

# Associated Colleges of the Midwest **Florence Program**



## **Student Handbook ♦ Fall 2010**

*Beloit*      *Carleton*      *Coe*      *Colorado*      *Cornell*      *Grinnell*      *Knox*  
*Lake Forest*      *Lawrence*      *Luther*      *Macalester*      *Monmouth*      *Ripon*      *St. Olaf*

The ACM Florence Fall Student Handbook is intended to help prepare you for your semester in Florence and to give you an initial sense of what to expect academically and personally while you are there. It is revised each year based on comments from the previous program participants to include more current information and contains information on various logistical arrangements for your trip. It is, in effect, a reference tool that provides you (and your parents, to whom a copy will also be sent) with the information you need as you make arrangements to participate in the program. It is important that you read it carefully as preparation for the telephone orientation session and raise any questions you may have either in that orientation session, or individually with the ACM Program Associate, Heather Everst, or the Director of International Study Programs, Carol Dickerman. You need also take it with you when you travel to Florence, as it contains important contact and schedule information, as well as information about academic and other arrangements for the program.

**Program Overview**

The ACM Fall Florence program provides an immersion in Italian arts and culture, of both the present and the past. Taking advantage of the extraordinary legacy in Florence, Renaissance art and culture is the focal point of the academic program, with almost daily site visits integral to classroom teaching. To an extent not possible in the classroom, students view works of art *in situ*, and are also challenged to understand them in the context in which these works were created. An elective studio art class allows students to gain an appreciation for the creative process, while Italian language classes, homestays, and interaction with Florentines on a daily basis provide immersion experiences for program participants. At the end of the program, students should have a working command of Italian sufficient to live independently in Italy, an understanding of the creative process that is grounded in one of the most richly productive moments in history, as well as the ability to analyze paintings, buildings, and other works of art, whether in Florence or elsewhere in the world.

Italian art and culture, in both the present and the past, are at the center of the ACM's Fall Florence program. In addition to the required Italian language course, students choose from among course offerings in Renaissance art history, Italian culture, and studio art. The program begins in late August with an academic orientation comprised of a four-week intensive Italian language course, lectures on aspects of contemporary Italy, and introductory meetings/background readings for the elective classes. With the exception of the Italian language course, all courses are conducted in English. Florence itself is the laboratory for the program, and site visits are a valuable part of the courses. The program also includes two weekend excursions, to Venice and Rome.

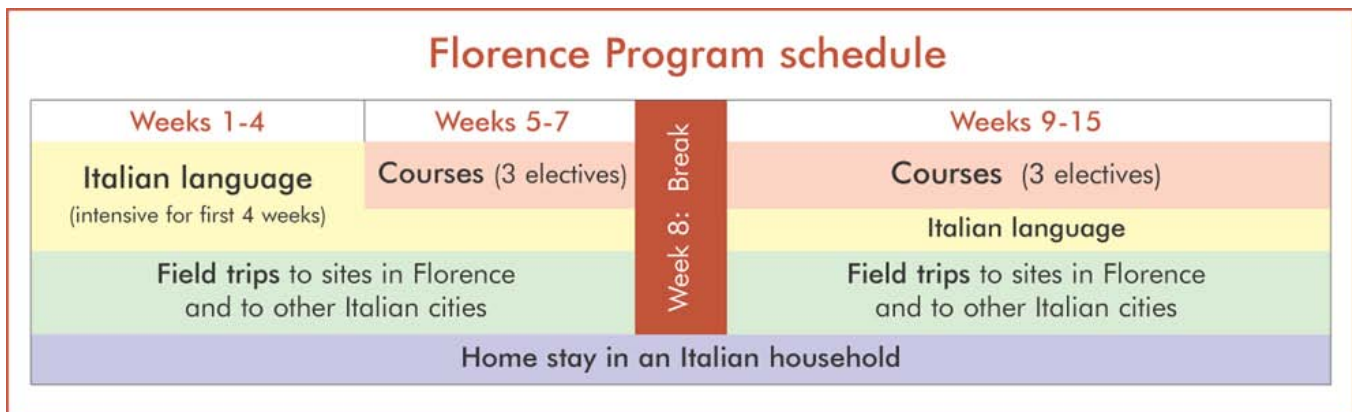
When students first arrive on site, they are housed in a local hotel, a short walk from the Santa Maria Novella train station. After the several days, students will be placed with Italian host families with whom they will live for the duration of the program. While some or all members of the host family will likely speak English, the host families provide a wonderful opportunity for students to practice their Italian and to learn about Italian customs and mores. Breakfast and an evening meal will be provided by the families.

## II. Calendar

The following dates are a necessarily spare outline of the program calendar. Although you'll be taking several field trips throughout the semester, dates for those trips have not been finalized and are not listed here. You'll receive a more comprehensive schedule from the program staff when you arrive in Florence.

A note on **having visitors**: while it's fun and important to be able to share your new surroundings with friends and family, please keep in mind that the program will require you to manage a workload comparable to what you'd experience on your home campus. Visits will be more enjoyable for both you and your guests if you don't have class and homework assignments on your mind. We ask, therefore, that **parents or friends avoid visiting while the program is in session.**

|  |   |
|--|---|
| Arrival in Florence                        | Sunday, August 29, by 7:00 pm             |
| Orientation & Italian language class begin | Monday, August 30                         |
| Classes begin                              | Monday, September 27                      |
| Venice Trip                                | Friday October 1 – Sunday, October 3      |
| Fall break                                 | Friday, October 15 – Sunday, October 24*  |
| Rome Trip                                  | Thursday, November 4 – Sunday, November 7 |
| Classes end                                | Friday, December 10                       |
| Departure from Florence                    | Saturday, December 11                     |



**Plan to arrive at the Hotel by 7:00 p.m. on Sunday, August 29.** Later that evening you'll meet the program staff and other students in the lobby and have dinner together. Meeting times and places will be posted in the hotel. Language classes begin the following morning at 9:00 a.m. That afternoon you'll join the program staff for an orientation to the city and the program. During orientation you will be matched with a host family.

\*During the Fall break, your room with the family is paid for throughout the break, but meals will not be provided. That is, the last meals before the break will be dinner on Thursday, October 14 and breakfast the following morning; the first meal after break will be dinner on Sunday, October 24.

### III. Academics

The Florence program will be different from your home campus in terms of academics. Writing and doing research are central to the program, just as they are on campus. Yet without the resources of your college library, unlimited internet access, or your usual study spots, you may find it challenging to do research and write. Although you won't have all the same resources you may be accustomed to on campus, you'll have a unique opportunity in Florence to use the city as a source of information: museums, architecture, newspapers, historical sites, and living, breathing Italians will all, in one way or another, contribute to your research. The Florence program also has a small, focused library of about 1,000 books to help you with your research. The program staff, too, will be valuable resources to you. Remember that what you take away from the program at the end of the semester will depend completely on your own curiosity and personal initiative.

In order to fit in field trips, site visits, lectures, and other activities, courses in Florence are highly structured and may meet for longer stretches of time than on your home campus. Also, you'll likely find that the material from one course dovetails with material presented in your other courses. Philosophical ideas presented in one course, for example, may provide a background for understanding the artworks discussed in another. Some of your classes will be taught almost entirely on site, in essence allowing you to do primary source research on both well- and lesser-known works. Keep in mind that participants in this program generally come from a wide range of academic backgrounds and interests. If you feel that a subject of interest to you is being taught at too basic a level, or with the assumption of greater prior knowledge, talk to your instructors. They are always willing to discuss your questions, suggest supplementary readings, and help you focus or pursue your interests.

You'll take four classes while you're in Florence. Italian language is required for all participants, and the three remaining classes are electives. Each of the four courses is worth four credits, for a total of 16 semester credits. With the exception of studio art, classes meet at the Linguaviva Scuola d'Italiano, an independent language school that teaches Italian to students from all over the world. Italian classes are taught solely in Italian by Linguaviva staff, and the school has made space available to ACM for the elective courses taught in English by ACM faculty. The classrooms serve as a study area when not in use. Since the students live all over the city, Linguaviva is often a central meeting place.

At the beginning of the program, Linguaviva staff will administer a placement test to evaluate your level of proficiency in Italian and assign you to the appropriate class if you already have some background in Italian. The test is only for placement purposes and has no bearing on your eventual grade in the language class. Students with no prior experience with Italian will be placed in the beginning class. You will be studying Italian at Linguaviva for a total of 122 hours, and you'll complete about 75% of those hours in September. Classes are held from 9:00 a.m. to 12:40 p.m., Monday through Friday. During the afternoons in September there will be orientation sessions, lectures on aspects of contemporary Italy, and some introductory meetings for other classes, in which you will be assigned background reading. After September, language study continues less intensively, and you will spend most of your time in your elective classes. Italian classes will meet, three times a week, and your other classes will each meet for five to six hours per week. With the exception of the language courses, all classes are conducted in English.

#### Program Courses

In addition to the Italian course, you will enroll in three of the elective courses listed below. A course enrollment preference form will be sent out from ACM on June 14 as an e-mail attachment, and you should fill it out and return it to ACM by June 21. (Students who neglect to return the form will be placed into courses by the ACM.) Under normal circumstances, **taking more than one course from the same instructor is not allowed.** There are occasional exceptions to this, such as when a student needs specific courses to fulfill requirements for a major. Requests for such exceptions must be submitted in writing with the course enrollment form.

Even if your enrollment form is the first to arrive in the ACM office, please keep in mind you aren't guaranteed your top three choices. This program has a small overall enrollment and a limited number of course options, each with a limited number of spaces. You may find that you've been placed in a course you ranked fourth or fifth. Some courses will naturally appeal to you more than others, but even so, try to keep in mind that all the elective offerings, while different in content, endeavor to give you a deeper understanding of Florence and its histories.

Students should not make plans that will prevent them from meeting their academic obligations to the program. Make-up classes and exams are arranged only at the discretion of the instructor; unexcused absences could result in lowered grades. Please keep in mind when you make reservations to come home, the program will end at noon on the last Friday of the semester. No arrangements will be made to take exams earlier than scheduled.

## **Italian**

**Instructors: Linguaviva Staff**

**Required, 4 credits**

Instruction emphasizes spoken colloquial Italian and is most intensive during the first four weeks so that students may quickly acquire conversational ability. Classes are taught completely in Italian. The Linguaviva instructors are not just language teachers but also rich sources of information about Italian culture. After the first 4 weeks, students are reassessed and placed in a new course with other ACM students with the same level of Italian proficiency. The final course grade is cumulative of the whole semester.

## **Celebrating the City: the Image of Florence as Shaped Through the Arts**

**4 credits**

"Nothing more beautiful or wonderful than Florence can be found anywhere in the world", wrote historian Leonardo Bruni in 1403. The citizens of renaissance Florence proclaimed the power, wealth and piety of their city through the arts, and left a rich cultural heritage that still surrounds Florence with a unique and compelling mystique. This course will examine the circumstances that fostered such a flowering of the arts, the works that were particularly created to promote the status and beauty of the city, and the reaction of past and present Florentines to their extraordinary home. The city's civic and religious monuments will often be our classroom as we explore the artistic manifestations of faith, family, philosophy, and politics. Transitioning from the renaissance roots of Florence's image as a cultural Mecca to its effect upon modern citizens and visitors, we will interview current residents of the city, study the 1966 flood that threatened Florence's artistic treasures, and view a comic opera that portrays renaissance Florence and family pride from a century perspective.

