Penn Global Seminars
Roles and Responsibilities

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

Instructor Responsibilities:

1. Instructors will hold primary responsibility for designing the course and the travel component. Instructors 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 instructor (as outlined below) to arrange transportation and logistics related to the travel component of the course.

2. The instructor who submitted the Penn Global Seminar proposal is expected to teach the seminar and travel with the students during the proposed time. It is expected that the instructor will travel with the students and stay in the same accommodation with students for the entire duration of the travel component of the PGS course. Instructors and/or staff leaders must travel to and from the program site with students on the required round trip group flight.

3. The instructor is responsible for rostering the course in his/her respective department and for seeking any departmental or School approvals required to teach the course.

4. The instructor is responsible for submitting relevant expense reports 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.
Penn Abroad Responsibilities:

1. Penn Abroad will support the instructor with the application process for the PGS course. The instructor will establish the application requirements and have access to the student applications. The instructor will make admission decisions in consultation with Penn Abroad.

2. Penn Abroad will provide support for all travel-related logistics, including coordination of on-site logistics, liaising with travel provider, pre-departure preparation, document collection, and emergency response, if needed.

3. The instructor and assigned staff leader will be provided with PGS Trip Leader Training by Penn Abroad and the Office of International Risk Management in advance of the travel component.

4. Penn Abroad will provide a pre-departure orientation for the class, which will include a presentation by a Penn Abroad staff member, a group health consultation with Student Health Services, and a presentation by the Office of International Risk Management (for groups traveling to heightened risk regions).

5. The staff member assigned to accompany the trip will provide on-the-ground logistical support, emergency support, and will be the primary contact to troubleshoot student issues as they arise.

6. Penn Abroad will not provide any additional compensation to the instructor for teaching the course or leading the travel component. Any compensation required for teaching assistants, lecturers or guest speakers must be approved by Penn Abroad in advance.

7. Funding from Penn Abroad 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 Government 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 should be communicated in advance, less any group meals already included. Penn Abroad will also reimburse any incidentals occurred on behalf of the group while traveling (e.g. entry fees and tips). If the staff leader would prefer a cash advance to cover incidentals incurred on behalf of the group, this will be arranged by Penn Abroad.

8. Penn Abroad and the course instructor will coordinate the booking of a required group flight and will bill the students directly.

9. Following enrollment in the PGS course, Penn Abroad will assess a non-refundable deposit from students enrolled in the course which will count towards the group airfare cost. If the student drops out of the course prior to travel, the deposit will be forfeited.

10. Any approved costs to students associated with their participation in the course are eligible for financial aid. Penn Abroad will work with Student Financial Services to review financial aid packages.
Staff Leader Responsibilities:

Prior to travel
1. PGS staff leaders should meet with Laurie Jensen and/or Erica Sebastian in Penn Abroad to review expectations prior to accepting the role.
2. All staff leaders must attend a PGS Trip Leader Training prior to travel.
3. Staff leaders are expected to attend a pre-departure orientation for the course, and, in collaboration with the faculty leader(s), assist in its delivery.
4. 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.
5. 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.
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 maintaining confidential student records and documents for duration of the trip, including passport copies and health forms.
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 travel program.
6. 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.
7. The staff leader is responsible for ensuring that the itinerary is executed on schedule.
8. 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 reporting back to Penn Abroad in a timely manner.
9. 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.
10. The staff leader should use discretion when making purchases on behalf of the group during the travel period, and report all unanticipated expenses promptly to PGS staff.
11. The staff leader should take photos of group activities throughout the trip, and should provide a written daily update to PGS staff.

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12. The staff leader must report any travel- or student-related issues to Penn Abroad 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 to you prior to your departure. In the case of any other issue abroad, please provide a summary in your daily report to Penn Abroad.

Post-travel:
1. The staff leader must meet with PGS staff in Penn Abroad 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.

Student Responsibilities:
1. Students are required to maintain good academic standing in the Penn Global Seminar as well as their regular course load. Students must also maintain good judicial standing at Penn.
2. Students are required to complete the travel component of the course as part of their grade. If extenuating circumstances (health or personal issues, or inability to fulfill the requirements above) prevent the student from participating in the travel component of the course, s/he should work with the professor to find a suitable alternative (for example, an additional research paper).
3. Students must travel on the required round trip flight selected by Penn Abroad.
4. Students are responsible for completing online pre- and post-decision application pieces in the Penn Abroad portal by the posted deadlines.
5. Students are required to complete a pre-departure orientation and post-travel evaluation.

Key Contacts:

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