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IMPORTANT CONTACTS

INTERNATIONAL PROGRAMS OFFICE (TALLAHASSEE)

A5500 University Center
282 Champions Way
P.O. 3062420
Florida State University
Tallahassee, FL 32306-2420

Phones: (850) 644-3272 or 1-800-374-8581
Fax: (850) 644-8817
Hours: 8:00 a.m. – 5:00 p.m., EST, Mon. – Fri.
Email: ip-info@fsu.edu
Website: international.fsu.edu

Louisa Blenman
Associate Director
Email: lblenman@fsu.edu

Carolyn Barringer
Assistant Director of Program Management
Email: ctbarringer@fsu.edu

Program Management
Email: ip-faculty@fsu.edu

FSU FLORENCE STUDY CENTER

FSU Florence Study Center
Borgo degli Albizi, 15
50122 Florence, Italy

Phone: (011) 39-055-2340604
Fax: (011) 39-055-2476938

Frank Nero
Resident Director
Email: fnero@fsu.edu
Cell: (011) +39-324-790-3571

Lucia Cossari
Associate Director
Email: lcossari@fsu.edu
Cell: (011) +39-338-5397290

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Academic and Program Services
Email: cpanarella@fsu.edu
Cell: (011) +39-388-996-2326

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Housing Coordinator
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Cell: (011) +39-349-7084256

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Program Coordinator
Email: lbuonanno@fsu.edu
Cell: (011) +39-335--573-6280

Vanessa Kummer
Faculty Reservations and Services
Email: vkummer@fsu.edu
Cell: (011) +39-328-837-4993

Eduardo Sanin
Program Administrator & Community Outreach
Email: esanin@fsu.edu
Cell: (011) +39 338-701-4242

Giacomo Sproccati
Student Life & Health Services
Email: gsproccati@fsu.edu
Cell: (011) +39-338-899-0374
### FLORENCE EMERGENCY PHONE NUMBERS

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<tr>
<th>Making international calls from the U.S. to Florence:</th>
<th>First dial “011” (for international call), followed by “39” (the country code), then the specified location number.</th>
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<tr>
<td><strong>Emergencies</strong></td>
<td><strong>Phone:</strong> 113 (local police)</td>
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<td><strong>U.S. Consulate</strong></td>
<td><strong>Phone:</strong> (011) 39-055-266951</td>
</tr>
<tr>
<td>Lungarno Vespucci, 38</td>
<td><strong>Phone:</strong> (011) 39-055-284-088</td>
</tr>
<tr>
<td>50123 Florence, Italy</td>
<td><strong>Website:</strong> usembassy.it/florence/</td>
</tr>
<tr>
<td></td>
<td><strong>Facebook:</strong> <a href="https://www.facebook.com/USCGFlorence/">https://www.facebook.com/USCGFlorence/</a></td>
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**Time differences:** Remember that Florence is **six hours ahead** of Tallahassee.
BEFORE DEPARTURE & ARRIVAL IN FLORENCE

BEFORE DEPARTURE
FSU International Programs is now a Passport Acceptance Facility. Apply for a passport in our office. Call 850.645.9714 or visit international.fsu.edu/Passports.aspx for details. Additionally, passport photos can be purchased in our office. Please call our Passport Acceptance Facility office for details.

ARRIVING IN FLORENCE
Please make sure to arrive in Florence on or before the Approved Arrival Date, which is typically one day before the start of the program. This date can be found in both your appointment letter and Okay to Buy Airline Ticket email. The Florence Faculty Orientation is on the first day of the program. Summer 1 is May 9th; Summer 2 is June 27th. Times and locations will be announced.

FROM FLORENCE
Flying directly into Florence is the best and easiest option for most faculty members. From the Florence airport faculty should take a taxi directly to the address of their residence as supplied by the study center staff before departure from the U.S. Faculty members should not come to the Florence Study Center. Our housing coordinator will arrange to have the landlords of the faculty apartments there to greet them upon arrival. Please notify Ilaria Mugnaini of your flight itineraries after purchasing your tickets.