## **The Professional Artist in Renaissance Florence**

**4 credits**

This course will examine the professional life of the renaissance Florentine artist, from his apprenticeship in a workshop to the production of works for important patrons. Among the topics to be considered are the relationship between masters, assistants and apprentices, the guild system that fostered and controlled artistic output, agreements and balance of power between patrons and artists, and the socio-economic conditions that contributed to the growing demand for art and the elevation of the artist's status from craftsman to independent creator. These and other matters related to the practical life of the artist will be addressed through a combination of lecture, discussion, site visits, and readings from primary and secondary sources. During site visits we will have the opportunity to observe artists and artisans who are maintaining some of the same techniques used in the renaissance.

## **The Politics of Art in Renaissance Florence**

**Instructor: Gail Solberg**

**4 credits**

Major monuments of the Florentine Renaissance, notably those of a religious nature, were sponsored by groups or individuals whose aims were to a large degree political. This course looks at a variety of material asking where political motivation lies. We start with the layout of the city then focus on conspicuous buildings, including the cathedral, major churches, and civic structures, particularly the town hall. Next we move inside to look at the subdivision of large spaces, such as the various areas of a grand religious edifice, and their still smaller units which are family chapels. Finally we

scrutinize single objects or décor such as fresco cycles, altarpieces, and tombs to discover the implicit (political) messages embedded in the visible forms. The course presents architecture, painting, and sculpture with a heavy emphasis on the latter two media. It privileges the 15th century background to great developments in the 16th century, arguing that the much-noted political brokering of the famous Medici family was based on patterns of behavior and art sponsorship established earlier.

### **Florentine Renaissance Art: From the Age of Lorenzo il Magnifico to Cosimo I. c. 1469 - c. 1539**

**Instructor: Josephine Rogers Mariotti**

#### **4 credits**

The course proposes to survey the development of the arts in Florence from the time of Lorenzo di Piero de' Medici (the Magnificent) to the early reign of Cosimo I de' Medici, the second Duke of Tuscany. Using the figure of Leon Battista Alberti and his treatise on painting as a bridge between the early and later renaissance, the course will begin with a brief survey of the artistic culture and major workshops of late 15th century Florence (Pollaiuolo, Verrocchio, Botticelli, Perugino, Ghirlandaio), the training ground of the masters of the High Renaissance whose lives and works will be our next focus. These include, among others, Leonardo, Michelangelo and Raphael, Filippino Lippi, Fra Bartolomeo and Andrea del Sarto. More than a monographic study of each, we will attempt to reconstruct their stylistic and cultural interactions and environment. Our trip to Rome will allow us to witness the decorative cycles of Michelangelo and Raphael in the Vatican - paragons of a "golden age" dramatically interrupted by the "Sack of Rome" of 1527. With the spread of influence of their "grand manners", our focus will shift to the next phase of development termed as 'Mannerism' or "Maniera", a phase of Renaissance art that we will endeavor to define and explore. Our investigation of this "post-classical" or "post-peak" era begins with the early experimental and expressively charged art of Pontormo, Rosso Fiorentino and other Tuscan masters who coincide chronologically and for only certain stylistic tendencies with the followers of Raphael and Michelangelo in Rome and beyond. The challenge here is to detect and analyze the transformations in style and content that lead to the early stages of the artistic activity in Florence at the time of Duke Cosimo I de' Medici. The courtly production of one of the epoch's greatest protagonists, Agnolo Bronzino and that of other personalities will conclude our studies. In-class sessions will alternate with visits to monuments and museums in and around Florence allowing students to integrate their academic studies with direct experience of the works and artists under study.

### **Studio Art: Drawing the Human Figure**

**Instructors: Cecil Studios Staff**

#### **4 credits**

This course will teach a historic technique for drawing from a live model, from casts of famous statues and from the city itself. Live models will be used for full figure drawing and casts for portraiture. Classroom instruction will take place in the Charles H. Cecil Studios, the most historic Florentine atelier still in active use ([www.cecilstudios.org](http://www.cecilstudios.org)). Students will also work with sketchbooks around Florence. Enrollment is limited to 12 students.

The studio art elective meets 3 times a week during the late afternoon. No prerequisites are required for the studio art elective thus, students who do not consider themselves artists are encouraged to sign-up. After taking the studio art course, students will know how to draw.

### **Credit and Grades**

It is your responsibility to consult your college registrar about grading, course credit arrangements, and course registration policies for off-campus studies. Checking with your registrar and advisor is particularly important if you expect plan to use your courses in Florence to fulfill school or departmental requirements. During the first week of the program, students will be asked to indicate whether they wish to have letter grades recorded on their transcripts or the pass/fail option. The grade choice form will briefly describe the rules for each ACM college, but if you need to be certain how the courses will appear on your college record, it's your responsibility to learn about your college's policies ahead of time. **Once the grade choice form has been submitted, you will not be allowed to make changes**, so make sure you are clear on policies for awarding credit at your college. You also need to make sure you have fulfilled courses for your major and other requirements at your institution.

If you are not an ACM student, you should make the necessary arrangements in advance with your own college registrar. You will still fill out the grade choice form to confirm the arrangements you've made and to let the ACM office know which courses you're taking.

At the end of the program, grade recommendation forms will be sent to your college registrar, and the 16 semester credits will be converted into your college's credit system.

So that your academic progress is not impeded by a semester off campus, be sure to consult your registrar about registration and housing for the spring term following your return. In most instances this can now be done on-line, but you will want to confirm the arrangements for doing so before you leave campus in the spring.

## IV. Preparing to Go and Arrival

### Passport & Visa

As you know, you need a valid passport and a visa to study in Italy. ACM facilitates this process by taking students' passports and visa applications to the Italian consulate in Chicago; this must be done within 90 days before travel to Italy. ACM will provide you with the visa application form and instructions for completing it. It must be completed and returned to the ACM, along with your passport, photos (see below), and a U.S. priority express mail envelope by **May 21, 2010**. ACM will then take these materials to the consulate, and they in turn will issue the visa and return your passport to you via priority mail within three to four weeks. Please be sure to send your visa materials and passport to ACM via in a U.S. priority express mail, and note too that the Italian consulate requires a U.S. priority mail envelope for returning your passport to you. You'll receive additional information about the visa process, including an application form and a sample for completing it early in May.

If, for some reason, you are unable to send your passport to ACM by May 21, 2010, you will need to apply for your visa in person through whichever Italian consulate has jurisdiction for your home state. ACM will provide you with a letter verifying your acceptance in the program, but it is your responsibility to inform yourself about the other requirements for your visa. (Visa requirements, as well as consulate hours, can vary from one consulate to another.)

### Passport-sized Photos

As part of the visa application, students send **one** passport-sized photo to the ACM office. Students need to bring 4 more passport sized photos with them to Italy: three for your residence permit, and one for your Linguaviva ID. (You may need more if you plan to visit countries in Eastern Europe that require visas for entry.) You can get these photos taken at most Walgreens and Kinko's stores, or the post office. **Photos should be in color, approximately 2"x2", and on photo-quality paper. They should show your full face against a white background, and should not be more than six months old.**

### Residence Permit

In the week after you arrive in Florence, you will go to the post office to apply for your residence permit. This document, called the *permesso di soggiorno*, grants official permission to live in Italy. The cost of the permesso di soggiorno is not covered by the program and students should budget about 70 euros to cover the cost. In order to successfully obtain your permit, you must present the following items to the Italian authorities:

- Your passport, containing your student visa, and the letter of support from ACM
- Three passport-size photographs
- **Proof of financial support.** This can be a copy of a credit or debit card in your name, or a copy of your or your parent's bank account statement.

### Travel Arrangements

You should make your travel arrangements so as to arrive by **7:00 pm on Sunday, August 29**. In making your travel plans, you may wish to make some comparisons before finalizing your arrangements; we suggest that you consult various websites like Kayak, Orbitz, and Expedia; a travel agent such as STA Travel which specializes in discount travel for students; and/or a travel agent in your home town. When you make your flight reservations, be sure to factor in enough time to make connections between planes and/or trains so that you'll arrive in Florence safely and at a reasonable time.

We encourage you to find another program participant to travel with using the student list, which includes email contact information. An added advantage of traveling with other participants is that you'll have someone to help keep an eye on your things when you go to the bathroom or to get a snack.

### **If you fly into Florence:**

Generally, flying all the way to Florence is the simplest and most convenient of all these options, but it may also be a more expensive option. Your itinerary will involve catching at least one connecting flight somewhere in Europe, from Amsterdam or Paris, for example. You'll then catch a connection to Florence, to Amerigo Vespucci Airport, located about three miles outside Florence. This is the point at which to splurge on a taxi from the airport into the *centro*—you'll probably be a bit jetlagged and also will have all your luggage with you. The taxi ride takes about 20 minutes and costs about €20. (You'll be charged extra for your bags, and this additional cost will be added in to the fare shown on the meter.) There is also a bus service called Volabus run by Sita/Ataf which is located outside the terminal towards the right past the line of taxis that will take you from the arrival terminal in the airport to the Florence station square, a short walk from the Hotel. The Volabus runs every 30 minutes. The €4 ticket to ride the Volabus can be purchased on board. Thus Volabus does costs less than a taxi, but if you have a lot of luggage it's definitely worth taking a taxi from the airport.

### **If you fly into Rome:**

Arriving in Rome is usually a few hundred dollars cheaper than flying into Florence, and the train ride from Rome to Florence will treat you to some breathtaking views of the Italian countryside. When you arrive at Fiumicino Airport, follow signs to the airport train station. At the *biglietteria*, or ticket window, buy TWO tickets: a ticket for €11 to Stazioni Termini, the central train station in Rome, and a ticket for €33 to Firenze SMN on the Eurostar train, which will get you to Florence in under two hours. When you ask for your ticket to Florence, ask for the first Eurostar leaving Termini after your train from the airport arrives.

The train from the airport does not have assigned seating, so after you validate your ticket at the end of the track, just get on any car that has space. Read how to validate your ticket on page 9. You'll arrive on the far side of Termini station, and should walk in toward the main part of the station until you're at the head of the tracks. If the platform, or *binario*, is not printed on your ticket, look for your connecting train information or visit the information window. The track numbers and departing information for each train are posted on an illuminated board hanging above each platform. Seats are assigned on the Eurostar train, and your ticket will be printed with a *carrozza* (car) number and a seat number. The *carrozza* number is displayed on the side of each train car.

