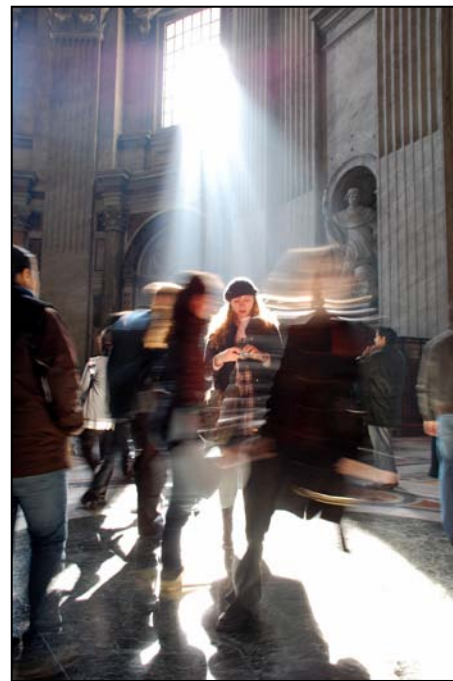


Associated Colleges of the Midwest

London & Florence



Arts in Context Student Handbook ♦ Spring 2011

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

Welcome to the ACM London & Florence Program! Since the program's inception in 1972, more than 1400 students have participated in this semester in two of the world's most enchanting and historic cities. We are pleased to welcome you to this group of aesthetes and explorers.

We hope this handbook will lay a good foundation for what to expect and how to prepare for the coming winter/spring. Its contents are intended to help you plan for your term or semester abroad and to let you know what to anticipate during your first few days in each city. Once you start to get acquainted with each place and its respective culture you'll make your own discoveries and connections, but we hope this material will help you begin.

Read this book carefully and take it to London and Florence with you. Highlight, underline, jot down your thoughts and questions, and don't hesitate to contact the ACM office if you're confused or need more information. Like the program itself, the student handbook changes from year to year. All the information in it has been included in response to questions and feedback from past students, parents, and program staff. We welcome your comments and suggestions on how to improve this book for future participants.

Both London and Florence have intrigued foreign visitors for centuries, not least for their delicate intermingling of new and old, of history and progress. Each city displays the coexistence of the traditional and the contemporary—and the tensions between the two—in its own unique way. Over the course of the semester you'll learn to peel away the modern facades of London and Florence and, with an increasingly informed and critical eye, examine the many layers of history underneath.

The epicenter of Renaissance art, architecture, and culture, **Florence** has lured visitors from abroad for more than 500 years. You will see that the spirit of the Renaissance continues to resonate in the remarkable art and architecture of this city, which is in many ways a time capsule of a seminal period in the history of Western civilization. A stroll through the streets of the historic *centro* will take you past churches, palaces, fortresses, *piazze*, and sculptures that have remained largely the same for centuries. For all its rich history, however, Florence is also a modern city, and this delicate intermingling of new and old creates its unique texture. Surrounding the famous sights and monuments are dozens of chic and extravagant designer shops, busy *trattorie*, hotels, street-side cafes, and the persistent hum of Vespas and pint-sized cars whizzing through the narrow streets. People-watching is an art in Florence, particularly in the *centro*, which is constantly abuzz with conversation and bustling with the commotion of sidewalk vendors, window-shoppers, tourists snapping photos, well-clad Italians out for a stroll. During your time in Florence, you will have a unique opportunity to immerse yourself in this culture, to learn more about how Italians constructed their lives centuries ago, what makes them tick today, and how modern and ancient intersect.

Where Florence may seem an embodiment of Italian culture and mores, today's **London** is truly a global city, a vast international hub of commerce and culture. Immigrants and visitors from the world over contribute to the rich and colorful fabric of this vibrant city. London may at first seem more familiar because English is the primary language, but compared to American English you'll notice significant differences in syntax and intonation. You may sometimes feel as though you're learning a language within a language, especially with regard to the lexicon of British slang, which routinely mystifies American visitors. But because London is home to so many non-native citizens and a worldwide tourist attraction, you're almost as likely to hear French or Mandarin or Hindi on the street as you are to hear British English.

You are going to London to study theatre, art, and architecture—in essence, the art of looking—and the city's landscape lends itself perfectly to such an undertaking. London's 32 distinct boroughs are studded with public squares, immense and stately museums, churches and cathedrals, theatres, scrupulously manicured parks and gardens, rambling mansions, wide avenues, narrow cobblestone alleys. Although sometimes hidden by the grand structures of the modern city, traces of medieval and ancient London remain visible to the careful observer. You'll see remnants of the Roman wall built around

the City of London almost two thousand years ago. The Tower of London and the Palace of Westminster hark back to the eleventh century, when William the Conqueror took over the city. You'll see St. Paul's Cathedral and other buildings designed and erected by Christopher Wren and his contemporaries in the seventeenth century after the Great Fire of London. Similarly, you'll see theater productions that range from traditional representations of Shakespeare's early plays to Broadway-style musicals to conceptual dramatic productions of the most up-to-the moment scripts. In every interaction with the sleek sophistication of modern London, you'll encounter a dash of the traditional.

Before you begin the London & Florence program this winter, take some time to prepare for your voyage both academically and personally. You will be challenged in new ways—by no single person, by no single event, but rather by a new way of living. Most likely you'll encounter new and different views on the U.S. and its people. You may come to realize that you hold stereotypes or misconceptions others might dispute. Learn enough in advance so that you arrive with informed expectations, but expect some of your notions to be challenged. Take time to reflect on what you want to get out of your semester in London and Florence and prepare yourself to approach these new places and cultures with an open mind. No one can plan for every contingency, but a clear understanding of your goals will help you respond to the unanticipated and accomplish what you set out to do.

The **ACM London & Florence: Arts in Context** program aims to develop in students the ability to read a city through first-hand comparative study of how painting, sculpture, architecture, theatre, and literature reflect history and culture in two world-renowned cities and across several centuries.

The overall learning goals of the program are:

- To convey to students an understanding of the cultural heritage and present-day complexities of two European cities, London and Florence;
- To enhance students' critical thinking skills and specifically their ability to "read" a city through its artistic media;
- To develop students' intercultural awareness in both an English-speaking milieu and in a culture where English is not the medium of communication.

Students in this program encounter a variety of artistic media—architecture, painting, sculpture, literature, and theatre—and reflect on the experience of art to understand its social, political, historical, and religious contexts. The program aims to give students not only a depth of knowledge about urban-based art but also the ability to analyze artistic media across sites, historical eras, and modes of expression by conducting their studies in two different yet complementary sites.

Through immersion in the contemporary life of two great European cities—studying Italian and living with Italian families in Florence and living in apartments in the heart of London—as well as formal classroom study and program-sponsored site visits, students should become more inter-culturally aware and be proficient in reading the "text" of modern cities.

II. Program Calendar

Florence Only: January 9 - March 26, 2011

Sunday, January 9, 2011:	Students arrive Florence
Monday, January 10, 2011:	First day of classes
Friday, March 25, 2011:	Last day of classes
Saturday, March 26, 2011:	Students depart

Florence First: Jan. 9 - May 28, 2011

Sun, Jan. 9, 2011:	Students arrive in Florence
Mon, Jan. 10, 2011:	First day of Florence classes
Fri, March 25, 2011:	Last day of Florence classes
Sat, March 26, 2011:	Break begins
Sun, April 3, 2011:	Students arrive in London
Mon, April 4, 2011:	First day of London classes
Fri, May 27, 2011:	Last day of London classes
Sat, May 28, 2011:	Students depart

London First: Jan. 30 - May 28, 2011

Sun, Jan. 30, 2011:	Students arrive in London
Mon, Jan. 31, 2011:	First day of London classes
Fri, March 25, 2011:	Last day of London classes
Sat, March 26, 2011:	Break begins
Sun, April 3, 2011:	Students arrive in Florence
Mon, April 4, 2011:	First day of Florence classes
Fri, May 27, 2011:	Last day of Florence classes
Sat, May 28, 2011:	Students depart

III. Academics

Just as they are on campus, reading, analyzing, discussing, and writing are central to the London & Florence program. You will not have the resources of your college library, unlimited internet access, or your usual study spots, but you will have two fascinating cities as your laboratory. Museums, architecture, newspapers, theatrical productions, historical sites, and living, breathing Britons and Italians will all, in one way or another, serve as your texts while you're abroad. The program staff, too, will be valuable resources to you, but much of what you reap from this program will depend on your own curiosity and personal initiative.