The taxi stand at the Florence airport is at the far end of the terminal if you turn to the right after exiting the baggage claim area.

The cost of a taxi to and from the airport to downtown Florence is at a fixed rate. During the day it is €22; after 11:00 p.m. it is €25. There is an additional fee of €1 per suitcase and €1 per person over four people. Not all taxis are equipped to take debit or credit cards, so have cash in euros prepared. There is no Uber service in Florence. Have cash in euros pre-prepared upon arrival. Please ask the taxi driver for a receipt, “ricevuta.”

Contact FSU Travel or your FSU home department travel representative with issues with the Concur system. Additionally, Contact ip-submittravel@fsu.edu with any questions about receipts. Travel receipts for reimbursement will not be accepted via email or in person.

FROM ROME
The nearest major international airports (other than Florence) are Pisa, Rome, and Milan. If a faculty member arrives in Rome (Fiumicino), taxis are available from the airport to the central train station (Stazione Termini). The cab fare is about €50-€60, and the ride is an hour long.

The Leonardo Express is a train that runs directly to and from the Rome airport (Fiumicino) and the Stazione Termini (train station). A one-way ticket costs €14 per person. After going through customs follow the signs to “Ferrovia” (Railway) or FFSS. Purchase a ticket in front of the track from which the train leaves. Once at the Termini train station, look for signs that say “biglietti,” and then buy a ticket to “Firenze.” There are also computerized ticket kiosks throughout the station where a train ticket can be purchased with either cash or credit card. The ride is less than two hours, and the fare is about €50. Make sure to buy tickets for the frecciarossa train to Florence.

FROM MILAN
From the Malpensa Airport in Milan, take the Malpensa Express train from your terminal to Milano Stazione Centrale. The cost is €13 euro per person, and the ride lasts an hour. A train departs from the airport every thirty minutes. One at Milano Stazione Centrale, you can purchase a train ticket to Firenze on a frecciarossa.

FROM PISA
The best way to get to Florence from the Pisa Airport is to take the Pisa Mover rail Shuttle into the Pisa Centrale train station. The tickets cost €2.70. From the Pisa Centrale Station buy a ticket to Florence. A train departs every 30 minutes.

Please keep all taxi receipts from your arrival and departure to/from Florence or other airports. In order to receive reimbursement, the faculty member must save receipts. Expense receipt(s) must be uploaded to the Concur online travel system. See the attached directions for uploading receipt(s) to the Concur online travel system.

FSU FLORENCE STUDY CENTER
The FSU Florence Study Center is located in the heart of the medieval city, just a few blocks from the Duomo and Bell Tower, the Uffizi and Bargello Museums, and the Arno River. Students attend classes in a restored fourteenth-century urban palace, Palazzo Alessandri. The study center houses a well-stocked and air-conditioned library, a computer lab with Internet access, classroom space, and administrative offices. The study center has two main entrances at Borgo degli Albizzi, 15. The entrance to the left of the street number leads
to the courtyard where the administrative offices, library, faculty lounge, and computer lab are located. The entrance to the right of the street number leads to the Program Assistants’ station, the director’s office, and academic and student services. To find the study center, start in Piazza della Repubblica with your back to the arch and follow the street directly in front of you. The name changes from Via degli Speziali to Via del Corso, to Borgo degli Albizi. The study center will be on the right.
PROGRAM SPECIFICS

FACULTY ON-SITE ORIENTATION
There will be a mandatory faculty meeting at the study center on Thursday, May 7th at 2:30 p.m. (Summer 1), and on Thursday, June 25th at 2:30 p.m. (Summer 2). In addition to the mandatory faculty meeting, faculty may also attend the student orientation on the following day at 1:30 p.m. at the Hotel Laurus al Duomo in Via Cerretani, 54. On the first Sunday at 1:30 p.m. there will be a brunch and Faculty Meet and Greet on the rooftop terrace of the Hotel Baglioni in Piazza Unita’ Italiana. Faculty will introduce themselves and their courses during the brunch.