When you return to the U.S., you may need to stay at a hotel or hostel in Rome the night before your flight leaves, since it can be difficult to get from Florence to Rome before noon. One inexpensive and comfy option is the Alessandro Palace ([www.hostelalexandropalace.com](http://www.hostelalexandropalace.com)), at Via Vicenza 42, a five-minute walk from Stazione Termini. To get there from the train station, follow signs toward Via Marsala. Turn left on Via Marsala, right on via Vicenza, and walk a few blocks until you reach number 42 (on your left). The first train from Termini to Fiumicino airport leaves at 5:52 am (buy your ticket the night before!).

### **If you fly into Pisa:**

To fly into Pisa, look for a USA-London-Pisa routing or Delta's direct flight from New York (JFK) to Pisa. When you land, you can easily take a train from Galileo Airport. Buy a ticket at the Information booth to the right of the exit from customs. Then, without going outdoors, walk from customs to the opposite end of the airport passenger terminal and down a corridor to the railroad platform. Signs mark the way: a FIRENZE Santa Maria Novella (SMN). Trains leave almost every hour from the airport, and more frequent service is available from Pisa's central train station. You can check the schedule from Pisa to Florence at [Trenitalia.com](http://Trenitalia.com) The trip from the Pisa airport to Florence takes a little over an hour. The last train leaving Pisa for Florence is at 11:03 pm.

### **If you fly into Milan:**

Flying into Milan and taking the train to Florence should be a last resort because it involves one of the most complicated plane-to-train connections. On your return trip to the U.S., plan to spend a night in Milan, as it's impossible to get a train to

Milan for any flight that leaves before 2 p.m. If you're transiting through Milan by catching a connecting flight into Florence you'll have less of a problem, although you need to be sure that your arriving flight and connecting flight leave from the same airport. Otherwise, you may wind up changing airports to catch a connecting flight to Florence. Milan has three airports: Malpensa for intercontinental flights, Linate for Italian and some European flights, and Bergamo Orio al Serio for some budget airlines including RyanAir.

From Malpensa International Airport in Milan, an Airpullman bus meets international flights 8:00 a.m. to midnight. It costs approximately €4 and takes 60 minutes. Get off at the Milano Centrale train station, not Garibaldi. Do not take the Nuova Malpensa Treno Express, which goes into the center of Milan and does not stop at the Centrale Station.

From Forlanini-Linate Airport, SEAV (orange signs) operates a coach service to Centrale every 20-30 minutes. Purchase tickets from the driver. The ride will be about 45 minutes. The coach will stop at the Garibaldi train station also; you should go to Centrale.

From Orio al Serio you can take the Autostradale bus to Centrale station for about €7. Trains leave every 30-45 minutes; travel time is about an hour.

### Passport Control & Customs

When you first arrive at an Italian airport, you will be directed to the *Immigrazione e Controllo dei Passaporti* (Italian immigration officials) for a passport and visa check. There are sometimes different lines for foreigners entering Italy and citizens of the EU, so check the signs to make sure you're in the right one. Once you're waved through passport control, you'll proceed to the baggage claim area and then to Customs, where you may or may not be asked to stop. When cleared by the Italian officials, head to the lobby area of the airport, near the bus and taxi loading area. Airport officials will speak English, so if you need help, don't be afraid to ask someone.

### Currency

After you pass through customs, you'll need to get some euros for your trip into Florence if you haven't done so already. It's a good idea to have some euros on hand before you leave for the program, but you'll find that most points of entry have ATMs, banks, or currency exchange offices conveniently located as you pass through customs and immigration. As of April 2010, the exchange rate for dollars to euros was roughly \$1 to €.71. (€ is the graphic symbol for the euro.) You can use euros throughout most of Western Europe, with the exception of Britain, Denmark, Poland and Switzerland.

### Trains

Train tickets can be purchased at the *Biglietteria* (main ticket office). Check out the official site of Italian Railways at [Trenitalia.com](http://Trenitalia.com) for train schedules, stations, special offers, etc. Italian train tickets are good for two months after you purchase them, but you need to **validate your ticket** just before you get on the train. This is called *convalidare* in Italian. Look for a yellow or gold colored box about 15" x 20". You stick one end of the ticket into a slot at the top of the box and the date and time are printed on the ticket. If you fail to validate your ticket, before getting on the train, you can be fined about \$30.

There are several types of trains. With a few exceptions, the trains which travel within one region—like Tuscany—charge only the base ticket price called a *biglietto*. **IC (Intercity)**, **EC (EuropeanCity)**, and **EN (EuroNight)** trains charge a supplement or *supplemento*. An even faster and fancier train called **ES (Eurostar)** costs even more. Some **EX (Espresso)** and **IR (InterRegional)** trains now need a *supplemento*. Remember to ask for *secondo classe* because it is not worth paying more for a first class ticket. Check the schedule before you buy your ticket and specify which train you are taking, so they give you the proper ticket.

For overnight trains, you can reserve a sleeping shelf called a *cucchette* which costs about €15 in addition to the *biglietto* and *supplemento*. The trip from Rome to Florence takes about one and a half hours on the Eurostar; the trip from Milan takes over three hours. Non-Eurostar trains can take up to twice as long as Eurostar trains, so the faster trains are generally worth

the extra money. During the middle of the day trains leave at 30 past the hour from Rome and on the hour from Milan. Trains are less frequent early in the morning and late at night.

**Keep an eye on your valuables and suitcases at all times when you are traveling.** Beware of gypsy children trying to pick your pockets, particularly in train stations, churches and other places frequented by tourists. They travel in groups and getting rid of them may require some aggressiveness or physical action on your part. Above all, do not keep your money or your passport in exterior pockets and hold other belongings tightly. Pickpockets on buses are also very common.

## Communications

### E-Mail and Computers

There are two computers at Linguaviva for ACM students to use to write and print papers. Be aware that Linguaviva closes at 6pm. There are several internet cafes within walking distance of Linguaviva, and with your Linguaviva student ID you can get discounted rates. Students will need to register for the service and are responsible for paying an hourly rate for the time they spend online.

Past students on the Florence program recommend bringing a laptop if you have one. Linguaviva has a wireless internet connection, so you can use email and the internet at school from your laptop. With a voltage converter/adaptor, you can plug your computer in at school or in your room at home. You will not have access to your host family's phone line for dialup internet use, however, and they are unlikely to have a wireless connection. Before you go, be sure to check the battery life and other functions on the computer, and have any repairs taken care of, because computer repair is slow and very expensive in Italy.

If you bring your laptop, please keep in mind that you need to take adequate precautions to keep it from being stolen, as indeed you would at home. You will want to make sure that it is insured, likely through your [American] family's property insurance policy, as ACM does not provide insurance coverage for personal property.

### Mail

While you are in Florence, you should **not** receive mail at your host family's residence. Instead, please ask your family and friends to send mail care of Linguaviva (see address in the Program Contact Information section). Staff will be there to accept the post during business hours, and you can pick up your mail everyday on your way to class.

### Receiving Packages

**ACM does not recommend that you receive any packages.** Customs charges a flat fee on all incoming packages containing books, used items, or things for which no value is declared in the shipping documents. If a value is declared on the package, however, you (the receiver) will be charged 20% of the declared value for customs fees, plus an additional 20% for value-added tax. One recent participant received a box of books from home with a declared value of \$200 and was forced to pay 40€ (\$50) to get the package out of customs. It is a huge hassle to get items out of customs and for those reasons we ask that packages not be sent. Ask family and friends sending you packages not to send anything expensive or valuable (e.g., mp3 players, computer equipment, cameras) and to declare the package's contents worth nothing. Also, be sure your family does not send you anything that will arrive after you've left Florence. Airmail packages sent from the U.S. take about two weeks to arrive plus additional time if they get held up in customs. Finally, **be sure to bring all the prescription medication you'll need for the entire semester, because it is very difficult to send medicine through customs.**

### Telephones and Cell Phones

You can bring your US cell phone, provided that you call your cell phone carrier in the US for an unlock code. You can then purchase SIM cards in Florence for use on your existing phone. Alternatively, you may opt buy an inexpensive cell phone in Italy and purchase minutes for it. It's a simpler process than in the U.S.—unlike most cell phone companies at home, you

are not required to sign a service contract in Europe, there is no monthly allowance for minutes, and you don't get a bill. Instead, you buy a SIM card for about 5-10 euros with a certain number of minutes, similar to using a calling card. When those minutes run out, you simply pay for a recharge. There are three principal servers in Italy: Tim, Wind, and Vodaphone. You should compare prices when you arrive, since many telephone stores offer special packages. You can also check with the various providers to make sure that the calls your phone receives from US will be free. You might also inquire with a former program participant on your home campus about buying his or her Italian cell phone.

You may receive telephone calls at the Hotel Duca D'Aosta or the home of your host family, but you should plan on making calls to the U.S. only from your cell phone or from a pay phone if you have a credit card. This is a courtesy to your family, because in Italy the phone company frequently makes the mistake of billing callers for collect calls. Receiving bills for an ACM student's transatlantic calls has been very distressing to both host families and the proprietors of the hotel.

**To call the U.S. from Florence**, dial the international calling code (00) + country code (1 in the U.S.) + 3-digit area code + 7-digit number. **To call Florence from the U.S.**, dial the international calling code (011) + country code (39 in Italy) + city code (055 in Florence) + number. **Calls within Florence** must begin with the city code (055).

When making international calls, remember to account for the time difference:

|                         |         |   |                         |          |
|-------------------------|---------|---|-------------------------|----------|
| <i>Florence time...</i> | 9:00 pm | → | <i>Eastern time...</i>  | 3:00 pm  |
|                         |         |   | <i>Central time...</i>  | 2:00 pm  |
|                         |         |   | <i>Mountain time...</i> | 1:00 pm  |
|                         |         |   | <i>Pacific time...</i>  | 12:00 pm |

## Money

The amount of money you'll need in Florence depends upon your plans, tastes, and habits. Most members of last year's group spent between \$2,000 and \$4,000 (including food for lunch), but if the exchange rate drops, you might have to budget for more. We recommend being prepared to spend about \$3,000, but only you know your spending habits. You'll need to adjust this figure to fit your own lifestyle and budget. Your major daily expenses will include lunch and personal necessities. (For information on how much you can expect to spend for personal needs such as shampoo, a newspaper, or a movie ticket, please see the Cost Information Sheet included in your acceptance packet.) On program-sponsored field trips to Rome and Venice your breakfast and dinner will be provided for you, just as they are in Florence. The program also provides bus passes for students who live too far from Linguaviva to walk comfortably to school. Those who live within easy walking distance of the *centro* will not receive a bus pass.

You'll need more money if you plan to travel on your own before, during the program break or after the program, or if you plan to buy a lot of gifts and other things to take home with you. Be sure to budget for the cost of your travel, accommodations and meals during the program break. **If you decide to stay with your host family over the break you will be responsible for the cost of meals during this period. You can arrange to pay your family for meals or eat out.**

## Credit and Debit Cards

Using debit and credit cards is the safest and most convenient way to handle your money while you're abroad, and it is recommended that you bring one of each type. ATMs on the PLUS and CIRRUS networks are available throughout Europe, and can be used to withdraw currency from your American account. ATMs almost always offer better exchange rates than banks and currency exchange offices. It is advised that you withdraw money from the ATM located inside the bank during banking hours, in case of a problem. Take out large amounts less frequently rather than withdraw small amounts more frequently, in order to minimize on ATM fees.