The courses offered in each city reflect site as well as the special interests and expertise of the instructors, and they are designed to make full use of the unique cultural strengths of the local environment. Since the curriculum is integrated across the program and classroom instruction is closely linked to out-of-class activities, students are required to participate in all courses. If you find that a subject of interest to you is being taught at too basic a level, or perhaps with the assumption of greater prior knowledge than you have, it will be your responsibility to take the initiative to talk to your instructors. They will be more than willing to discuss your questions, suggest supplemental readings, and help you pursue your interests in written assignments.

Overall, keep in mind that study abroad requires just that—studying! Travel and exploring will be an integral and unforgettable part of your experience this spring, but your courses need to be your first priority.

Academics in Florence

In **Florence**, orientation will begin on the first Monday of each session, and will include an introduction to the program, a walking tour of the city and information on host families. If you have prior Italian language study, you will be given a test to determine the appropriate class level at Linguaviva. This is only a placement test. If you haven't had Italian before, you will be placed in the beginning class.

Daily schedules vary from year to year, depending on the directors' plans but classes usually meet Monday through Friday. In Florence, many of your class sessions will be taught around the city in art galleries, architecturally significant buildings, and historical sites most of which are a short walk from Linguaviva. The classrooms at Linguaviva will serve as a study area when not in use, and since the students live all over the city, Linguaviva will often be a central meeting place. There will also be day-long and overnight field trips outside Florence, and they usually fall on weekends. With this hectic field trip schedule and your academic obligations, you should plan to do most of your traveling during the break or before/after the program. There will be at least one long weekend for students to travel independently.

Florentine families generally have their evening meal at about 8:00/8:30 p.m., and it's often a long, leisurely one. It's not always realistic to plan for after-dinner study time. Previous groups have found that meeting their academic obligations while becoming acquainted with their Italian families and friends and participating in some of their activities was a challenge. Students also found the effort of functioning in a foreign language to be tiring at first. In the end, though, they were rewarded with great satisfaction at being able to converse in a new language and with the kind of personal growth they could not have experienced living among Americans.

Courses in Florence:

January Language Course (Linguaviva staff) – Session I Florence students participate in the intensive Italian language course offered by Linguaviva during January, and should arrive in Florence on Sunday, January 9. The course meets five days a week, 3.5 hours a day. Because the cost and credits awarded for the intensive Italian in January may vary from one campus to another, you should review the information on the cost sheet carefully and also check with your home campus before you leave for Florence. (3 credits)

Florentia and Firenze: Ancient Rome and Classical Mythology in Modern Florence –The focus of this course is the classical heritage and Roman origins of the city of Florence. The goal is to engage you actively in observing the ways in which classical culture, and especially classical mythology, is woven into the identity of Florence. You will also see how classical themes are incorporated widely into the public architecture of the city and how the same themes from classical mythology are used by Italian artists in paintings, sculpture and artwork on display in the museums of Florence. Typically the class will use the city of Florence as a classroom. You will study public buildings with classical themes on site and look for artwork with classical themes in museums.

You will also come to understand Florence as a Roman as well as Renaissance city by examining the archaeological evidence for the Roman city of Florentia, founded by Julius Caesar in the first century BCE. You will participate in walking tours of the city in order to experience Florence in from a different perspective, namely as an ancient Roman city, and will come to appreciate how the basic features of the ancient city, namely, its Forum, Amphitheatre, walls, etc., have determined the contours of modern Florence. (4 credits)

Art and Culture in Renaissance Florence (Jodie Mariotti) - The goal of this course is to afford the opportunity to engage directly with the artists, the monuments, the sites and the art works of the Renaissance period in Florence as well as explore coeval culture and history.

In diachronic sequence, it will focus on four stages in the development of Florentine Renaissance art: the seeds of its development in earlier centuries; the birth of the Renaissance style in the 15th century; the so-called “High Renaissance” – compared by one historian to the crest of a wave that, as soon as it forms, disappears; and finally, the initial stages of the subsequent period known as ‘la Maniera’ or Mannerism. Through personal engagement with the rich visual tradition of Florence, complimented by readings and discussions, we will attempt to define and explore the essence of this development. The course intends to function as a guideline through a virtual walk through Florentine art history, enhancing personal interaction with past ages, places and people, that is to say, the artists that have left visual traces of their passage and their culture. The goal is to initiate or enrich an inquiry and dialogue that can serve as a basis for future studies and investigations into the history of art, a fundamental component of human civilization and as stated by one historian no less than the “history of the human spirit in form” (Wölfflin). (3 credits)

Italian Language and Culture (Linguaviva staff) – After the regular term begins in Florence (in late January for Florence first students, in early April for the London first group), students will continue to take Italian, although with fewer weekly contact hours than in the January intensive course. As with the January session, instruction emphasizes spoken colloquial Italian so that students may quickly continue to build their conversational ability. The Linguaviva instructors are not just language teachers but also rich sources of information about Italian culture, and they can help students solve the daily problems which Italians and foreigners share. (2 credits)

Program-Sponsored Excursions – There will be two weekend trips, to Venice and Rome, that are part of the academic program. Attendance is mandatory, as it is for classes in Florence. The cost of these trips is included in your program fee.

Academics in London

There will be an orientation meeting on your first full day in London, as well as the traditional and popular “ACM London Walkabout.” During this initial meeting you will discuss practical things such as house rules for the apartment building, getting around London, and the academic schedule. The director will also confirm the theatre bookings for her course.

Classes normally meet four or five days per week. Most weeks also involve two nights at the theatre. While the director’s course will meet in the classroom twice a week, for the *London as Visual Text* course you will more often meet on site and thus need to factor in travel time to get to the meeting point. Carrying a full course load and getting to know one of the world’s most diverse and active cities challenges every student. Doing everything (and doing it *on time*) is possible, but it takes good organization and self-discipline.

Courses in London:

Literary and Theatrical London (Kelly Stage) –This course focuses on London as a center of literary and dramatic production. By the end of the module, we will have explored the changing spaces and places of London over the course of its development from small city to global capital as they play out in literature and drama across several centuries. We will examine the way literary and historical texts, as well as urban spaces and contemporary performances, portray the dynamics of urbanism and the creation of a London identity. Our texts and the performances we attend will expose a number of urban developments and crises, including plague, disaster, economic shifts, the criminal underworld, class division, ecological awareness, and the development of trendy metropolitan social cliques. Recent historical, literary, and cultural criticism will frame our readings of primary materials, which will include diverse materials such as poetry, drama, prose, maps, diary entries, essays, and newspapers. We will contemplate the way literature, drama, and non-fiction accounts imagine London and we will use the city and its institutions (including the theater) as a text as well. How, we will ask, do London and Londoners define and redefine their identities across periods and today? How do the problems and opportunities of dynamic shifts, such as changing economic activity, national political centralization, and imperialism and its aftermath, become legible in the texts, performances, and fabric of the city? (4 credits)

London as Visual Text (Sarah Cochrane) – This course will examine the art and architecture of London while considering the political, religious, economic, and social forces that shaped their creation and current function. Discussion of historical texts and visits to important buildings, neighborhoods, and museums will trace the development of the English city from its ancient roots to the 20th century. By the end of the course, students will be able to readily distinguish between Medieval Gothic and Gothic Revival buildings, as well as identify Elizabethan, Classical Revival, and Postmodern architectural styles and recognize the role that each played in London’s history. While the main focus of the course will be architecture, other arts such as portrait painting and tomb sculpture will also be addressed. (4 credits)

Program-Sponsored Excursion – Each London group will visit Stratford-on-Avon and attend one or more productions of the Royal Shakespeare Company. This trip is part of the academic program and attendance is mandatory, as it is for classes in London. The cost of the excursion is included in your program fee.