Faculty will receive a handbook with practical information about their stay in Florence, along with a faculty guide with more specific information concerning the program.

During the faculty orientation, faculty members must bring their passports, and the passports of all of their guests in order to fill out the required Dichiarazione di Presenza (Declaration of Presence) that the study center files at the appropriate police station.

Upon arrival, faculty are issued an Invitation Letter on behalf of the Florence Study Center. This letter should be kept on the faculty member’s person when lecturing outside of the study center. It indicates that the faculty member is fully funded by the home campus, and because of the length of the temporary appointment in Italy (under 90 days) does not require a work visa.

GUESTS & CHILDREN
The FSU Florence Program tries to promote a family-oriented environment as much as possible for all visiting faculty. As you will surely understand, however, our highest priority remains the experience of the students. Faculty members must provide the names and if under 18, ages of any people who will be accompanying them on the program to Program Management in the Guest Insurance Form. Faculty members are asked not to bring unaccompanied children to the Study Centre while they are lecturing. International Programs strongly recommends not bringing guests to class lectures or academic events.

Appropriate daycare and/or babysitting arrangements for any minor guests must be made by each faculty member prior to their arrival to Florence. Students attending the Florence program or staff members should not be asked to babysit.

SOCIAL/CULTURAL EVENTS
Faculty are invited to attend Centre-wide social-cultural events as guests of the study center. We welcome the opportunity such engagement provides for the enhancement of the student experience. Where space allows, faculty guests are invited to attend Centre-wide social-cultural events at their own and depending on space availability.

Due to the arduous nature of some of the lectures and tours associated with our excursions and overnight trips where we could be in areas not readily equipped with bathrooms and refreshments, often in difficult weather conditions, children under the age of twelve (12) are difficult to accommodate and we would prefer they not participate. This can, however, be discussed with the program director if a faculty member feels their children are hardy enough to experience the rigors of on-site lecturing and traveling outside their comfort zone. In order to participate in excursions, all faculty’s guests must be covered by CISI insurance offered by International Programs for the period of their visit. Please contact IP Program Management for more information.

HOUSING
The Florence Study Center provides each visiting professor with either a large studio apartment or a one-bedroom apartment depending upon availability. The study center guarantees that the professors’ apartments will be able to accommodate up to two people. The study center cannot guarantee that faculty apartments will be able to house more than two occupants. If any faculty member will be staying in Florence with more than one guest or family member, we suggest faculty arrange their own housing (See below). All apartments will be located in the historic downtown within walking distance of the study center and shall include a fully-equipped kitchen, washing machine, WIFI, and air-conditioning. Apartments will not have clothes dryers, which are extremely uncommon in Italy.

Alternatively, for professors who would like to arrange their own accommodations, International Programs offers a housing allowance. Anything exceeding the amount of the allowance shall be covered by the visiting professor. Contact IP Program Management for the amount of the housing expense reimbursement.

Ilaria Mugnaini, the Florence Housing Coordinator, will contact each faculty member with a housing form to be sent back to her by January 21st. She
will remain in direct contact with all faculty members who choose the first option and will be available for advice to faculty members who choose the allowance option.

If damages are incurred at any of the faculty apartments, the study center will submit a claim with International Programs, which must be reimbursed by the faculty member.

**SOCIAL/CULTURAL EVENTS**

Expenses regarding official program trips are paid by the study center only for faculty members who are actively participating in the trip (lecturing, administrative duties, etc.). All other faculty members will be responsible for paying their own expenses if they elect to come along on the group trips. These expenses include hotel accommodation, train travel, and entrances to monuments and museums. Sometimes there are faculty discounts of which we will try to take advantage. Bus and train travel are factored into the expenses. Group meals, both in Florence and during trips, are offered by the study center, but the expenses associated with guests must be covered by the visiting faculty member.

