How to Plan a Global Course

More than 6 months prior to desired course rostering term:

1. Instructor creates detailed global course budget including all reimbursable and non-reimbursable expenses and all costs of student travel. Only expenses included in the budget will be deemed allowable expenses. Include travel and lodging for instructor and TA/travel assistant (1 per course), students lodging and all group meals and admissions. A global course budget template is available. (note: students may be responsible for direct payment of some expenses, for example vaccines or visas.
2. Instructor meets with the following to discuss budget, appropriate procurement for travel and other expenses:
    - Finance team
    - Director of financial aid
    - Registrar

At least 6 months prior to course rostering (August for spring courses, January for fall courses)*

3. Instructor submits global course teaching request to Dean and program's governance committee at least six months prior to intended start period of the proposed course. Requests should include: title, course description, intended program, semester or rough travel dates (ie: winter break 20xx)
4. Apply for Penn Global Engagement Fund, if applicable
5. Hire TA (non-exempt employees not eligible due to department of labor restrictions) providing a job description at the time of hire to be included in the appointment letter – contact sp2finance@sp2.upenn.edu, standard pay rate applies
6. Develop timeline for course information session, application deadline, and enrollment decisions
7. Following course approval, schedule and hold a course information session for prospective students in the course. This will most likely require advertising the course via social media, program email lists, postering on campus, etc. In addition to information about course content, expectations, workload, the information session should include, but is not limited to:
    a. Course application, deadline to register, date of admission decisions
    b. Cost of program fee plus out-of-pocket expenses
    c. Required visas and/or vaccinations, their costs, where to obtain and procedure
    d. Expectations of conditions in host country (lodging, food, transport, weather, Covid, flexibility, etc)
    e. Cancellation by student, cancellation by faculty/University, required waiver form
    f. Travel insurance is required and is included in program fee (automatic ISOS in non-Covid time, "cancel for any reason" for purchase during pandemic)
    g. Required session with Penn International Risk Management (to be organized by instructor) for all registered participants
    h. International student travel information
8. Complete all items in International Trip Leader Checklist including:
    - Register course on Penn Global with MyTrips
    - Schedule/hold required session with Penn International Risk Management
    - Double check Penn's group travel during Covid checklist
9. Reserve all lodging, group meal, and itinerary arrangements (purchase-ahead tickets, speakers, ground-travel, etc) using World Travel or specialized travel agency if useful in securing best rates

10. If "cancel for any reason" travel insurance is needed (ie during pandemic), purchase this for all students, instructor, and TA affiliated with the course
11. Prior to travel, check Penn Covid travel website for any testing requirements

*confirm with Dean, as more time may be required for approval process

Helpful Links (alphabetical order)

- International student travel information
- International Trip Leader Checklist
- MyTrips
- Penn Global Engagement Fund
- Penn Group travel during Covid checklist
- Penn International Risk Management
- sp2finance@sp2.upenn.edu
- Travel insurance
- vaccines
- visas
- waiver form
- World Travel