Credits

ACM recommends a total of 12, 17, or 20 semester credits, as shown in the course descriptions, for your academic work in Florence only, London first, and Florence first respectively. **Before you leave your home campus you should find out from your registrar exactly how many credits you will earn and what graduation requirements they will meet.** Different colleges have different policies about credit, and it is your responsibility to inform yourself about pass/fail options and how your London/Florence program credits will appear on your transcript. (More detailed information about ACM and individual college policies can be found in ACM Program Rules and Policies section of this handbook.)

Attendance Policy

Students are expected to attend all class sessions, including site visits, in both Florence and London. Similarly, participation in the program-sponsored excursions to Stratford, Rome, and Venice is mandatory. We therefore suggest that if family and friends plan to visit that they do so during the week-long break between the two program sessions when you will be able to spend time with them.

IV. Preparing to Go and Arrival

Passport & Visas

You need a valid passport to travel outside the U.S. and into the U.K. and Italy. If you don't already have a valid passport, or if your current passport expires before December 2011, you need to apply/renew immediately. Go to <http://travel.state.gov/passport/> for more information.

As a precaution, we suggest that **while you are traveling, keep your passport separate from your wallet in a money belt or other concealed carrier. At all times.** This way, even if you lose your purse or wallet, your passport will remain safe. There are a few precautions you can take to expedite the process of replacing your passport in case it is lost or stolen. Make a copy of your passport and carry the page separately from your passport. Keep a few extra passport-size photos and a certified copy of your birth certificate. If, for whatever reason, you lose your passport, contact the program staff and the nearest United States Consulate or Embassy as soon as possible.

The U.S. Department of State has recently made available an optional **passport card**, which contains your picture and some of the same information found in your passport. While it cannot be used for identification for an international flight or when obtaining a visa, it is a useful, additional form of identification for those situations abroad when you might otherwise use a driver's license. The cost of the passport card is \$30.

Requirements for visas vary from country to country, and are changing all of the time. US citizens are permitted to enter **Italy** for 90 days without a visa. Since the Italy portion of the program is less than 90 days, you do not need to obtain a visa in advance of the program. If you plan to extend the semester in Italy (or elsewhere), it is your responsibility research the immigration rules. Once students arrive in Florence, the program director will assist them in obtaining the requisite *dichiarazione di presenza*, required of all students who spend less than 90 days in Italy. (There is no additional charge for this process.) Students who enter Italy from a non-Schengen country (Chicago-London-Florence) or a direct flight from the US will not need to complete the *dichiarazione di presenza*.

Students will need an official student visitor letter in order to enter the **UK**. ACM will work with your college to generate the letter and it is your responsibility to pick up the letter from your Off-Campus Study Director prior to departing your campus. **Non-U.S. citizens may need to obtain a British visa as well, and they should contact the nearest British consulate or the embassy in Washington D.C. as soon as possible for more information on visa requirements.**

Passport-size Photographs

You will need to bring **two** passport sized photos to Italy, one for your Linguaviva ID and one for the bus pass in Florence. These photos can be printed on a home printer but must be on photo paper. **Photos should be in color, approximately 2" x 2". They should show your full face against a white background.** You may need official passport photos if you plan to visit countries in Eastern Europe that require a visa for entry; determining those requirements is your responsibility. You can get passport-size photos taken at most Walgreen's and Kinko's stores, or in a photo booth. Photo booths are scattered throughout both London and Florence, so you can have more pictures taken there if you need to.

Travel Arrangements

As you know, you are responsible for arranging your own transportation to and from Europe, and should begin researching airfares and travel options as soon as possible. The separate sections of this handbook for London and Florence offer suggestions on how to get to each city, but you should consult other sources, including program alumni. Travel guides are full of useful information for students and travelers on a budget. Websites like Kayak, Orbitz, and Expedia can help you

compare flight schedules and prices. STA Travel specializes in discount travel for students, please call STA at 800-708-9758 to check on discounted flight prices.

You might also contact a travel agent, who can suggest other options and will help you to build an itinerary that fits your needs. When you make your flight reservations, be sure to factor in the time you'll need to make connections between planes and/or trains so you'll arrive safely and at a reasonable time.

We encourage you to find another program participant to travel with by using the travel discussion board in Facebook. A big advantage of traveling with other participants is that you'll have people you know around to keep an extra eye on your luggage, as theft and pick pocketing can occur in airports and larger European cities.

If you can afford it, you might plan to arrive in your starting city a day or two before the program begins. Keep in mind that all expenses incurred before or after the official program are your responsibility. Although there are no planned group activities during this time, arriving early gives you a chance to rest, recover from jet lag, begin finding your way around town, and see some of the sights before your schedule starts to fill up.

Arrival

Customs and Immigration

When you arrive in Europe, you will be required to clear both customs and immigration. Customs is normally a wave of the hand, but it can also be a thorough search of your luggage. Immigration is a department separate from customs and will need to be satisfied that you are a student and able to support yourself without working while you are abroad. When entering the UK, you will need to present your official acceptance letter and your UK student visitor letter. The UK may also ask to see that you have sufficient funds, and you should show the immigration officer your credit card; you should also draw his/her attention to the statement on the student visitor letter which notes that you have already paid for your lodging, etc. as part of the program fee.

Early Arrival in Florence

You are free to arrive in Florence earlier or stay on after classes end, but you should be prepared to arrange and pay for your own expenses before January 9 / after May 28. If you plan to arrive early, it is a good idea to arrange for a hotel room ahead of time. Housing can be difficult to find in Florence around the holidays, especially for those arriving late in the day, so regardless of where you stay, make and confirm reservations well in advance.

Early Arrival in London

You are free to arrive early and/or to stay in London after classes end, but expenses before January 30/after May 28 are your responsibility. Generally students can move into the housing up to one week early at a rate of £20/night, although on occasion this is not possible.

If you're spending Session I in London...

You will fly into either Heathrow or Gatwick Airport. Both offer train, bus, and taxi service into the city for a range of fees. The taxi ride from Heathrow or Gatwick is long and expensive (over £70). Because of the excellent public transportation into London, a taxi is probably an unnecessary expense. If you do elect to take a taxi, we suggest you do so from central London (e.g., from Victoria or Paddington train station or from the National Express station) rather than from the airport. You should take an "official" London taxi—the boxy ones, usually black in color, which have meters. Please be aware that you are charged extra for any luggage that's put in the front compartment with the driver.

To 270 Earls Court from Heathrow Airport:

1. At Heathrow, follow the signs to the Underground, and take the Piccadilly line (the only train you can take) into the city. A train departs every 5-10 minutes during the day, and a one-way ticket into central London costs about £3.20. Travel time is approximately 45 minutes.

2. Get off at the Earls Court stop. When you come out of the station turn right onto Earls Court Road and walk about 200 yards to number 270.

Other options from Heathrow:

- Take the **Heathrow Express Train** to Paddington Station. Trains run every 15 minutes from Heathrow (Mon-Sun 05:10-23:25); travel time is between 15 and 25 minutes. A one-way ticket costs £16.50, first class £26. (www.heathrowexpress.com)
- Take the **National Express** coach service, which has frequent service to central London. The travel time is about 1 hour. A one-way ticket costs £8. (www.nationalexpress.com)

To **270 Earls Court** from **Gatwick**:

1. At the airport, follow signs to the Gatwick Express train (www.gatwickexpress.com). The train runs every 15 minutes during the day, and a one-way ticket costs £16.60. Travel time is approximately 30 minutes.
2. Take the Gatwick Express to its final destination, Victoria Station. At Victoria, follow signs to the Underground.
3. Make your way to the District & Circle lines westbound platform.
4. Board the District line train heading westbound.
5. Get off at the Earls Court stop. When you come out of the station turn right onto Earls Court Road and walk about 200 yards to number 270.