Faculty will receive a questionnaire from the study center before their arrival requesting information regarding their participation in the FSU Florence group trips so the staff can plan accordingly. Before departure, faculty are also given an estimation of expected expenses of our group meals and excursions so that they can have an idea of what they should budget if they decide to attend.

Throughout the summer semesters, the study center offers students a wide range of activities such as a cooking class, a boat ride on the Arno River, a gelato tour, and much more. Some of these activities are optional or paid for by each individual student. If there is room for faculty members and their families to attend these activities, they are more than welcome to participate. Availability, however, cannot be guaranteed for faculty and their families until all interested students have been accounted for.

**FACULTY COMPENSATION**

Teaching stipends will be split between the pay periods during the approved program dates. Payments will be deposited automatically to the faculty's checking account as currently arranged with FSU. Be sure to keep original receipts for expenses incurred for airport transportation, shipping, or airline baggage charges.

For more information regarding compensation, including approved teaching stipends and shipping allowances, please refer to your International Programs appointment letter.

**SHIPPING/BAGGAGE REIMBURSEMENT**

As part of the compensation package, all Florence Study Center faculty from Tallahassee have reimbursed shipping/baggage costs for books, extra luggage, or other items up to $100. Receipts for shipping/baggage should be uploaded to the Concur online travel system. See the attached directions for uploading receipt(s) to the Concur online travel system. Contact FSU Travel or your FSU home department travel representative with issues with the Concur system. Additionally, contact ip-submittravel@fsu.edu with any questions about receipts. Travel receipts for reimbursement are not accepted via email or in person.

For more information regarding compensation, including the approved teaching stipend and baggage charge amounts, please refer to International Programs’ invitation letter. Information regarding the reimbursement of shipping charges will be provided in the welcome letter.

**SITE VISIT RESERVATIONS FOR COURSE FIELD TRIPS**

The early preparation of course syllabi is imperative when teaching a course in Florence. Museum reservations and the coordination of visits to local businesses, markets, charitable organizations, artisans’ shops, etc. cannot happen overnight and need to be scheduled far in advance of the beginning of the semester. Since it is impossible for us to reserve visits to vineyards for individual courses, we have included a day excursion to a vineyard each semester. If a vineyard visit is part of your syllabi, you could make this visit mandatory for your students. It will occur on a Friday, and the dates will be marked clearly in the semester calendar.

Each faculty member will be contacted by the study center’s Faculty Services Administrator, Vanessa Kummer, who will send a site-visit reservation form. On this form please enter all the dates and locations of the course’s site visits and return it to Vanessa by the deadline printed on the form. In the summer, Florence is flooded with tourists; so it’s vitally important and necessary that Vanessa has enough time to make reservations for your site visits in order to avoid extensive museum lines and organizational snafus. The time to start researching Florence is now.
Additionally, the study center provides each visiting faculty member with a shorthand guide to partners we’ve worked within the past in order to facilitate the smooth incorporation of field trips and class excursions into individual courses.

GETTING AROUND
Faculty members have little difficulty getting around Florence. The downtown is relatively small and most restaurants and monuments are within walking distance of the study center and faculty housing. Bus transportation and taxis are readily available and relatively inexpensive. Florence is predominantly a “walking city.” Good railroad and bus service are available for travel outside Florence, and there are also several low-cost airlines that fly out of Florence, Pisa, and Bologna.

***Please use proper etiquette with study center staff when it comes to personal travel plans. Although they are happy to provide advice, because of the small staff it is difficult for them to make travel arrangements for faculty members. Local taxi providers speak English, and if they don’t, it is good enough to just provide them with the address where you are located for fast service. Please don’t ask staff members to call or reserve taxis during the workday when it can easily be done on one’s own. Local taxi companies have an app and WhatsApp number to facilitate movement around the city.***
ACADEMIC INFORMATION

International Programs is a strong proponent of the concept that “The World is Your Campus.” Class sessions need not meet solely in the classroom; we encourage you to use the host city as a living and interactive classroom. Courses taught internationally should be enhanced by their location, and we recommend that you take full advantage of all the resources available to you. The finest museums, monuments, and historical sites are at your disposal, so you will be expected to get your students out into the streets to explore all Florence has to offer.