**Before the program starts**, inform your bank and credit card provider them that you will be spending a semester in Florence so that they won't block activity on your card, thinking it was stolen. In the unfortunate event that your card

actually *is* lost or stolen, make sure you know the procedure for obtaining a new one while you are overseas. You should also ask about the fees that you will be assessed for using the card abroad.

While ATM and debit cards work well, this should not be your only means of getting money—ATM and debit cards can get lost, stolen, or eaten by cash withdrawal machines. You should also bring along some hard currency in dollars—perhaps \$100 and \$200—and a credit card. These can be useful in emergencies or if you travel outside of Florence. Visa is more widely used than other credit cards, but you should not plan to use it with the frequency that you likely do in the U.S., as many small businesses in Europe will not accept it. We recommend that you bring \$150 extra in case you lose your debit and credit cards, and please keep this money in a hidden place at your host family's home.

### **Cash**

All airports will have ATMs, and for a fee of one or two euros you can withdraw some cash as soon as you arrive in Europe; this is probably the smartest option in terms of getting a good exchange rate. Still, you might want to purchase some local currency before you leave home so you won't arrive in Europe, possibly tired and a little disoriented, without money for a taxi, bus, or train ride into town. If you decide to buy euros in the U.S., buy only enough to tide you over for the first few days. Foreign currency can be purchased in the U.S. at any bank with an international banking department and at some airports. **Don't keep more than €50 in cash in your wallet at a time.**

### **Medications and Other Medical Preparation**

As part of your preparation to go abroad, please read carefully information from the Centers for Disease Control (CDC) about medical conditions in Western Europe. The website is: [.cdc.gov/travel/destinationItaly](https://www.cdc.gov/travel/destinationItaly).

You should share this information with your doctor or the physician who signs your Medical History form and your parents. You will want to make sure that any recommended vaccinations are up to date.

If you take one or more prescriptions drugs regularly, you will want to be sure you can continue this medication while abroad. Speak with your physician about the possibility of obtaining a supply to take with you. (And please make sure to keep it in its original container, and in your carry-on luggage.) If you cannot get a supply to take with you, you will want to see if this medication can be obtained in Italy and to have the generic name. Most drugs are available in Italy, although they may be compounded somewhat differently. You should not plan to have drugs (of any kind) sent to you while abroad.

### **Insurance**

ACM provides health insurance coverage for all students participating in its programs. This coverage is through HTH Worldwide, a company with long experience and excellent service in providing health coverage for students abroad.

The policy with HTH provides a broad range of coverage for students' medical treatment while abroad. Among the features of the policy are:

- Coverage for both routine office visits and hospitalization;
- No exclusion for mental disorders or alcohol-related accidents or illnesses;
- Coverage for prescription drugs;
- No exclusion for pre-existing conditions (except in the case of pregnancies beginning before the start of the program);
- Medical evacuation coverage; and
- No deductible.

The policy covers students from the day before the start of the program through the day after the program ends, and thus includes the time to travel to and from the program. The coverage is valid not only in the host country, but also for any travel to another country during the inclusive dates of the program—e.g., during program vacation periods.

The policy, however, should **not** replace any coverage you have in the U.S., nor should you discontinue your American health insurance coverage—it provides only limited amounts of coverage for follow-up treatment of illnesses or injuries which begin while you are abroad provides and only for up to 60 days.

The cost of this coverage is included in your program fee, and ACM will handle your registration for the insurance. It is also possible for you to purchase independently additional coverage to extend the days that you will be covered by the ACM policy. (If, for example, you plan to leave early for the program site or to do some traveling after the program, you can extend the policy.) The cost of this additional coverage is \$7.55/week. ACM will be sending to you in the next several weeks a welcome letter and an ID card from HTH; the welcome letter will describe how to log on to [www.hthstudents.com](http://www.hthstudents.com) to view the tools available to you and to purchase any additional coverage. (You will need the ID number provided in the card and also a credit card to which the cost of the additional coverage can be billed. It is also possible to purchase the additional coverage by phone.)

Please remember that medical insurance does not cover personal property. You may wish to purchase insurance for loss or theft of personal property such as laptops and cameras.

## **Mental and Intellectual Preparation**

Over the summer you will receive a list of books you'll need for your courses in Florence, and it's recommended that you buy them in the U.S. before you go, from a site like [amazon.com](http://amazon.com). You also will be asked to read one or two books before the program starts. Meanwhile, start to do some general reading about Florence, Tuscany, and Italy. Most libraries have collections of travel guides that can answer questions you have about customs and culture in Italy and what to see and do while you're there. You'll make many discoveries on your own, but a good travel guide and map can help you get your bearings in an unfamiliar city and reduce the time it takes to start feeling at home. Many of the host families have hosted students in the past and might have their own library of books left behind by ACM students. If you bring books with to Florence but bulk becomes an issue on the journey home, leaving it in Italy is also an option.

Spend some time in the art history section of your college or public library looking at books on some of the art and historical sites you will see in person when you get to Europe. Try to read at least one history and one art history book from the reading lists below. Try Italian novels in translation for recreational reading, too.

Make a special effort to keep up with current events in Europe and North America. Past participants have remarked that their European friends were well informed about politics and interested in American current events. You may be asked your opinion on many international current events as well, so it helps to stay apprised of what's going on in the world. Newspapers with good international and domestic coverage include *The New York Times* and *The Guardian*. Also useful are general news magazines such as *Time*, *Newsweek* and *The Economist*. All of these publications are available online as well as in print.

### **Travel Guides**

*Blue Guide: Florence*

*Florencewalks*

*Fodor's Italy*

*Frommer's Italy*

*Lonely Planet Florence / Lonely Planet Italy*

### **Art and History of Florence and Italy**

Eve Borsook, *The Companion Guide to Florence*

Gene Brucker, *Renaissance Florence, The Golden Age 1138-1737*

Martin Clark, *Modern Italy 1871-1982*

Peter d'Epiro and Mary Desmond Pinkowish, *Sprezzatura: 50 Ways Italian Genius Shaped the World*

George Holmes, *The Oxford History of Italy*  
Christopher Hibbert, *Florence: The Biography of a City*  
Ross King, *Brunelleschi's Dome: How a Renaissance Genius Reinvented Architecture*  
Ross King, *Michelangelo and the Pope's Ceiling*  
Richard Turner, *Renaissance Florence: The Invention of a New Art*  
Giorgio Vasari, *Lives of the Artists* (abridged edition that includes lives of 15th century masters as well as earlier masters)

### **Fiction, Plays, Poetry, Lighter Non-Fiction**

George Eliot, *Romola*  
E.M. Forster, *A Room with a View*  
Barbara Harrison, *Italian Days*  
Nathaniel Hawthorne, *The Marble Faun*  
D.H. Lawrence, *Etruscan Places* and *Sea and Sardinia*  
Mary McCarthy, *Stones of Florence*  
Tim Parks, *Italian Neighbors, A Season with Verona*  
Luigi Pirandello, *Six Characters in Search of an Author* and *Enrico IV*  
Beppe Severgnini, *La Bella Figura; A Field Guide to the Italian Mind*  
Alexander Stille, *The Sack of Rome*

Also look for novels by Italian authors Italo Calvino, Carlo Cassola, Giuseppe Lampedusa, Carlo Levi, Elsa Morante, Vasco Pratolini, and Leonardo Sciascia.

### **Films**

*Under the Tuscan Sun* · *Il Postino* · *Otto e mezzo (8½)* · *Pani e Tulipani (Bread and Tulips)* · *Life is Beautiful* · *The Garden of the Finzi-Continis* · *Tea with Mussolini* · *The Best of Youth*

### **Online Resources**

[www.acm.edu/florence](http://www.acm.edu/florence) – ACM Web site and links  
[www.linguaviva.it](http://www.linguaviva.it) – Linguaviva Scuola d'Italiano, your Italian language school and the ACM program headquarters  
[www.cecilstudios.org](http://www.cecilstudios.org) – site of the studio art course in Florence

### **Travel & safety info**

[.travel.state.gov](http://.travel.state.gov) – Travel information from the U.S. Department of State  
[www.tsa.gov](http://www.tsa.gov) – Transportation Security Administration site, listing items permitted and prohibited aboard an aircraft  
[www.studentuniverse.com](http://www.studentuniverse.com) – Discount travel for students, recommended by past participants  
[www.cdc.gov](http://www.cdc.gov) – Centers for Disease Control; health information for travelers

### **Tourism**

[www.lonelyplanet.com](http://www.lonelyplanet.com) – Lonely Planet online  
[www.firenzeturismo.it](http://www.firenzeturismo.it) – Agenzia per il Turismo di Firenze (Tourism Agency of Florence)  
[www.eurail.com](http://www.eurail.com), [www.railpass.com](http://www.railpass.com) – Eurail and country-specific rail passes  
[www.trenitalia.com](http://www.trenitalia.com) – Italian Railways site  
[www.hihostels.com](http://www.hihostels.com) – Hostelling International site  
[www.worldcitizensguide.com](http://www.worldcitizensguide.com) – resources for international travelers

### **Online news sources**

[www.nytimes.com](http://www.nytimes.com) – *New York Times* online  
[www.bbc.co.uk](http://www.bbc.co.uk) – BBC online  
[www.corriere.it/english](http://www.corriere.it/english) – *Corriere Della Sera*'s Italian Life section (in English)  
[www.lanazione.it](http://www.lanazione.it) – Florence newspaper *La Nazione* (in Italian)

## Packing Considerations

Past participants have provided valuable advice about how to pack for Florence, and many will tell you that one of the first things you'll learn there is that you can live and be happy without a lot of stuff. **Pack light!** There is literally nothing you can forget, run out of, or discover a need for that you can't get in Florence or live without for four months.

Program alumni recommend bringing one small or medium-sized suitcase, plus a backpack for field trips and weekend traveling. Backpacks, large gym bags, army surplus duffles, or other bags with shoulder straps are a good option. Large suitcases are not practical for in country travel. Keep in mind, too, that you will leave Italy with more than you brought, so allow some space for those extra acquisitions. If you plan to do any travel before or after the program, bear in mind that you'll have to keep all your luggage with you.

The baggage limit for transatlantic flights on most airlines is two pieces of checked luggage (furthermore, there won't be room to store more than two bags in your living space). Double check with your airline about the baggage limits for both checked and carry-on luggage. In general, each checked bag should weigh no more than 50 pounds, and its total dimensions (length + width + height) cannot exceed 62 inches. In addition, each passenger is usually allowed one piece of carry-on luggage that cannot exceed 25 pounds or 45 inches in total dimensions. If you exceed the weight and/or size limits for baggage, you might be charged an additional fee, so check with your airline in advance. Don't lock your checked luggage until it has been sent through the X-ray machines at the airport, as airport personnel may ask to search it. You can purchase special travel locks at hardware and travel stores for about \$10.