Other options from Gatwick:

- Take the **Southern Railway** to Victoria Station. The train runs every 15 minutes and travel time is 30 minutes. A one-way ticket starts at £11.90. (www.southernrailway.com)
- Take the **National Express** coach service, which has frequent service to central London. The travel time is about 1 hour 35 minutes. A one-way ticket starts at £7.50. (www.nationalexpress.com)

If you're spending Session II in London...

...or will be elsewhere on the continent before the program begins, you may arrive by Eurostar (only Americans talk about the "Chunnel") train at Waterloo Station, or by air at one of London's smaller airports, such as Stansted, Luton, or London City Airport. Ryanair, a small international airline with bases in London and Rome, offers very low fares to and from major cities in 17 European countries. Visit www.ryanair.com for more information. Be aware, however, that Ryanair's baggage limits are strict, and travelers are subject to penalty fees for luggage with weight or dimensions over the limit.

From **Luton Airport**

- Take the **Express Coach 757** to Victoria Coach Station. Travel time is 90 minutes, with coaches departing every 30 minutes.
- Take the **First Capital Connect** train to King's Cross Underground. Travel time is 35 minutes. A one-way ticket starts at £13. (www.firstcapitalconnect.com)

From **Stansted Airport**

- Take the **Stansted Express** to Liverpool Street Train Station. Trains depart every 15 minutes with a travel time of 45 minutes. One-way tickets start at £18. (www.stanstedexpress.com)
- Take the **National Express A6** to Victoria Coach Station. The travel time is about an hour and 40 minutes, and buses generally depart every 10 -20 minutes. A one-way ticket costs £22. (www.nationalexpress.com)

From **London City Airport**

- Take the **Docklands Light Rail (DLR)** to Bank Station where you can transfer to the District and Circle Lines. The travel time is 22 minutes. A one-way ticket costs £4.

London is also served by several mainline rail services, each serving different areas of the U.K., and all with convenient connections to the London Underground system or "Tube." To get to the Earls Court station on the tube, you'll want to take either the District or the Piccadilly line.

The mainline rail services and stations are:

- **Waterloo** serving the South Coast: Eurostar, Bournemouth
- **Victoria** serving the South Coast: Gatwick Airport, Brighton
- **Euston** serving the North West and North Wales: Birmingham, Chester, Manchester, Blackpool, Scotland
- **St. Pancras** serving the Midlands: Nottingham, Sheffield
- **King's Cross** (directly opposite St. Pancras) serving the North East: York, Leeds, Newcastle, Scotland
- **Liverpool Street** serving the East: Stansted Airport, Cambridge, Harwich, Norwich
- **Charing Cross** serving the South East Coast: Canterbury, Dover, Hastings
- **Paddington** serving the South West and South Wales: Heathrow Airport, Oxford, Bath, Plymouth

If you're spending Session I in Florence...

Be sure to take into consideration the time you will need to make connections between planes and/or trains so that you will arrive in Florence safely and at a reasonable time.

We highly recommend that you arrange to fly into Florence. While flying into Rome or Milan is not difficult, flying back home may require an overnight stay, since it is logistically impossible to get to either city from Florence before noon, and thus it may end up costing more.

From Florence-Amerigo Vespucci Airport (located three miles outside Florence): This international airport offers direct service from eleven European cities: Amsterdam, Barcelona, Brussels, Düsseldorf, Frankfurt, London, Lugarno, Munich, Nice, Paris, and Vienna. A taxi from the airport takes about twenty minutes and costs a flat rate of 20€ plus 1€/piece of luggage. A taxi from the train station to the hotel costs around 7€ even though it is a few blocks because there is a minimum fee. There is a bus service (Volabus run by Sita/Ataf) that will take you from the arrival terminal in the airport to the Florence Station Square not too far from the **Hotel**. The Volabus costs 4€. If you have a lot of luggage it may be worth taking a taxi from the airport because by the time you pay for the bus and a taxi from the station to the hotel, you will have already spent nearly the same amount.

From Rome: You can take the train to Florence if you arrive in Rome. If you choose to do so, make sure you purchase both tickets (from the Rome airport to the Rome train station, Stazione Termini, and from there to Florence) while you are at the airport. This way you will avoid standing in a long line once you reach the Rome train station—you'll be able to board the train straight away. When you ask for your ticket to Florence, ask for the first Eurostar leaving Rome after your train from the airport arrives. The airport train you will take arrives on the far side of the station. You will have to walk in towards the main part of the station until you are at the head of the tracks. Look for your train posted on an illuminated board hanging above the tracks. Your ticket will be printed with a *carrozza* (car) number and a seat number. The *carrozza* number is under a little drawing of a train car.

From Pisa: 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, though more frequent service is available from Pisa's central train station. The last train leaving the Pisa AIRPORT for Florence leaves at 6:55 p.m. If you don't catch this train, you'll need to take a bus or a taxi from the airport to Pisa's central station. The trip from the Pisa airport to Florence takes a little over an hour. The last train leaving the central station in Pisa for Florence is at 11:03 p.m.

From Milan: Flying into Milan should be a last resort because it offers one of the most difficult connections. If you land in Milan, you will either catch a connecting flight to Florence or take an airport bus to the train station, continuing by train to Florence. Milan has two airports, Malpensa for international flights, and Linate for Italian and some European flights, and you may have to change airports to catch a connecting flight to Florence. Another inconvenience: on your return trip to the U.S. you would probably need to spend a night in Milan, as it's impossible to get there from Florence for any flight that leaves before 2 p.m.

From Malpensa International Airport in Milan, an Airpullman bus meets international flights 8:00 am 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.

If you're spending Session II in Florence...

Where you spend your program break will determine your route to Florence. If you plan to spend your break in the U.K., you can fly cheaply into Pisa, Rome, or Milan from London on Ryanair. You can also fly into those cities from select locations on the Continent (visit www.ryanair.com for details) and take the train into Florence. You should also be able to find flights directly into Florence from certain places in Europe. Furthermore, Europe boasts a superior grid of railways, so you can make your way to Florence by train from virtually anywhere in Europe, though you'll probably have to make a connection or two. You might want to visit a travel agency in London before the program break to explore different options for getting into Florence.

Trains in Italy

Check out the official site of Italian Railways at <http://www.trenitalia.com/> for train schedules, stations, special offers, etc. Train tickets can be purchased at the main ticket office, or *Biglietteria*, and are valid for two months after the date of purchase, but they **must be punched with the date and time** just before you get on the train in order to make them valid for traveling. 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, the fine is about 30€.

There are several types of trains. With a few exceptions, only the trains that 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*. A faster and fancier train called ES (Eurostar) costs more yet. 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 *cucchetto* which costs 15 euros in addition to the *biglietto* and *supplemento*. The trip from Rome to Florence takes about one and a half hours; the trip from Milan takes over three hours. In both cases, the ticket and the *supplemento* total 22.45€. The best option is to take the Eurostar train from Rome or Milan because you will pay under 30€ and can get the ticket, *supplemento*, and seat reservation at the same Eurostar ticket window. This would be a good idea since non-Eurostar trains can take as much as twice as long as Eurostar trains. 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 small children trying to pick your pockets, particularly in the Rome train station, 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 passport in exterior pockets** and hold all belongings tightly. Pickpockets on buses are also very common.

Communication

Email and Computers

If you have a laptop, bring it along. The Linguaviva building in Florence has a wireless connection. With an adapter, you can plug your laptop in and use it at school or in your room at home. Please note that most of the host families do not have

wireless or dialup internet. Before you go, be sure to check the battery life and other functions on the computer, and have any repairs taken care of before you go, because computer repair is slow and very expensive in Italy. There is one computer and one printer for students to use to write and print school papers. Be aware that Linguaviva closes at 6pm, which means that from that time onward you won't have access to the program computers or wireless internet. Students can access wi-fi at the Biblioteca Oblate. There are several internet cafes within walking distance of Linguaviva, and with your Linguaviva student ID you're eligible for discounted rates. Students will need to register for the service and are responsible for paying an hourly rate for the time they spend online.

Students have access to email at various internet cafes around London. The program also has two computers for student use. There is wireless access, but there are times when it is not functioning.

