PM GLOBE FAQS

1. Why is it important for me to submit a copy of my passport?

We build a database with this information that helps us determine the type of visa you’ll need to travel to your assigned country and make sure you have the appropriate documentation to reenter the U.S. This will also allow you to access the PM GLOBE ranking system to rank your preferences for sites, projects, and roommate.

2. How will I know what to do and when to do it?

We will communicate with you via the globe@marshall.usc.edu email address. You should also check https://globalprograms.marshall.usc.edu/ often.

3. How do I choose a PM GLOBE site?

Select a site by the value it will add to your education, your resume, and your future career goals.

4. How are people assigned to sites if there are more requests than there are spaces?

Students will be assigned to sites based on their top preferences (and capacity availability). If a site is oversubscribed, students will be randomly selected for that site; students not selected will be assigned to sites based on their next preference (and site capacity availability).

5. Is there a first come, first served policy in site assignments?

No. As long as you indicate your site preferences via the PM GLOBE Travel system during the allotted time, you will be in the same pool as everyone else who ranked sites.

6. When will I know where I am going?

Site assignments will be posted electronically in the PM GLOBE ranking system before the winter break.

7. Once I am assigned to a site, can I switch?

Yes. You must find someone willing to switch with you, and all trades must be completed before 5 p.m. on the deadline.

8. How will I know if I need a visa for my PM GLOBE country and how do I apply?

The Office of Global Programs and Partnerships will notify you if you need a visa and supply you with the details on how to apply. In most cases, you can apply through our office without appearing at the consulate yourself.
9. Will I get to list my preferences for projects after I know what city I am going to and will I receive specifics on projects before I select?

Yes. You will receive information on projects and we will ask you to rank your preferences.

10. How are projects assigned?

Once you’ve ranked your project preferences on the website, the site faculty will assign projects.

11. Once I am assigned to a project, can I switch?

Yes. You must find someone willing to switch with you and get approval from the site faculty. All trades must be bilateral and be completed before 5 p.m. on the deadline.

12. How can I select a roommate?

We’ll ask you to go to the PM GLOBE Travel system and access the list of students traveling to the same site. From that list, you can select a person, and the website will automatically send them an email. If they in turn select you, then you are done! If you don’t select a roommate during the allotted time, we will select one for you.

13. Can I request a single room?

In the PM GLOBE ranking system, select the “single” option. If you choose to request a single room, there will be an additional cost, which will vary by location.

14. What does the program fee cover?

The fee covers the following:

1) Roundtrip airfare (LAX to your PM GLOBE sites)
2) Airport transfers (A transportation company will meet the group at the airport with an English speaking guide and provide adequate transportation for the group and luggage.)
3) Hotel accommodations (in a Western-style hotel with business center facilities in a central location within the city)
4) Breakfast daily in the hotel (with a range of choices that permits flexibility for the group’s schedule)
5) Lunch (Monday through Friday) in a strategic location to avoid excessive travel
6) Ground transportation (Monday through Friday) with a reliable company that provides an English speaking guide
7) Program development fee for in-country partners
8) On campus meals and activities related to country conferences and final presentation
In addition to these tangible services that we’ve purchased, the intangibles are:

- the reliability of the travel agency and subcontractors
• the assurance of 24-hour service and emergency availability

There are many details to be considered in addition to the travel:
• providing logistics for over 150 students, faculty, and staff traveling to 6 countries and 9 cities for the PM GLOBE Program
• arranging meals, receptions, business meetings, presentations, and audio/visual equipment
• maintaining a schedule that fits with our hosts’ schedules
• doing business with vendors/companies that can provide the service we need in a reliable and professional manner

YOUR FEE DOES NOT INCLUDE STAFF OR FACULTY TRAVEL COSTS.

15. Can I upgrade from coach to business/first class?

Yes. Fees will vary by airline and will be based on availability.

16. Can I use miles to purchase my roundtrip airfare between LAX and my destination?

No. This is not allowed because the university negotiates a group package, which includes airfare, hotel, ground transportation, and some meals. If you choose to use miles for your tickets, you will not be refunded for the ticket cost.

17. Who takes care of the travel arrangements for the trips?

The Office of Global Programs and Partnerships will handle all travel arrangements for each group. You are responsible for transportation to and from LAX. We will take care of your flights, ground transportation in the destination country, daily breakfast, and lunch (Monday-Friday). We will advise you on the visa requirements for each country. In most cases, we will also help you apply for your visa (if required).
18. How should I dress on the trip?

Business attire is most appropriate and expected for meetings and site visits. We also recommend bringing casual clothing for after hour activities.

19. Can my spouse or significant other travel with me?

No. PM GLOBE is an academic class, and the activities are not open to non-registered Marshall students. PM GLOBE is an intensive 24 hour/day experience, and having spouses and significant others will interfere with this educational process. Spouses and significant others, if they wish to, are encouraged to meet up with PM GLOBE participants on Friday evening. You must confirm the end of official activities with the faculty on your trip.

20. What if I have questions about traveling in general?

Please visit our website: https://globalprograms.marshall.usc.edu/ for updates. Also, you can email the Office of Global Programs and Partnerships at globe@marshall.usc.edu or call us at 213-740-1875.

21. Can I stay in the country beyond the group return date?

Attending Marshall School classes is very important, and Marshall faculty expect students to return directly after the PM GLOBE trip is completed. However, if you plan to make changes to your return ticket, you may communicate with the airline directly and make alternate arrangements. Changes to your ticket on the return portion will include additional charges that you will need to pay directly to the airline. We will communicate with you before the winter break about this process.

22. Can I start the trip early?

No. This is not an option. The negotiated package requires we depart as a group but allows the option of extending the stay.

23. Do I have to sign the travel release, release authorization, informed consent, program cancellation policy, and medical treatment authorization forms?

Yes. To travel with the program, you must sign these forms. These are standard forms required by the University of all students traveling abroad under the auspices of a USC program.

Specifically, the release authorization form will allow us to purchase your ticket, pre-register you with your home embassy, and obtain travel health insurance coverage for your travel. It is effective for a brief period of time, and it will only allow us to share your information with specific designated agencies.