The baggage limit on flights within Europe is more stringent. On most intra-European flights you are allowed one piece of checked baggage, with a limit of 20 kilos, or 44 pounds, and one piece of carry-on luggage.

To increase the odds of your luggage reaching Florence when you do, make sure at check-in that each bag is correctly tagged not only with your name and address, but with the destination airport's three-letter code as well. Before departure, itemize your bags' contents and their worth. Inside each bag, pack a copy of your itinerary, and include your name, address, and phone number. When you arrive, if your bags are damaged or fail to arrive, file a written report with the airline before leaving the airport.

**We strongly recommend that you carry your money, passport, and any valuables in a money belt beneath your clothes while you're traveling.** You can get one for under \$10 at specialty travel shops or discount stores like Target or Wal-Mart. It's an unfortunate truth that petty thieves and pickpockets are common in larger European cities, especially on trains and in train stations. Do not presume that you will be immune to this, and do take precautions to prevent it. In the recent past, one student's purse was stolen off her shoulder in the *centro* of Florence in broad daylight. In her purse she was carrying, among other things, her passport, driver's license, credit cards, and several hundred euros in cash. Protect yourself against theft. Buy a money belt and use it **at all times** when you're traveling.

Carry on anything you'll need immediately upon arrival. Check the Transportation Security Administrations website for the latest carry-on luggage restrictions ([www.tsa.gov](http://www.tsa.gov)). **Never put prescription drugs or valuables in your checked luggage.** To avoid a delay at customs, carry medications in their original packaging. You might also ask your doctor to write a spare prescription using the drug's generic name, since brand names may vary from country to country. If you wear glasses or contacts, bring an extra pair.

### Clothing

You'll need warm-weather clothing to get you through the end of summer, cold-weather clothing for the beginning of winter, and clothes for the months in between. In September you can expect hot and humid weather for most of the month. October will most likely be cooler, but pleasant, with the possibility of some rain and cold weather. November usually means a mixture of chilly fall and mild winter weather. It doesn't get as cold in Florence as it does

in the Midwest, but it does get into the 30s (°F) and it is rainy and damp in winter months. Past participants emphasize the need for warm clothes; many have had to buy winter coats in Florence. Although it's unusual for temperatures to be very low until December, most Italian apartment buildings don't begin heating until November 1. You may be chilly indoors even when it's not that cold outside.

Try to bring clothes that will layer well and adapt to different seasons and situations. If you know you'll wear something only once or twice during the semester, leave it home. Wash-and-wear clothing is recommended, since dry cleaning and laundromats are expensive. You might expect to do more washing by hand than you normally do. Some past students have brought along a collapsible plastic hanger or clothesline for drip-drying and a small sewing kit for simple clothing repairs. You save some space in your luggage if you tightly and smoothly roll your clothes instead of folding them (your clothes will arrive in a more wearable condition, too).

Comfortable walking shoes are essential; rubber soled gym shoes are best. Since so many classes in Florence are held on site, you will often be walking outside in rainy weather and should choose shoes accordingly. You also will need a warm coat or jacket for outdoors and sweaters for the cool indoor temperatures. Churches in Italy are not heated and you will be spending hours in these buildings, which can be cool even in the summer. Many churches and other buildings don't allow shorts, even in hot weather. Other public buildings, such as galleries, theatres, etc., are also quite cool by American standards. A raincoat with a zip-in lining would be practical, or a jacket to wear over sweaters. Sweaters are versatile for traveling—they work with jackets on frigid days or without jackets on mild ones. Sweaters also have the advantage of being able to survive stuffed into a corner of a backpack or suitcase. Bring your jeans, of course, and one or two other pairs of pants. You should have casual clothes for everyday use and one dressy outfit for special occasions. Bring an umbrella and gloves.

Typical student dress in Florence is casual, but not sloppy. Italian students dress in a more sophisticated style than would be found on most U.S. campuses. It is a good idea to buy a few items in Florence that you can wear out with Italian friends without appearing too American. Clothes are fairly expensive in Florence, and you can always find less expensive shops off the beaten (tourist) path. Bring what you need, and remember you will buy some things in Europe. And don't forget that you will want room in your luggage to get your purchases home with you.

### **Personal Items**

It isn't necessary to bring a full semester's supply of toiletries and/or other personal care items. Recent participants recommend bringing travel sizes when possible, since smaller products conserve space in your luggage. (Don't forget the 3 oz. size limits on liquids in carry-on luggage in effect for all air travel.) Plan to bring a two-week supply of the toiletries and personal items you'll need in Florence (*e.g.* shampoo & conditioner, soap, moisturizer, toothbrush, toothpaste, dental floss, tampons/pads, etc.). You can buy more once you start to get acquainted with the city, and most major American brands are available in Europe. One thing you should buy before you go, however, is sunscreen, which is very expensive in Italy.

### **Miscellaneous Items**

Bring a journal so you can record your impressions and experiences. Photographs will show you what things looked like, but a journal will remind you how they made you *feel*. If you have artistic tendencies, a sketchbook also will allow you to record your impressions more personally than a camera.

Avoid bringing electrical appliances. If you find a hairdryer or electric razor absolutely necessary, you can purchase either fairly inexpensively in Florence. If you bring an appliance from home, keep in mind that the voltage in Europe is 220, so in addition to a voltage converter, you'll need an adapter to change the shape of the plug for the appliance. You can get both in Florence. Because utilities in Europe are very expensive, take cues from your host family when using heat, water, and electricity; try not to use your hairdryer, take hot showers, etc. more often than Italians do themselves.

## Suggested Packing List

### In your carry-on:

- your passport with visa
- copy of every page (inc.blanks) of your passport
- stamped copy of Linguaviva letter
- credit/debit cards, cash
- 4 passport photos
- copy of certified birth certificate
- this handbook
- prescription medication for the entire semester + copy of Rx
- journal
- laptop (optional)
- portable USB drive
- toothbrush, toothpaste, dental floss
- eyeglasses/contacts
- change of clothes in case of lost luggage
- money belt, under your clothes

### In your checked bag(s):

- comfortable walking shoes
- slippers
- waterproof coat/jacket
- hat, scarf, gloves, umbrella
- sweaters/turtlenecks
- shirts/t-shirts
- jeans/pants
- one or two nice outfits
- underwear (approx. 10 pairs)
- warm socks (2-3 pairs)
- lightweight socks (3-4 pairs)
- pajamas
- swimsuit
- towel
- small bag for day/overnight trips
- mp3 player and headphones
- watch/travel alarm clock
- camera and memory card
- voltage converter
- electrical adapter
- extra contacts/eyeglasses
- sunglasses
- small flashlight
- sewing kit
- toiletries
- sunscreen
- bug spray
- pictures from home
- favorite recipes
- all required textbooks
- travel guide

## V. Host Country Information

When you arrive in Italy, you may be struck by the extent to which art and aesthetic presentation are part of daily life and not reserved only for museums and palaces. Store window displays, articles for daily living, and food in markets all reflect a highly developed sense of design and the value placed on artistic presentation. This is equally true for the ways in which Italians present themselves to others; putting forth one's best appearance (*fare bella figura*) is a manifestation of the importance of style. Nor is this simply a modern phenomenon: during the Renaissance, for example, it was important to dress and behave as befit one's status. One of the first activities of new rulers who assumed power (conquered, inherited, or usurped) was to order clothing, furniture, works of art, and other trappings of wealth and power commensurate with their new status. The opposite of a good presentation, *una bella figura*, is appearing sloppy and unkempt, characterized in Italian as *brutta*. Flip-flops, shorts, and hoodies are all *brutta*. One can say much the same for many Italian television shows.

Italians also have an instinctive distrust of and cynicism toward authority, and would regard Americans' tendencies to be law-abiding and trusting as naïve in the extreme. While Italy today is relatively homogeneous linguistically and has a strong central government, local and regional attachments endure. For Florentines, this means pride not only in being Florentine, but also in their identity as Tuscans and northerners. The Northern League, or *Lega Nord*, attracts votes from those who feel that their taxes are wasted by the central government and that a disproportionate amount of national resources are expended in the southern areas of the country, which it sees as backwards. Some *Lega Nord* extremists even espouse secession from the rest of the country.

Florence is more than a museum of the Renaissance; it is a modern Italian city with approximately 600,000 residents, with all of the facilities and many of the problems one associates with large metropolitan areas. It is a relatively prosperous area of Italy, a country whose quality of life has been ranked eighth in the world by the Economist Intelligence Unit in 2005. (The U.S. ranked ; the rankings are based on such factors as health, family and community life, political stability, and material well-being.) Your semester in Italy provides an opportunity not only to learn about Italy during the Renaissance but also to observe modern Italian life in all its fullness and complexities and to consider the continuities between these two periods.

## VI. Cultural Norms and Expectations

By design, an off-campus program is unlike life on your home campus. In addition to the obvious differences—what and when you eat, for instance, you may also encounter subtler, more elusive cultural contrasts. A big part of living abroad is recognizing and adjusting to your new cultural environment. You may need to adapt to new social protocol as you establish friendships with Italians, and to political viewpoints you may not have heard expressed at home. Americans sometimes find it difficult to adjust to some Italians' attitudes towards women and minorities, for example. Adapting to new and different cultural practices and belief systems certainly doesn't mean you have to abandon your own, but being aware of and attuned to cultural contrasts can help smooth the transition to life in another country. There will undoubtedly be days when you find it all overwhelming and crave the comforts of home—things you may realize you took completely for granted before.

Communicating in a foreign language can mean that even basic speech requires effort, and you might sometimes start to feel tired and irritated with your environment and people around you. But keep trying! It takes courage and commitment to remain open to so much newness, but the extra effort and greater sensitivity required of you while you're in Florence will be richly rewarded.

Italy is not the U.S. and you may find yourself puzzled, or even annoyed, by various Italian customs and practices. It's obviously impossible for ACM to tell you in advance everything you will experience or feel while in Italy, but there are some differences in behavior you may want to know about in advance. Here is a very incomplete list of some of the cultural contrasts you may encounter:

- Conceptions of personal space are quite different in Italy. You may find that people stand closer to you than at home, especially in public areas and on public transportation.
- Italians value courtesy and politeness. On buses, for example, you will find Italians readily giving up their seats to the elderly and mothers with children. And in waiting for the bus, while you may be taken aback by the lack of a line, you'll find that people get on in an orderly fashion without pushing or shoving.
- Italians communicate more easily with strangers than Americans do, although in a less casual way.
- In shops, merchandise is often kept on shelves behind the counter, and a sales person shows you what you ask to see rather than allowing you to sort through the stock yourself.
- Even if you haven't studied Italian before, start immediately to use small courtesies in Italian ("buon giorno" or "buona sera" when entering shops or cafes and "arrivederci" and "grazie" when exiting.). You'll find that it's appreciated.
- Smoking is banned by law in all enclosed spaces (including restaurants and theaters) unless they have a separate area with continuous floor-to-ceiling walls and a ventilation system. The smoking ban is one of the toughest in Europe.
- It is optional to tip in restaurants, taxis, at the hairdresser's, or the barber's.
- Do NOT eat on public transportation and in public buildings except in cafeterias and designated areas. Italians do not bring snacks and lunches to meetings.
- Play the anthropologist: observe Italian behavior on the street and in your family and try to adapt. Italians come in all shapes, sizes, and attitudes, like any other group. Sooner or later you will likely encounter a discourteous, pushy, or aggressive person. Try not to take it personally.