Mail in Florence and London

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, the address can be found in the back of this handbook. Staff will be there to accept the post during business hours, and you can pick up your mail every day on your way to class. Your official mailing address while you are in London can be found at the back of this handbook.

Receiving Packages

ACM does not recommend that you receive any packages in either city. 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€ (\$60) to get the package out of customs. It is a huge hassle to get retrieve packages, and for these 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 the site. 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; do not plan to have drugs (of any kind) sent to you while abroad.

Phone Calls

You might also want to consider buying a cell phone to use while you're abroad. Unlike most cell phone providers in the U.S., you're not required to sign a service contract in Europe, there is no monthly allowance for minutes, and you do not get a bill. Instead, you buy a cell phone and purchase a certain number of minutes, similar to using a calling card. When those minutes run out, you simply pay for a recharge. Each European country requires a different SIM card, so you will need to buy one in London and one in Florence. Students in Florence can join a plan with other ACM students for a very reasonable rate and receiving incoming calls for free.

To call the U.S. from Florence, you must dial the following: 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 to landlines within Florence** must begin with the city code (055).

To call the U.S. from London, you must dial the following: international calling code (00) + country code (1 in the U.S.) + 3-digit area code + 7-digit number. **To call London from the U.S.,** dial the international calling code (011) + country code (44 in the U.K.) + city code (20) + number. **Calls within London,** whose city code is 20, require only that you dial the last eight digits.

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

<i>London time...</i>	9:00 pm	→ → → →	<i>Eastern time...</i>	4:00 pm
			<i>Central time...</i>	3:00 pm
			<i>Mountain time...</i>	2:00 pm
			<i>Pacific time...</i>	1:00 pm
<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

Students also rely heavily on Skype for phone calls. In Florence you may receive short telephone calls at the home of your host family, but you should make calls to the States from a pay phone with a phone card or use an Italian cell phone. This is a courtesy to your host family, because in Italy the phone company frequently makes the mistake of billing callers for collect calls. Receiving bills for an ACM student's calls has been very distressing to host families.

Pay phones will take either coins or phone cards. You can use 20- or 50-cent coins. For longer phone calls, you can buy a card for 2.50€ or 5.00€ at newsstands and bars. You insert the card into a slot in the phone, and its value is used up according to the length and distance of the call. To make a phone call, dial, and then wait for your party to answer. The lowest rates are weekdays after 11 pm., Saturday after 2:30 pm., and all day Sunday and holidays.

Money

In Italy, as in most of the European Union, the currency is the *euro*. Britain, although a member of the EU, has elected not to adopt the euro and continues to use the pound as its unit of currency. In each country you will need to have the appropriate unit of currency. (€ is the symbol for the *euro*, while £ is the symbol for the British pound.) You may wish to consider buying some currency from an American bank with an international banking department. Alternatively, you may plan to exchange U.S. dollars for the local currency in the airport when your plane arrives. Most points of entry have banks, currency exchange offices or ATMs for this purpose. You should bring only enough cash to tide you over for the first few days. You will need euros or pounds for the taxi, bus, or train once you exit the airport.

The amount of money you'll need in Florence and London 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. You'll need to adjust this figure to fit your own lifestyle and budget. Your major daily expenses in Florence will include lunch, internet, and personal necessities. (For information on how much you can expect to spend for personal needs such as shampoo, newspapers, 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 provides bus passes in Florence to all students. For London, while you'll receive a tube pass for zones 1 and 2 (known as an "oyster card"), you'll want to budget for the costs of meals and personal items such as toothpaste plus additional travel outside of zones 1 and 2 in Greater London. On the program-sponsored excursion to Stratford, the cost of transportation and an overnight stay, as well as theatre tickets, is included in the program fee, but you will be responsible for some meal costs.

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 the cost of meals during this period is covered by the program.

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, but you will also want to check on the transaction charges your bank may levy. While the exchange rate is typically good when using an ATM or debit card, you may find that transaction fees such as to discourage multiple withdrawals of small amounts. **Before the program starts** consult your bank and credit card provider to make sure that your cards will work in Italy and wherever else you plan to go. As well, inform them that you will be spending a semester in Florence and London 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 reporting the loss and obtaining a new one while you are overseas.

Cash

All airports will have ATMs, and for a fee 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. 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€ or £50 in cash in your wallet at a time.**

Getting Money from Home

Program staff will not be able to cash checks for you, so you will need to arrange for enough funds to cover you for the semester—in the form of funds transferred into a checking account at home, a credit card, cash, or a combination of these.

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: wwwnc.cdc.gov/travel/destinations/list.aspx.

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 and the U.K, although they may be compounded somewhat differently. Do 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 \$8.75/week. HTH will be sending to you in the next several weeks a welcome letter and an ID card; the welcome letter will describe how to log on to 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 or through the website.)

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

Pre-Program Reading

You will receive a list of texts you'll need for your courses in London and Florence, and it's recommended that you buy the books for the Florence portion in the U.S. before you go. For London, and especially for the plays you will be seeing in the Faculty Director's course, you will be able to purchase books in London. You may also be asked to read one or two books before the program starts. In the meantime, start to do some general reading about London and the U.K., and about Florence, Tuscany, and Italy. Most libraries have collections of travel guides that can answer questions you may have about the customs and cultures in England and Italy, and what to see and do during your time 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 place and reduce the time it takes to start feeling at home. Don't forget to take weight and bulk into consideration if you purchase a travel guide, since you'll be carrying it around.

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 experience in person when you get to Europe. Italian and English novels are good 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 and interested about American current events and politics. You may be asked your opinion on many international current events as well, so it's useful to stay apprised of what's going on in the world.

Travel Guides

Lonely Planet

Rough Guide

Blue Guide: Florence

Art and History of Florence & 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 16th century masters as well as earlier masters)

Art and History of London & Britain

London: The Biography, by Peter Ackroyd
Britain Yesterday and Today: 1830 to Present, by W. Arnstein
A Social History of England, by Asa Briggs
The Story of England, by Christopher Hibbert
A History of London Life, by M.D.R. Leys
New Anatomy of Britain, by Anthony Sampson
Britain and America: An Interpretation of their Culture, 1945-1975, by Daniel Snowman
The Classical Language of Architecture, by John Summerson

Fiction & Poetry

George Eliot, *Romola*
E.M. Forster, *A Room with a View*
Nathaniel Hawthorne, *The Marble Faun*
D.H. Lawrence, *Etruscan Places* and *Sea and Sardinia*
Mary McCarthy, *Stones of Florence*
Geoff Nicholson, *Bleeding London*
Tim Parks, *Italian Neighbors*
Zadie Smith, *White Teeth*

Online News Sources

BBC online
www.bbc.co.uk
Corriere Della Sera's Italian Life section (in English)
www.corriere.it/english
Florence newspaper *La Nazione* (in Italian)
www.lanazione.it
The Guardian
<http://www.guardian.co.uk/>
The Guardian Weekly
<http://www.guardianweekly.co.uk/>
The Independent
<http://www.independent.co.uk/>
The New Statesman
<http://www.newstatesman.com/>
The Observer
<http://observer.guardian.co.uk/>
The Spectator
<http://www.spectator.co.uk/>
The Sunday Times

<http://www.timesonline.co.uk/tol/news/>

The Telegraph

<http://www.telegraph.co.uk/>

Timeout London

<http://www.timeout.com/london/>

Films

My Beautiful Laundrette

84 Charing Cross Road

Educating Rita

Shadowlands

Notting Hill

Bridget Jones's Diary

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

Travel & safety info

Travel and passport information from the U.S. Department of State

travel.state.gov

Health info for travelers from the Centers for Disease Control

www.cdc.gov/travel/

Tourism

British Tourist Authority – <http://www.visitbritain.us/>

London Underground info – <http://www.tfl.gov.uk/modalpages/2625.aspx>

Florence Tourist Agency – www.firenzeturismo.it

Eurail and country-specific rail passes – www.eurail.com, www.railpass.com

Italian Railways site – http://www.ferroviedellostato.it/homepage_en.html

Packing Considerations

You are advised to pack the type/style of clothing what you normally use. If something on the suggested packing list is not something you already own or feel you need, then don't buy it. The packing suggestions are just suggestions made by program alums. The only items that are required for you to bring are listed under the heading of essential materials.

