PRIME FAQs

1. How will I know what to do and when to do it?
   We will communicate with you via the Global Programs site and the prime@marshall.usc.edu email address about all the necessary tasks and deadlines.

2. How do I choose a PRIME site?
   Select a site by the value it will add to your education, your resume, and your future career goals.

3. How will I make my preferences known?
   We will ask you to go to the PRIME Travel System (access through MyMarshall/Academic) and fill in the required fields to access the ranking process.

4. When will I know where I am going?
   Site assignments will be posted electronically in the PRIME Travel System in late early November. We will also send the assignments out via email.

5. How will I know if I need a visa for my PRIME 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. Look for emails with more information.

6. Will I get to list my preferences for projects after I know what city/cities 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 list your preferences.

7. How are projects assigned?
   Once you’ve ranked your project preferences on the website, the site faculty will assign projects.

8. 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.
9. How can I select a roommate?

You will be asked to go to the PRIME 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 him or her an email. If that person in turn selects you, then you are done! If you don’t select a roommate during the allotted time, we will select one for you.

10. What does the program fee cover?

1) Roundtrip airfare (LAX to your PRIME sites)

2) Airport transfers (A transportation company will meet us at the airport with an English speaking guide and provide adequate transportation for our 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 our 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

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 200+ students, faculty, and staff traveling to 8 countries and 12 cities for the PRIME 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 FEES DO NOT INCLUDE STAFF OR FACULTY TRAVEL COSTS.
11. Can I upgrade from coach to business/first class?

Yes. Fees will vary by airline and be based on availability and airline restrictions and are on a first come, first served basis. Contact the airline directly for more details once the group tickets are issued.

12. 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.

13. 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, breakfast daily, 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).

14. How should I dress on the trip?

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

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

No. PRIME is an academic class, and these activities are not open to non-registered Marshall students. PRIME 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 PRIME participants on Friday evening or Saturday afternoon, depending on when official activities finish at the various country sites. You must confirm the end of official activities with the faculty on your trip.

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

We will post information on the Global Programs site. You can also email the Office of Global Programs and Partnerships at prime@marshall.usc.edu or call (213) 740-1875 with your questions.

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

Yes. You will be able to contact the airline directly once group tickets are issued. Changes to your ticket on the return portion will incur additional charges that you will need to pay directly to the airline.
18. Do I have to sign the travel release, release authorization, informed consent, 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.