### Culture Shock

In the first weeks when you arrive on site it is not uncommon to experience culture shock, surprise, dismay, and even anxiety at the cultural differences in a new location and the unfamiliar situations in which you find yourself. The on-site orientation program is intended to help ease this adjustment, and you will in all likelihood find yourself adapting to the new

culture and situations in a surprisingly short time. You'll also likely discover that being able to settle in and "learn the ropes" can give you an enormous sense of self-confidence.

Research has shown that many students go through a three-step adjustment process in acclimating to their host country. In the first stage (once they have gotten over jet lag, if traveling internationally), they are likely to be excited and entranced by the novelty of being in a new location and delighted with most things around them. In the second stage once the initial euphoria has worn off, they may focus on the ways in which everything is different or "foreign." The tendency is to highlight the differences and compare them unfavorably to things at home—the food is bad, the computer facilities are inferior, services are badly organized, etc. During the third stage, their view of home and their program location is more nuanced—they are likely to take a more analytic approach to both locations and to find good and bad things in each.

As a student studying abroad, you will undoubtedly feel uncomfortable at times, especially in the beginning, and likely hear your fellow students expressing similar responses. This is not unusual, and we anticipate that after a time these feelings of discomfort and insecurity will dissipate. We encourage you to speak with the program director and other on-site staff about your concerns and to raise any questions about the host country and the new culture to which you are learning to adapt.

### **Re-entry**

When they return from studying off-campus, students are anxious to share their experiences with family and friends. Their experiences, even for a relatively short program, have been intense and exhilarating. They are often eager to convey the flavor and detail of this experience with those closest to them. For some students, off-campus study has been a transformative experience, both intellectually and personally, and they want those around them to be aware of the importance of their time off-campus. As one returned student recently remarked, "I can't begin to tell you how different I am from who I was when I left campus."

Readjustment to home can be a difficult process—as unsettling as adapting to the host culture when they first arrived abroad. Reverse culture shock may be expressed as criticalness of their own culture, a certain distantness from family and friends, or simple "homesickness" for what they have left behind. All of this may continue for a number of months. The single most important contribution you can make to this readjustment process is to listen. Students who experience culture shock in its strongest form report that they find it hard to describe their time abroad to family and friends, who are seldom willing to take the time to listen to what they have to say.

## VII. Health and Safety

### Health

While you are overseas, you need to be aware of your health and your responsibility for monitoring new or ongoing medical concerns. Once you arrive, program staff in Florence will instruct you on what to do if you need medical attention. The challenges of adjusting to a new culture are an important part of what you will be experiencing in Europe. Adjusting to this new environment can be especially difficult when you are away from friends, family, and college faculty or staff that you know well. You will have days that are exciting and rewarding and also days where everything seems strange and exhausting. Program staff, host families, and new friends can help you recognize and talk through these pressures, and staff can also recommend counselors if you feel they might help.

### Your Medical History

Health will be a special concern while you are living in an unfamiliar place without access to your regular physician or health service. In order to be sure that you will receive proper care from a physician who does not know you, you will have to provide an accurate and complete medical history. For allergies, ACM will need to know exactly what you are allergic to, what the reaction is, and the remedy you generally use. Any health information you provide to the ACM office is, of course, confidential. It will be released only to the program director and, if necessary, to the physician who treats you in Florence.

In Florence, you will likely be treated by one of the physicians or clinics affiliated with HTH International, our health insurance provider. The care providers and facilities with which HTH works have been pre-approved and have experience treating Americans with a broad range of medical complaints.

Most standard pharmacy products are available in Europe. If you require any special prescriptions that are not available in Italy, however, you should bring a supply with you for your entire stay because medications mailed, it will not make it past customs. Make sure your medications are marked with the Latin name and pharmaceutical, not the brand, name. If you wear glasses or contact lenses, bring an extra pair or the prescription with you. **Never put prescription medications or eyewear in your checked luggage.**

### Notifying Your Family

You should be aware that, in case of illness or injury involving hospitalization or a series of visits to a doctor's office, ACM reserves the right to inform the person you designated as an emergency contact. This is necessary not only to keep your parents or guardian informed, but also to be able to discuss with them any recommended treatment.

### Special Diets

If you are a vegetarian or follow other dietary restrictions, please inform the ACM office. You should describe your diet, specifically which foods you avoid, your reasons for following it (has your doctor prescribed it or is your motivation philosophical), and let us know whether you can be flexible about your restrictions. The ACM staff will want to place you where your special needs will cause as little inconvenience as possible for your host family. Information from you in advance will help.

### Personal Safety

While studying off campus offers many new educational and personal opportunities, it can also present challenges and risks that are different from those on your home campus. Just as you prepare for a new mode of learning on the program, you should also think about living in a new environment that may contain new kinds of risks and will not have the same support systems or forms of assistance that you have turned to on your home campus or in your home town. Here are some guidelines to keep in mind as you prepare for the ACM Florence Program.

On the Florence program you will be living and studying in a city that is perhaps larger than what you're accustomed to. In Florence, you will be commuting between your home and Linguaviva each day by public transportation. Public transportation is widely used and apt to be crowded. You will also be coming home at night from program-sponsored events or socializing with friends. You will need to become aware of different traffic patterns and practices. Your host family and program staff can advise you about how to ensure your safety as you travel around Florence.

Obviously, you also need to be mindful of your personal safety as you travel independently around Europe on weekends or during the break. **You should inform the director and your host family of any travel plans and your expected time of return.**

### **Crime and Random Violence**

Florence is a relatively safe city and Italy is a hospitable and secure country. Like any place in the world, however, Florence and other parts of Italy have some crime and random violence. We encourage you to travel with a partner or in a small group. Women need to be particularly careful, especially returning home at night. Follow your host family's advice about coming home at night, and follow more than your usual precautions until you learn to read street signals or cultural signs that might be warnings. In your home country, you know what the potential danger signs are; you should take special care until you learn the comparable signs in Italy.

Keep an eye on your stuff! The following excerpt from *Let's Go: Italy* explains some common scams:

In large cities, **con artists** often work in groups and may involve children. Beware of certain classics: sob stories that require money, rolls of bills "found" on the street, mustard spilled (or saliva spit) onto your shoulder to distract you while they snatch your bag. **Never let your passport and your bags out of your sight.** Hostel workers will sometimes stand at bus and train stations to try to recruit tired and disoriented travelers to their hostel; never believe those who tell you that theirs is the only hostel open. **Pickpockets** abound in Rome, Naples, and other urban centers, especially on public transportation. Also, be alert in public telephone booths: if you must say your calling card number, do so very quietly; if you punch it in, make sure no one can look over your shoulder. (2007 edition, p. 21)

There are several simple rules that can help you avoid being a victim of a crime:

- Familiarize yourself with the European monetary system and count your change.
- Put your wallet back in your purse or pack before leaving a shop.
- Carry purses and other bags across the body and hold firmly to them; carry them away from the street side of the street.
- Carry only as much cash as you need or can afford to lose.

### **Gender Relations and Sexual Harassment**

In the same way you have learned how to judge your behavior with the opposite sex in the United States, in Europe you will need to negotiate a new set of customs and mores. American movies have created an impression of free and easy sexual relations between Americans. An open approach to strangers in the street or in a bar or "sexy" clothing can be read as a sign of promiscuity. To an even greater degree than in the U.S., excessive consumption of alcohol and casual flirtation can be misinterpreted as a come-on. Many students have found it necessary to adapt more conservative dress and behavior than in the U.S.

Even these strategies, however, may not discourage Italian men from making comments about your appearance or following you on the street. Italian men have a reputation for being somewhat forward when approaching women, particularly foreigners and especially women with fair coloring. The following passage, written by a British woman and borrowed from [www.italyheaven.co.uk/women.html](http://www.italyheaven.co.uk/women.html), gives some idea of the cultural forces surrounding gendered behavior in Italy and how to navigate some potentially unfamiliar terrain:

Whole volumes could be written about Italian men, but for [women] travelers the most important fact is that they are usually harmless. . . . Italy is a modern country, but many old-fashioned attitudes remain. . . . [A] woman alone can attract appreciative comments, whistles, hisses or snatches of song. But remember that most Italians live in tightly-knit communities where the domestic sphere is ruled over by the *mamma*. Women are seen as strong and quite capable of saying no if they're not interested, or conversely of pursuing a man they are keen on.

It is actually rare to get hassled for more than ten seconds. Here any attention you get is likely to be a simple compliment with no agenda, and expected to be received as such. It would be disproportionate and inappropriate to respond with an insult. If you don't want to accept the compliment, just ignore it. If you want to, you could allow yourself a half-smile or a casual "*grazie*." When Italian women are hooted or hissed at, or have compliments yelled at them, they generally just ignore it.

Particularly if you have light coloring or blonde hair you can expect a certain amount of attention, which will increase the further south you travel. You will automatically be seen as unusual and attractive. You should also be aware that foreign tourists have a reputation for drinking too much, and it is true that some act in a manner that is shocking to Italian traditionalists, and others are tempted into a fling by the unaccustomed compliments. If you're not interested, just make it obvious. The sort of male who picks up tourists won't waste his time if you ignore him, walk past, say "*no, grazie*," or ask to be left alone.

If you're in doubt about how to act in certain social situations while you're abroad, look to the locals for clues. Italian women have learned to deflect these comments, and as you gain confidence in the language, you too will learn how to handle these uncomfortable situations.

## Student Conduct and Discipline

Enrollment in an off-campus study program obligates you to conduct yourself as a responsible member of that program. While on an ACM program, any behavior by a student that discredits the student or the program, as determined by the program rules and the program director, may result in disciplinary action. The program director reserves the right to discipline or dismiss a student whose conduct is seen as being in conflict with the best interests of the program and in violation of its rules, either academic or social. The director of the program also has the authority, in consultation with the ACM Chicago office, to remove a student from the program because of a medical or psychological crisis or any other serious situation that might arise. Life-threatening events, serious involvement with the police, unscheduled loss of contact with a student, and incidents having the potential for serious public relations consequences may also warrant dismissal.

You will be expected to conform to the behavioral standards of the country you are in, which, as mentioned before, are different from ours. You will be registered with the U.S. embassy in Italy. Remember that you are in Europe to experience a different kind of living, and that attitude, assumptions, and customs are different. Your attitude, cooperation, and flexibility will make the difference in the quality of your experience abroad and will be especially important to the success of your stay with your Italian family.