Past participants have provided valuable advice about how to pack for the semester, and many will tell you that one of the first things you learn is that you can live and be happy without a lot of stuff. Bring items that you plan to leave behind, such as towels, t-shirts, etc. so that you have room in your luggage for souvenirs

Bring a suitcase, plus a backpack for field trips and weekend traveling. 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. Double check with your airline about the baggage limits of weight and dimensions for both checked and carry-on luggage. 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. When you pack your bags, include your name and the program address inside each bag in case it gets lost. If your bags are damaged or missing when you arrive, file a written report with the airline before leaving the airport.

Pack anything you'll need immediately upon arrival in your carry-on bag. It is always recommend that you pack at least one day's worth of clothing in your carry-on in case your checked baggage is delayed. Check both your airline's and the Transportation Security Administration's websites for the latest carry-on luggage restrictions (www.tsa.gov). **You should 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. If, when you board your flight, the overhead luggage is full and you are asked to put your bag under the plane, take out all prescriptions and valuables!

We strongly recommend that you carry your money, passport, and any valuables in a money belt beneath your clothes while you're traveling or in a small bag/wristlet. 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 the 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.

Clothing

Bring adaptable clothes that will adapt to different seasons and situations and that are sturdy, comfortable, easy-care, and ones that can LAYER. Many students use scarves to layer. Avoid a piece of clothing you'll wear only once or twice during the semester. Laundromats and dry-cleaning are expensive, so hand-wash and drip-dry materials are the most practical. For the most part, dryers are not used, so you may wish to bring along a collapsible plastic hanger or clothesline for drip-drying. Your packing will be much more efficient and your clothes will arrive in a more wearable condition if you tightly and smoothly roll them rather than fold them.

Comfortable walking shoes are an absolute must and it is a good idea to break them in before the program. Remember that you will be walking in rainy weather; choose your shoes accordingly. You will need a warm coat, jacket, or a raincoat with a zip-in-lining for outdoors, and sweaters for the cool indoor temperatures. Warm pajamas are a necessity for cool winter and early spring nights. Sweaters are versatile traveling garments: they work with jackets on frigid days or without jackets on mild ones. Lightweight thermal underwear may also be a real asset. Keep in mind that it will be warmer by the end of May, so bring lighter shirts, t-shirts, blouses, and perhaps a swimsuit and towel. You should have casual clothes for everyday use, and one dressy outfit for concerts and the theatre.

Your Italian mother will expect you to wear slippers inside the house, so be sure to bring a pair with you. It can be considered impolite to walk around in bare or stocking feet. This custom has practical origins: many of the apartments in Florence have chilly marble or ceramic floors, and slippers provide a barrier against the cold.

Celsius to
Fahrenheit
conversion
°C °F

-20	-4
-15	5
-10	14
-5	23
0	32
5	41
10	50
15	59
20	68
25	77
30	86
35	95

Climate and Dress in Florence

If you are spending Session I in Florence, you'll catch the last part of winter and the first part of spring. January and February temperatures will vary from about 35 to 55 degrees Fahrenheit. March is normally the beginning of spring, and midday temperatures can reach the high 60s. You will need both winter and spring clothing. Session II Florence students will probably find full spring weather, including frequent rains. Past Florence groups, in fact, have found Italy more rainy than sunny. Typical student dress in Florence is casual, but not sloppy.

Climate and Dress in London

The average temperature in London in February is 35 to 40 degrees Fahrenheit. In March the average temperature climbs to 45 and to the mid-50s in April. Those of you in the first London group will, therefore, be in for more severe weather than those in the second. These temperatures can be misleading because the weather is damp as well as chilly. However, you will enjoy the early English spring when the country is rich with cherry blossoms and spring flowers. Like in Italy, public buildings, galleries, theaters, etc., in London are often quite cool by American standards. Rain in the winter and early spring months is also a fact of life but you will enjoy some warm days, too (up to 60°F). You will need warm clothes, and would be well advised to have a raincoat and a travel umbrella. Think in terms of layers of clothing (i.e., shirt + sweater + jacket) to accommodate a variety

of conditions. Londoners sometimes call this “layering up.” Keep in mind that while formal dress is by no means required for most of the theatergoing you’ll be doing in London, you might want to have the option of occasionally wearing something dressy—a jacket and tie for men, a dress or skirt for women.

Bring travel sizes when possible for travel. You can buy full sized products in both London and Florence but they tend to be more expensive than what you will find in the US.

Miscellaneous Items

Avoid bringing electrical appliances. If you bring an appliance from home, keep in mind that the voltage in Europe is 220. In addition to a voltage converter, you’ll need an adapter to change the shape of the plug for your appliance. Furthermore, Italy and the U.K. have different standard connectors.

Suggested Packing List

Essential Materials

- Passport
- Certified copy of your birth certificate (in case of loss of passport)
- ATM card, credit card, cash
- 2 passport sized photos
- Proof of financial support
- Original copy of your acceptance letter
- UK visa letter
- Required text books
- Italian/English dictionary
- HTH insurance card

Clothing

- Raincoat with zip-in lining
- Warm coat/jacket
- Gloves, hats, scarves
- Sweaters
- T-shirts and long-sleeve shirts
- Jeans or casual pants
- Warm pajamas
- Thermal underwear
- Undergarments and socks (at least 7 days worth)
- Slippers/shoes to wear around the house (it is not acceptable to be barefooted)
- Walking shoes (break them in before the program)

Personal and Miscellaneous Items

- Umbrella
- Money belt, small bag/wristlet
- Collapsible plastic hanger or clothesline
- Sewing kit
- Toiletry items in travel sizes and larger
- Stick deodorant (hard to find on-site)
- Hand sanitizer
- Glasses or contact lenses + extra pair and copy of your prescription. Contact lens solution is expensive, so you might want to bring a semester's supply.
- Enough prescription medicine to last your stay and copies of prescriptions (with generic names)
- Basic medicine kit (pain medication, bandaid, cold medicine)
- A bath towel and wash cloths in Florence (purchase on-site)
- Bug spray
- Travel alarm clock
- Backpack/bag for routine daily use (some students bring larger backpacks for weekend travel)
- Small bag for just a notebook during classes on-site
- School supplies (can be purchased on-site)
- Guidebooks
- Laptop computer
- USB drive
- Converter plug
- Voltage adapter
- Mp3 player
- Camera, memory card and charger
- Pictures of your family, home, and college to show to your host family and friends.
- Water bottle
- Lanyard for keys
- Favorite snacks
- Journal

V. Cultural Norms and Expectations

Cultural Differences

By design, an off-campus program is unlike life on your home campus. In addition to everyday differences—what and when you eat, you may also encounter larger, more elusive cultural contrasts. A big part of living abroad is recognizing and integrating to your new cultural surroundings. As you meet and establish friendships with English and Italian people, you might find that you need to adapt to different rules of etiquette and consider social and political perspectives 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 differences 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. Especially in Italy, where communicating in a foreign language can mean that even basic speech requires effort, you might sometimes start to feel tired of confronting so many challenges. But keep trying! It takes courage to remain open to so much newness, but in the end your efforts will bring rich rewards. 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 in Italy:

- 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, mothers with children, and the handicapped. 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. Even if you haven't studied Italian before, start immediately to use small courtesies in Italian (please, thank you, etc.). You'll find that it's appreciated.
- 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.
- It is normal to exchange "buon giorno" or "buona sera" when entering shops or cafes and "arrivederci" and "grazie" when exiting. Not to greet the sales person or shop owner when you enter is considered rude.
- 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.

