel.
5. 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.

6. 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.
7. 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.

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 **two** PGS Trip Leader Training sessions prior to travel.
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. PGS staff leaders are eligible to receive a cash advance as per the program budget and a Penn-owned cell phone with an international voice and data plan, for use during travel. Staff leaders who require a cash advance and/or a loaned cell phone must request 4-6 weeks prior to travel.
6. Staff leaders who do not yet have a Penn travel card must request one as soon as they have confirmed their participation.
7. 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.

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 remain with the group at all times 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 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.

Post-travel:

1. The staff leader must meet with PGS staff in Penn Global 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.

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 will provide a pre-departure orientation for the class. Every pre-departure orientation will include a presentation by a Penn Global staff member. 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 staff leader. Penn Global will also assist faculty leaders in booking round trip airfare to and 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.