**You may not acquire or operate any kind of motorized vehicle while you are a participant in the ACM program, nor should you travel by bicycle.** You will probably find, as do a great many residents of Florence, that public transportation and your own two feet are the most efficient means of getting around.

In a group as small as the ACM group, cooperation from everyone is necessary if the program is to function smoothly. Lack of cooperation from even one student can make the experience less successful for the whole group. We must therefore ask students to be certain that any plans they make for weekend travel or for the week-long break will not prevent them from meeting their obligations to the program. You are expected to attend all sessions of your classes unless you are ill; it is not appropriate to miss class for personal travel. **Make-up classes and exams are arranged only at the discretion of the instructor; unexcused absences could result in lowered grades.** Please keep in mind when you make

reservations to switch cities and/or come home, the program will end on the last Friday of each session. Students are free to leave the program site the following day. No arrangements will be made to take exams earlier than scheduled.

### **Alcohol**

One significant area of difference between Italy and the U.S. has to do with consumption of alcohol. While there is not the rigid enforcement of a drinking age in Italy, you will also find that Italians seldom drink to become intoxicated. Rather, alcohol is consumed in moderation on social occasions and with meals. Public drunkenness and rowdy behavior are frowned upon. Moreover, over-consumption of alcohol poses specific difficulties for women: Not only are women who are publicly drunk in Italy looked upon as “loose,” they also put themselves at risk for sexual assault and other unwanted attentions. Please keep in mind that your judgment is likely to be impaired with alcohol, and that you may lose the ability to evaluate situations with the same caution and sensitivity you would normally use. Remember that you may not be aware of or able to read the various social signals that are being given.

### **Drugs**

Anti-drug laws in Italy are very severe and, contrary to what is generally believed, enforced with considerable rigor. In Italy you are subject to a minimum sentence of three years for use or possession of illegal drugs. You can be arrested for suspected possession, suspected use, knowledge of possession or use not reported to the police, and on these charges you can be held without bail for an indefinite period of time. Any accusation of an ACM student by the narcotics police could have severe repercussions on the program, the staff, and the students. Therefore, the possession or use of any illegal drugs may result in immediate dismissal from the program. If you are arrested because of suspected involvement with drugs, the ACM program staff and American Consulate or Embassy will be able to do very little to help you. It is particularly important that you and your parents realize that ACM cannot function in a foreign country in the same way that your home college may function in dealings with civil authorities. In short, in case of trouble there is little ACM can do to insulate you from the effects of European laws. If you are arrested on a drug charge, you may or may not be allowed consultation with the American consulate.

## VIII. Program Arrangements

ACM in Florence is affiliated with the Linguaviva Scuola d'Italia, and their facilities serve as the program center. Classes will meet here (when not meeting on site), and students may also wish to use it as a place to meet each other. There is also a computer lab, with several machines with internet connections and also a wireless connection for students who bring their own laptops. The center also houses a small library of ACM course-related books and other materials.

## IX. Housing Arrangements

### By Train :

Students arriving by train should go to the end of the track and turn left (with their back to the trains) using the left exit from the station. They should then cross the street at the stop light and turn left until they reach Piazza Adua (a half of a block) where the Lazzi Bus Station is located. This is the same piazza that gives access to Palazzo dei Congressi. Turn right at the corner and right again at the first street parallel to the Piazza Stazione which is Via Fiume. LinguaViva and the Hotel are at the first entrance on the right entering from Piazza Adua.

### By Plane:

Students arriving from the airport should take the bus to Piazza Stazione, getting off in or near Piazza Adua, or take a taxi directly to Via Fiume, 17.

### Host Families

During the first week of your stay in Florence you will be placed in an Italian home, and a contact list for all host families will be distributed to your US parents/guardians at that time. There are generally two ACM students to a household, and you'll share a room; singles are available only if there is an odd number of women and/or men. Some or all members of your host family will be able to speak English.

Most Florentine residents do not live in the historic city, and you will probably need to commute from your host residence to the *centro* for classes at LinguaViva on a daily basis. The commute is generally between 15 and 30 minutes by bus or on foot. ACM students enjoy a great deal of diversity in their living situations. You may be placed in a multigenerational household with everyone from babies to grandparents, or you might live with an older woman or a couple with extra space in their apartment. As you might expect, most large Florentine families don't have an abundance of space to host students, so the number of families with small children who can accommodate ACM students is limited. Give some thought to the kind of situation that might work best for you, and be ready to express your preferences to the program staff once you arrive in Florence.

Breakfast and supper will be provided by your host family, and if you have any special dietary restrictions, be sure to let ACM know in advance so that it can take into account in making housing arrangements. Breakfast is usually fairly simple—coffee and bread or a pastry, for example—but the evening meal is another thing entirely. Italians are known for taking time every day to savor meals and enjoy the company of friends and family, and dinner can often linger on for an hour, or two, or more.

Here are a few tips for living with an Italian family:

- It's very common in Italy to wear slippers inside the house, so bring a pair with you. Because many of the apartments have cold marble or ceramic floors, your Italian mother will probably expect you to wear slippers inside the house. You might be considered impolite if you walk around in bare or stocking feet.
- Many more Italians than Americans smoke, and while your Italian family will not smoke in front of you, we cannot guarantee a smoke-free home for everyone.
- Cats are popular pets in Italy, so if you are allergic to cat dander you should let us know.
- Please be sure to inform your family in advance if you will miss a meal or if you plan to be away for the weekend.
- Ask your host family if friends and your (American) family can call you there, but also plan on using your cell phone for calls you make yourself. (The Italian phone system charges for minutes used and does not list individual phone calls on its bills. Your host family will, in all likelihood, prefer you to use their phone only for brief incoming calls.
- If you plan to stay with your host family during the program break you need to ask their permission beforehand. The cost of meals during this period is your responsibility; you may decide to take meals with your host family, or you may prefer to eat out instead.

- Don't be shy about asking your host family to do things with them during free time (such as going to the grocery store or going out for Gelato).

Please note that during the Fall break, your room with the family is paid for throughout the break, but meals will not be provided. That is, the last meals before the break will be dinner on Thursday, October 14 and breakfast the following morning; the first meal after break will be dinner on Sunday, October 24.

## X. Program Activities

Courses offered in the Florence Fall program are expressly designed to take advantage of the wealth of cultural resources in Italy, and thus classes will often meet on site: at the Uffizi or Bargello museums, for example, at the Duomo or Santa Croce church, or at the Boboli Gardens. Your course syllabi will outline the various course-related site visits that are planned. As with the classes held at Linguaviva, you are expected to participate (and be on time for) these site visits. In addition, two weekends are set aside for program-sponsored excursions to Rome and Venice. These two excursions are also part of the academic fabric of the program, and the costs of transportation, hotels, entrance fees, and some meals are included in the program fee.

This list simply suggests a number of places to visit on your own. It is by no means exhaustive. You should buy a guide book which will help you locate these places and suggest other sites of interest.

### Chapels

Medici  
Pazzi  
Rucellai

### Churches

Baptistery  
S. Maria del Fiore  
San Gaetano  
San Lorenzo  
San Marco  
San Salvatore al Monte  
Santa Croce  
Santa Maria Maggiore  
Santa Maria Novella  
Santa Trinita  
Cloister of S. Maria Novella  
Forte Belvedere  
Fresco by Perugino (S. Maria Maddalena de'  
Pazzi)  
Santissima Annunziata

### Gardens

Boboli Gardens  
Forte Belvedere  
Piazzale Michelangelo

### Museums

Accademia  
Anthropology & Ethnology  
Archaeological  
Arte Moderna  
Bardini  
Buonarroti  
Davanzati Palace  
Cathedral Opera del Duomo

Firenze com'era (Hist. of Florence)  
Horne  
House of Dante  
Innocenti (deli)  
Laurentian Library  
Medici  
National (Bargello)  
Opera del Duomo  
Palatina  
San Marco  
Santa Croce  
Scienze (History of Science)  
Uffizi

### Palaces

Altoviti  
Antella (dell')  
Antinori  
Bargello (sculpture museum)  
Cocchi Serristori  
Corsi  
Corsini  
Gianfigliuzzi  
Gondi  
Guicciardini  
Lardarel  
Medici\_Riccardi  
Minerbetti  
Nonfinito  
Porte Guelfa  
Pazzi Quaratesi  
Pitti  
Rucellai  
Signoria (Palazzo Vecchio)  
Spini\_Ferroni  
Strozzi

## **XI. Personal Travel**

While you may wish to use weekends to visit towns in and around Tuscany, we recommend that you plan to travel further afield during the week-long break that comes midway through the semester. And rather than make plans for this before you travel to Italy, it's often more interesting to wait until you're in Italy, have met other program participants, and can plan to travel with others on the program.

If friends and family from home plan to visit you while you're in Italy, encourage them to come during this week-long break when you will have time to show them around Florence and perhaps travel elsewhere in Italy with them. It is not appropriate to miss classes in order to guide or travel with visitors from home.

Past students recommend that students take advantage of the first 4 weeks of the program prior to the start of the electives. The homework load will be lighter which allows students to take daytrips on the weekends and go places within Florence during the weekday afternoons such as Arezzo, Lucca, Siena, and Fiesole. Small travel like this will speed up your Italian skills by trying to navigate the different cities.

## XII. Evaluations and Surveys

Over the course of the program, you will be asked to complete questionnaires at several intervals. These surveys allow us to better understand the impact that off-campus study has on students and to use feedback from you to make improvements in our programs. Rather than simply spring these on you from time to time, we'd like to give you a sense of the total, of what you can expect to be asked and how your responses will be used. **In all cases, your responses will be anonymous.**

- Shortly before (or just after) you travel to the program site, you will be asked to complete an on-line survey that is part of a broader national research project in which ACM is participating. The purpose of this survey, which asks about your background, attitudes, and responses to specific scenarios, is to enable us to measure the broad impact of off-campus study on students. Students often say that the personal growth that results from off-campus study is the most important part of the experience, but our evidence for this is largely anecdotal. Your participation in this survey will provide us with data on the impact of off-campus study. Your responses will not be available to ACM or program staff and will have no impact on your grades. We ask that you answer as honestly and realistically as possible—there are no right or wrong answers. At the end of the program, shortly after you return home, you'll be asked to complete a follow-up survey, thus providing a “before” and “after” picture about yourself and your experiences. We anticipate that the survey will require approximately 30 minutes of your time.
- After the first month of the program, ACM will ask you to complete a mid-program evaluation, also on-line, which asks for your feedback on such aspects of the program as ACM's assistance in preparing you to go abroad, pre-departure and on-site orientation, and the extent to which the program to date is meeting your goals for off-campus study. Your responses enable us to assess the effectiveness of our materials and services in the critical first weeks of the program and to make any necessary changes. Summaries of responses (but **not** individual responses) for each of our program sites will be shared with program staff and faculty, and with faculty advisors at ACM campuses. This survey will require approximately 15 minutes to complete.
- At the mid-point in your program, you will be given a short survey in each of your courses which asks you four short questions about the course. Your feedback allows the instructor to assess his/her effectiveness and provides an opportunity for changes in the course if appropriate. Your responses, which will be collected by one of your fellow program students, are for the instructor alone and will not be shared with ACM program site or Chicago office staff.
- Shortly before the end of the program, you will be asked to complete a final, on-line survey about the program. The program director will set aside time for you to do this, and as with the mid-program evaluation, your responses will enable us to review program arrangements and course offerings and make any necessary changes for future programs. As with course evaluations on your home campuses, a summary of responses are shared with program instructors and staff only after the program is complete and your grades have been submitted. Faculty advisors at ACM campuses will also receive the summary. This survey will require approximately 20 minutes of your time.
- Soon after you return home, you will receive a reminder to complete the “after” survey that complements the “before” survey about your experience, attitudes, reactions to specific scenarios you took at the beginning of the program. As with the first survey, it should require approximately 30 minutes of your time. And we'll be glad to share with you what we learn in this projects as we gather data over several semesters; we think you'll find it interesting.