In Britain, don't let the fact that we share a common language delude you into thinking that there are no significant cultural differences between the U.S. and Britain or that you need not adapt your way of interacting to function smoothly in your daily life. There are very real cultural differences, and one of the most significant is the high premium Britons put on politeness. They are, for example, far more likely to under-state rather than over-state a situation, as Americans are prone to do. You'll find that "please," "thank you," and "sorry" are used with great frequency. And in making requests to one another, Britons tend to be overly polite—or at least that's how it seems to us. Instead of saying, "I want to do such-and-

such,” Britons are more likely to say, “Would it be possible for me to...?” or “Might I...?” We urge you to begin to do the same—you’ll find that people are much more likely to respond positively to your requests. Persistence is fine, but a lack of courtesy, especially losing your temper, is likely to be counterproductive. You’ll also find British politeness expressed in “queuing”—lining up for service and to get on buses and trains. It’s the norm in Britain, and you should do it too.

Although we share the same language, there are often significant differences in the meanings of words, with the same words expressing quite different and even opposite things on the opposite sides of the Atlantic. Some of these differences can be quite amusing, while others are simply confusing. You’ll learn some of these differences as you go along, and may at times find it humorous or, possibly, frustrating. Be prepared for these moments of mutual incomprehension!

Local Adaptation: Florence

Following is a brief list of useful Italian words and phrases that may help you during your first few days in Italy. The Fodor’s website (<http://www.fodors.com/language/italian/>) offers additional useful Italian phrases and includes links to sound files to help your pronunciation.

	English	Italian	
THE BASICS	Yes	Sì	
	No	No	
	Please	Per piacere; per favore	
	Thank you	Grazie	
	Thank you very much	Molto grazie	
	Excuse me (apology)	Scusi; mi scusi	
	Excuse me (may I get through?)	Permesso	
	I’m sorry	Mi dispiace	
	GREETINGS	Good morning / good afternoon	Buongiorno
		Good evening	Buona sera
Good night		Buona notte	
Hello (formal)		Salve	
Good-bye (formal)		Arrivederci	
Hello / good-bye (informal)		Ciao	
See you soon		A presto	
See you later		A più tarde	
Pleased to meet you		Piacere	
My name is		Mi chiamo	
I am		Sono	
This is my friend (m)		È il mio amico	
This is my friend (f)		È la mia amica	
How are you?		Come sta?	
Fine, thanks, and you?		Bene, grazie, E Lei?	
I am an American student (male).		Sono uno studente americano.	
I am an American student (female).		Sono una studentessa americana.	
I am studying in Florence.		Studio a Firenze.	
I am going to Florence.	Vado a Firenze.		
I am from Chicago.	Sono da Chicago.		
APPROACHING SOMEONE FOR HELP	Sir	signore	

English

Madam / Mrs.

Miss / Ms.

Do you speak English?

I don't speak Italian

I understand a little

Please speak more slowly

Please repeat

May I ask a question?

Could you please help me?

Of course

Can you understand me?

Does anyone here speak English?

Could you translate this for me?

Who?

What?

Why?

When?

Where?

How?

How much?

Where can I change some dollars?

...this check?

Is the bank open?

No, it's closed.

Is there a currency exchange nearby?

How much is the dollar worth today?

What time is it?

It's one o'clock.

Noon

Midnight

Five minutes ago

When does it begin?

Early

Late

On time

Italian

signora

signorina

Parla inglese?

Non parlo italiano

Capisco un pò

Per favore, parli più
adagio

Per favore ripeta

Posso fare una
domanda?Può aiutarmi, per
favore?

Certamente

Mi capisce?

C'è qualcuno qui che
parla inglese?Mio può tradurre
questo?

Chi?

Che cosa?

Perché?

Quando?

Dove?

Come?

Quanto?

Dove posso cambiare
dei dollari?

...questo assegno?

È aperta la banca?

No, è chiusa.

C'è un ufficio cambio
qui vicino?Quanto vale il dollaro
oggi?

Che ora è?

È l'una.

mezzogiorno

mezzanotte

Cinque minuti fa

Quando comincia?

In anticipo

In ritardo

In orario

QUESTION WORDS

CHANGING MONEY

TIME

FINDING YOUR WAY

English

Where is / Where are...
the bus to the center of town?

the ticket office?
the toilets?
the restaurant?
How can I get there?
Where can I find this address?

I think I'm lost.

It's straight ahead.

Turn right

Left

In front of

Next to

After

Near

Where is the Pensione Ottaviani?

Where is the train station?

The ticket window

The no-smoking section

I'd like a second-class ticket.

Is this seat taken?

Italian

Dov'è / Dove sono...
l'autobus che va in
centro?
la biglietteria?
i gabinetti?
il ristorante?
Come ci si arriva?
Dov'è questo
indirizzo?
Penso di essermi
smarrito.
Sempre dritto.
Giri a destra
A sinistra
Davanti a
Accanto a
Dopo
Vicino a
Dov'è la Pensione
Ottaviani?
Dov'è la stazione?
La biglietteria
Lo scompartimento
non fumatori
Vorrei un biglietto di
seconda classe.
È occupato questo
posto?

TRANSPORTATION

Local Adaptation: London

US English

. (period)
American beer
an apartment
an apartment building
Annoyed
baby carriage
ballpoint pen

band-aid
Bangs
Bathroom
Beer
Candy

British

full stop
lager
a flat
a block of flats
pissed off
pram / pushchair
biro
Elastoplasts or
plaster
fringe
toilet
Guinness
sweets

US English

canned goods
cheap wine
checking account
chip shop
cigarette
circus / plazas
collect call
commercial
cookie
dark beer
dead end
diaper

British

tins
plonk
current account
chippie
fag
circus
reverse charge call
advert
biscuit
bitter
cul de sac
nappy

US English

drugstore
 drunk
 eggplant
 elevator
 end-of-high-school exams
 eraser
 fender
 first floor
 French fries
 Friend
 Gasoline
 graham cracker
 Guy
 gym shoes
 hardware store
 hood of car
 house trailer
 house visit
 Intermission
 Jell-o
 jumper
 lemonade and beer
 lining up to wait
 liquor store
 mail
 movie theater
 newsstand
 no parking
 office worker
 one-story house
 overpass
 pants
 pantyhose
 pedestrian crossing

British

chemists
 pissed
 aubergine
 lift
 a levels
 rubber
 mudguard
 ground floor
 chips
 mate
 petrol
 digestives
 bloke
 trainers
 ironmonger
 bonnet
 caravan
 calling someone
 interval
 jelly
 pinafore dress
 shandy
 queuing
 off license
 post
 cinema / flix
 news agent
 no standing
 clerk
 bungalow
 flyover
 trousers
 tights
 zebra crossing

US English

pedestrian underpass
 place where you bathe
 potato chips
 pre-college studies
 private school
 public housing
 rotten
 seats on main floor
 second floor
 sidewalk
 small parakeet
 soccer
 squash
 stingy
 subway/Underground
 suspenders
 sweater
 sweater
 tape
 television
 the letter Z
 ticket taker
 to be awakened
 to telephone
 toilet
 traffic interchange
 tricky
 trunk
 two weeks
 underwear
 vegetable seller
 vest
 windshield
 zucchini

British

subway
 bathroom
 crisps
 school
 public school
 council housing
 grotty
 stalls
 first floor
 pavement
 budgie
 football
 marrow
 mean
 tube
 braces
 jumper
 pullover
 sticking plastic
 telly
 zed
 clippie
 to be knocked up
 ring up
 water cooler/ loo
 roundabout
 dicey
 boot
 fortnight
 pants / knickers
 green grocer
 waistcoat
 windscreen
 courgettes

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.

VI. 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 both London and Florence will instruct you on what to do if you need medical attention. The challenges of adapting 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 wish to have professional 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.

Most standard pharmacy products are available in Europe. If you require any special prescriptions, however, please check that they are available in Europe (and in the same strengths) as at home. If they are not, you should bring a supply with you for your entire stay; do not plan to have medications mailed to you. 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 let them know that you are receiving medical treatment for which follow-up treatment upon return home may be required.

Special Diets

If you are a vegetarian or have dietary restrictions, please inform the ACM office. You should describe your diet – specifically which foods you avoid, your reasons for following it (e.g., a personal preference or medically required) –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 London/Florence Program: The most important difference is that you will be living and studying in cities that are perhaps larger than what you're accustomed to. In Florence, you will be commuting between your home and Linguaviva each day by public transportation, while in London and you will make frequent use of the Underground system. Public transportation in both cities 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. One major difference: in London drivers travel on the left side of the road.