Thank you for your help in this. We need your feedback!

## XIII. ACM Program Rules and Policies

The Associated Colleges of the Midwest (ACM), is a consortium of 14 small liberal arts colleges in Illinois, Wisconsin, Iowa, Minnesota, and Colorado. ACM's programs reflect the academic standards and policies of its member colleges, and the standards and rules in the paragraphs which follow are applicable for all of ACM's off-campus study programs.

### Tuition, Program Fees and Refunds

As outlined in the separate sheet on Program Payment Policies included in your acceptance materials, each ACM college has its own arrangement for setting program prices, and you should consult with the Off-Campus Study Office on your campus to confirm what those arrangements are. For all ACM participants in the program, the general policy is that ACM bills your home college for all of the program costs except the \$400 deposit and your college in turn bills you (and your parents). Non-ACM participants should speak with the study abroad offices on their home campuses about billing arrangements and discuss with the ACM Program Associate how this will be handled. Whether you are an ACM or a non-ACM student, it is also important that, if appropriate, you inform your Financial Aid office that you will be participating in this program and confirm that your financial aid will apply to program costs; you may also wish to ask if your financial aid package will change to reflect program costs, including the price of the plane ticket. (Program-specific costs are outlined in the Cost Information sheet which was included in your acceptance packet.) In addition, we also recommend that you verify that any scholarships you are currently receiving will, as with financial aid, continue while you are participating in the program. It is also useful to be clear about how and when any financial aid and scholarship moneys will be released to you; we recommend that you make arrangements to have them paid into an American bank account or sent to your parents or legal guardians to handle on your behalf. In any case, you should NOT have them sent on to you while abroad.

Once you are admitted into the program, you will need to reserve a spot on the program by returning to ACM the Reply Form (the pink sheet in your acceptance package), along with a \$400 non-refundable deposit. This \$400 deposit allows ACM to set aside a spot for you on the program, and **it must be received within 15 days of your acceptance.**

If you withdraw from the program at any time before the program begins, you will lose the \$400 deposit and will be charged for any unrecoverable expenses already incurred on your behalf. If you leave a program once it has begun or are sent home for cause (please see the Study Abroad Contract), the program fee cannot be refunded. Tuition refunds will be calculated based on your home school's policies. And finally, please be aware that you are liable for any expenses for medical care as well as damage to hostel, hotel, or other housing during your time on the program and that ACM will bill you for such costs. Your grades and credits from the program cannot be sent on to your college's registrar until all outstanding bills are paid.

### ACM Off-Campus Grading Policies

*Students from non-ACM institutions should consult the home campus registrar's office for grading policies in effect on his or her own campus.*

#### **Beloit**

All courses (including internships) must be taken for letter grades. Grades will be recorded on the transcript for all programs, but only domestic programs will be calculated in GPA.

#### **Carleton**

Letter grades will be included on transcript but not calculated in GPA. No more than one course per semester may be graded on a S/CR/NC basis.

### **Coe**

Internships are S/U only. Other courses must be taken for letter grades unless a student chooses the S/U option before mid-term of the program in accordance with the S/U grading policies stated in the Coe College catalog. The letter grade is reported and the Coe College Registrar converts the letter grade to a S/U. In order to convert to an S, the grade must be a "C" or higher.

### **Colorado**

No restrictions on grading options except that all grades recorded on the Pass track must be verified by the letter grade. Letter "G-track" grades will be calculated into the overall GPA. Grades of any "D" or "NC" will not transfer for credit.

### **Cornell**

Letter grades will be annotated on transcripts but not calculated in GPA. Only grades of "C" or higher will be accepted. Short term courses taught by Cornell faculty are exceptions to both of the preceding statements; these courses are graded in accordance with Cornell's standard grading policy.

### **Grinnell**

Only off-campus courses for which students earn a grade of "C" or above will transfer to Grinnell as earned credits. Grades below "C" will be posted to the transcript with the grade received and zero earned credits. No courses may be taken on a pass/fail basis, regardless of individual program policy. Grinnell students may not take "incompletes" on off-campus study regardless of the policy in effect on their program. Courses in which incompletes are taken will not be recorded on the Grinnell Transcript even if completed at a later date.

### **Knox**

Credit is granted for only those courses receiving letter grades. Grades received for courses taken off-campus are not factored into GPA.

### **Lake Forest**

Students may choose to receive a grade of CR (credit for C- or better), D (no plus or minus), or F (Fail) in any course they take. Students choosing this option, or changing back to regular letter grades, must give written notification to the Registrar before the end of the first two weeks of the semester. Prior approval of the student's advisor is required. Internships will be graded Credit/D/F.

### **Lawrence**

Courses taken on a non-letter grade basis will not be credited toward a major unless the Subcommittee on Administration and the major department give special permission and may not exceed the usual limit of S/U options (1 per term for students who have earned 54 or more units; maximum of 4 on record at any one time).

### **Luther**

All courses must be taken for letter grades. Only grades of a "C-" or above or will transfer for credit; grades will not be calculated into overall Luther GPA.

### **Macalester**

All courses taken on approved study away programs are counted towards the student's Macalester grade point average, unless taken on the S/D/NC grading option. Students may take one course per semester on the S/D/NC grading option.

### **Monmouth**

All courses must be taken for letter grades.

### **Ripon**

All courses must be taken for letter grades. Students wishing to utilize the S/U option must make those arrangements with the College Registrar prior to the program, or during the first half of the program.

### **St. Olaf**

Grades from St. Olaf-sponsored off-campus programs are recorded on the student's official transcript, but do not count in the St. Olaf grade point average or toward the 24-graded-course requirement. See catalog for additional information.

## **ACM Policy on Sexual Harassment**

### **Policy**

It has been and remains the policy of the Associated Colleges of the Midwest (ACM) that sexual harassment of students and employees is prohibited. Violation of this policy may result in discipline or dismissal of students or discipline and discharge of employees. However, allegations of sexual harassment are serious and may be extremely prejudicial to the alleged offender. Accordingly, allegations not made in good faith may subject the complainant to disciplinary action.

### **Sexual Harassment Defined**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical behavior of a sexual nature when (1) submitting or refusing to submit to such conduct is used as a basis for any decision affecting an individual's academic status or employment, or (2) such conduct has the purpose or effect of creating an intimidating, hostile or offensive educational environment.

### **Grievance Procedure**

Any student who believes that he or she has been subjected to sexual harassment has recourse to informal and formal grievance procedures designed for the purpose of investigation and resolution of such allegations. Informal grievance resolution is encouraged although not required prior to initiating the formal grievance procedure.

As a preliminary matter, any student who believes that she or he has been sexually harassed should report the incident promptly to any of the following:

Director of the program in which the student is enrolled or other appropriate local staff or faculty member  
Director of International Study Programs at ACM Chicago office, Carol Dickerman  
Director of Chicago Programs, Sally Noble  
Vice-President of ACM, John Ottenhoff

Assistance in presenting a grievance may be obtained from another employee or student. However, attorneys or other third persons may not participate in any facet of the grievance procedure unless ACM and all interested parties otherwise agree.

### **Informal Procedure**

An informal procedure is designed to resolve sexual harassment allegations without having to invoke the formal grievance procedure. This can be initiated through contact with any of the staff named above. The goal is to resolve the problem through discussion with the student, the alleged offender, and any other relevant persons. The student and/or staff member grievance officer may elect to terminate the informal procedure if it appears that no progress is being made in resolving the dispute and initiate a formal procedure.

### **Formal Procedure**

1. Students who wish to lodge a formal complaint must sign and submit it in writing to any staff members named above within 120 days of the alleged harassment.
2. Thereafter, the President of ACM (or if the President is the alleged offender, the Chair of the Board of Directors) shall assign a grievance officer to investigate the complaint and report his/her findings to a grievance board comprised of the President, the investigating grievance officer, and one other grievance officer selected by the President. No employee accused of harassment may serve on the grievance board.
3. The investigation shall include interviews with the complainant, the alleged offender, who shall be informed of the

allegations against him/her, and other relevant persons. The grievance board may supplement the investigating officer's investigation by itself conducting interviews and reviewing relevant evidence.

4. Within 21 days after the investigation concludes, the grievance board shall decide by majority vote whether the complaint allegations are supported by substantial credible evidence. It shall then inform the complainant and alleged offender of its decision.
5. Any disciplinary or other corrective action resulting from a violation of this policy shall be determined in accordance with ACM disciplinary procedures.

### **Third Party Harassment**

Any student who has been sexually harassed by a third party (i.e., vendor, guest speaker, internship setting) should report the incident promptly to any grievance officer who will then investigate and attempt to resolve the problem.

### **Confidentiality**

All complaints and investigations of sexual harassment shall be handled in a confidential manner and shall be disclosed only to persons having a legitimate need to know. Grievances and documents will be maintained separately from other student files.

### **Non-Retaliation**

Complaints made in good faith under this policy shall not result in any adverse action against the complainant, nor shall any person who participates in good faith in an investigation be treated adversely because of such participation.

Nothing in this policy precludes an individual from pursuing any legal remedies available to him/her.

### **ACM Policy on Personal Abuse**

Personal abuse, whether oral, written, or physical, exceeds the bounds of appropriate discourse and civil conduct. Harassment of another because of his/her race, sexual orientation, ethnic background, religion, expression of opinion, or other personal characteristics is prohibited. ACM students who engage in such behavior may be disciplined and/or dismissed from a program.

### **ACM Policy on Dual Relationships**

A dual relationship is one in which the faculty/staff member has both a professional and a romantic or sexual relationship with a student. This includes relationships which appear to be mutually consensual. However, the inherent inequality of power between student and faculty/staff creates an unacceptable conflict of interest in a supervisory, educational or advisory context. For this reason, dual relationships between faculty/staff and students who participate in the same program should be avoided. If a relationship nonetheless develops, the faculty/staff member is expected to remove him/herself from supervisory or advisory responsibility for that student, or face disciplinary action.

### **ACM Policy on Discrimination**

The Associated Colleges of the Midwest does not discriminate in the operation of its educational programs, activities, or employment on the basis of sex, race, creed, national origin, age, sexual orientation or disability.