Whenever you cross a street you need to look first to your right—not to the left as you would in the U.S. or in Italy. Your host family and program staff can advise you about how to ensure your safety as you travel around Florence and London.

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.** Students are encouraged to focus their independent travel during the program in Italy or England; your exploration of different regions will bring to life some of the classroom discussions of Italy and Britain's history and character. Leave more extensive traveling for the program break or the summer.

Crime and Random Violence

By and large, Florence and London are modern and relatively safe cities, and Italy and the United Kingdom are hospitable and secure countries. Like any place else in the world, however, both cities have some crime and random violence. Pickpockets commonly target tourists at historic sites and restaurants, on public transportation, and in other crowded areas. Avoid keeping cash or valuables – like your passport – in easily accessible pockets or purses. It's generally safer to carry a wallet in a front pocket rather than a back one. Theft is also a possibility at 270 Earls Court, so be sure to lock your door when no one will be in your room.

We encourage you to travel with a partner or in a small group. Follow the staff and 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.

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 an invitation. Many students have found it necessary to adopt 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, 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 local residents 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 should register with the U.S. embassies in Italy and the U.K. 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 both London and 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. **Make-up classes and exams can be arranged only in response to medical emergencies and 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, the U.K., and the U.S. has to do with consumption of alcohol. While there is not the rigid enforcement of a drinking age in Italy or, to a lesser extent, in Britain, 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.

In Britain, unfortunately, norms with regard to the consumption of alcohol are less moderate than in Italy, such that Britons abroad are regarded with a certain amount of disdain and even hostility. As an American in Britain, however, this is not an area in which to imitate local standards. Excessive consumption of alcohol is a risk to your safety and that of others: your

judgment is diminished and you may not be able to assess the danger of a situation. Students whose alcohol consumption puts themselves, others, or the program at risk may be asked to leave the program.

Drugs

Anti-drug laws in Italy and the U.K. 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; penalties in Britain are similar. 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.

English law and customs are also strict, and are sufficiently different from our own to make it necessary for you to be forewarned. 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.

VII. Living Arrangements

Florence

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

Upon arriving at the program site you will select a roommate and will then be matched with a host family. These placements will not be made prior to arriving on-site. After the first three days of your stay in Florence you will be placed in an Italian home. 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.

According to the Linguaviva contractual agreement with the families, breakfast and supper will be provided by your host family; lunch is on your own. 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 last for two or more hours. Lunch is not included in the program fee; students are provided a small space in their host families' refrigerator to store ingredients for cold lunches that you can then take to Linguaviva. Alternatively, there are several inexpensive restaurants near Linguaviva where you can purchase lunch in the middle of the day. Please keep in mind that you do not have the use of the kitchen in your host family's house or apartment for food preparation except for lunches.

Respect of the privacy and property of the families is of the utmost importance. You may not access their belongings or collections of books, films, CDs -in short, their personal property —without first asking their permission. The same holds true for food and kitchen supplies.

Each student will have one load of laundry done per week by their host mother. Since there will almost always be two of you with a family, we recommend that you share washing, doing one white wash and one dark wash per week together, specifying that you want your clothes washed at a low temperatures (maximum 40° C).

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 the Director in Florence 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 the cost of your meals is covered by the program.
- 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).

London

You will be living in dorm-style rooms in southwest London. Each participant will share a room with up to three other ACM participants. You might feel safe leaving your dorm room door unlocked from time to time on your home campus, do not do this in London. The rooms are modestly furnished, and every floor has shared bathrooms. Each floor has a kitchen available for student use. When you use the kitchen or other common areas, please clean up after yourself promptly. There is a classroom/common room in the building as well. The house, which stands five stories tall, was built in the late Victorian era (ca. 1900-1910). Depending on enrollment, ACM will occupy the two or three lower floors, i.e., the garden level, ground, and first floors, and other international students might possibly occupy the other floors. The building has telephone and fax, and a large garden in the back. The building's resident housekeeper, Michael, will provide weekly linen service (with sheets and towels). This building is a shared space and, out of consideration for other residents, common areas should be kept as tidy as possible.

The house is a three-minute walk from the Underground station, which is served by the District and Piccadilly lines. The house and its neighborhood are central to the entire city. London's theatres, parks, markets and cathedrals, etc. are just a short Tube ride away.

VIII. Personal Travel: Travel within Europe during the Travel Break

The program break runs from **Saturday, March 21, to Saturday, March 28**. Most students use this opportunity to travel in Europe before heading to the next city. Be sure to budget for the cost of your travel between not only your entry point in Europe and your first city, but also between London and Florence. You are responsible for your travel expenses, accommodations and meals during the break. Remember to be realistic about your travel plans and to use good judgment during your independent travel.

Eurail Passes: If you plan to do a fair amount of rail travel on your own before or after the program or during the break, you might be interested in one of the variety of Eurailpasses available for travel in and among 17 European countries but not travel in Great Britain. Several passes with different restrictions and durations are available including: Eurail Youthpass, Eurail Youth Flexipass, Eurail Saver Pass, Eurail Flexipass, and the Europass. If you are interested in one of these passes, you should contact STA Travel, your own travel agent, or the official Eurail web site at www.eurail.com for advice on which type of pass to purchase. These passes must be purchased before you leave North America; they are unavailable in Europe.

BritRail Passes: Eurailpasses are not valid for travel in Great Britain; the BritRail Classic Pass and the BritRail Flexipass cover England, Wales, and Scotland. Airport services—Heathrow Express, Gatwick Express and Stansted Skytrain—are also included. The BritRail Classic Pass is valid for travel on a certain number of consecutive days. Passes are available for 8 days, 15 days, 22 days, or 1 month. The BritRail FlexiPass permits the holder to choose travel days within the period of validity. Passes are available for 4 days' travel in two months, 8 days' travel in two months or 15 days' travel in two months. Tickets are available in the U.S. from BritRail (1-877-677-1066) or Rail Europe (1-888-274-8724). For more information, visit www.britrail.com or www.visitbritain.com.

Other Passes and Train Tickets: www.railpass.com features a wide variety of regional and national train passes. A word of caution: You may need to do a lot of train traveling before a rail pass begins to save you money. Compare the cost of purchasing tickets individually with the price of any pass. Remember to keep the receipt part of your pass or tickets so you can get a replacement or refund in case of loss.

If a rail pass isn't the answer for you, consider BIGE tickets, which offer discounts of up to 50%. These cheap tickets are good for about 90% of international departures, except for a few all-first-class and express trains. Travelers under 26 can purchase them in Europe at travel agencies such as TransAlpino and Eurotrain. *Let's Go* has the names and addresses of student travel offices in various European cities where you can make arrangements.

Air Travel: Flying within Europe can be affordable if you search for discount/student fares. Many reduced fares on regularly scheduled European airlines cannot be advertised in North America. If your schedule allows some flexibility, you may save money by arranging your travel between European cities once in Europe. There are many inexpensive airlines offering good deals: Ryanair, GO, British Midland, Excel, and Air2000.

Accommodations: Youth hostels are the least expensive housing option while traveling in Europe; a bed generally costs around \$20 or \$30 a night. They vary greatly in quality, however, and often have curfews and daytime lockouts that may restrict your schedule to some extent. If you plan to stay in hostels, visit the Hostelling International website at www.hihostels.com for locations and more information. At www.hiusa.org you can purchase a membership card for about \$28. This card allows you to stay in International Youth Hostel Federation hostels at a cheaper rate and will usually prevent you from being turned away during busy periods. If you're going to join Hostelling International, be sure to do it before you leave the U.S. Pensiones and hotels will cost more money than hostels, but they generally give you more privacy, security, and flexibility. Most tourist information centers in train stations and airports can help you to find accommodations, but a good guidebook will also come in handy. Many guidebooks list lodgings that their readers have liked in the past.

IX. 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!

X. 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.