CONTACT HOURS
Course-related field trips incorporating academic lectures are classified as classroom contact time for the duration of the lecture or instruction. Course-related field trips without formal accompanying instruction count as half class time for the period allotted by the instructor. For example, if your field trip without formal instruction lasts four hours, only two hours will count as teaching contact hours. The contact time required per credit hour is 750 minutes. A three-credit-hour class will need a total of 37.5 hours of teaching contact time. You are able to utilize travel time to and from the location for instruction.

ACADEMIC RIGOR
Distractions from academic work are part of a student’s life while studying abroad, due to the fact they are in a new and alluring environment. They invariably want to travel and explore. Personal travel and exposure to the culture are important to the educational experience, but this must not be at the expense of academic standards. Ideally, therefore, the faculty member or Program Leader should make their courses engaging so students will want to attend every session.

Student’s access to library facilities, computers, and reliable internet access will be more limited than on the home campus. Instructors should take this into account when assigning research papers and other assignments that rely on these resources. Focusing outside class assignments on direct contact with the culture is a wise alternative. Whenever possible assignments should be creative mixtures of traditional materials and the international environment.

When faculty applied to teach abroad, they were asked to submit course descriptions for all study abroad courses. As per the Higher Education Opportunity Act (2008), Section 112, information regarding course materials for courses taught at our study abroad locations must be posted on the FSU Textbook Compliance Portal in Student Central before registration opens for the students. This ensures that students know about any required texts and course materials they will need to purchase prior to their departure. Before registration opens for students an International Programs staff member asks instructors to submit textbook information for their courses. International Programs enters this textbook information into Student Central on instructors’ behalf. If there are any questions regarding Textbook Compliance, please contact IP-Faculty@fsu.edu.

COURSE DESCRIPTIONS
Course descriptions are displayed on the International Programs website for all courses taught abroad.

DIRECTED INDIVIDUAL STUDY (DIS)
Instructors may be asked to accept Directed Individual Study (DIS) requests from students going abroad. There is no additional compensation for accepted DIS courses. Instructors may also be asked to be a Professor of Record by a student participating in an IP International Internship.

SYLLABI
An electronic copy of finalized syllabi must be provided to International Programs at the conclusion of the first week of classes. Each syllabus should be as comprehensive as possible, setting forth fully the requirements for the course. Course standards should be absolutely clear in each syllabus from the outset. Objections arise when new requirements are added mid-course. Grade appeals are often determined by the clarity of syllabi.

University and Faculty Senate policy require a course syllabus to be distributed at the beginning of the semester. Please visit the following link for further explanations:
http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language

The syllabus is required to include:

- University Attendance Policy
- Academic Honor Policy
- Americans with Disabilities Act
The syllabus should also include:

- Information about Free Tutoring from FSU
- Syllabus Change Policy
- Written course objectives
- An evaluation/grading statement that indicates what procedures will be used to evaluate students. It should also be possible to discern the approximate weight of each grade component.
- A statement of the faculty member’s policies and/or expectations regarding classroom conduct and missed work.

Additional helpful information to use when creating syllabi can be found at the following link: http://distance.fsu.edu/instructors/preparing-syllabus-university-approvals

Please keep in mind that faculty members and Program Leaders may be required to provide Non-FSU students with a syllabus of their course(s) so these students can receive pre-approval from their home institution before going abroad.

There may be other required syllabi entries based on a course’s designation. For example, if a course is a Liberal Studies course, there may be additional requirements for the syllabus. Please check with your department for any requirements specific course(s) may have.

GRADES

All instructors are required to submit their grades online. Grades are submitted through Student Central. For complete instructions on how to submit grades please visit the following link: http://www.sc.my.fsu.edu/Faculty/How-To/Use-Grade-Rosters-in-Faculty-Center. For “Incompletes,” “No Grades,” or any necessary changes to grades even after the term’s grades have posted, please go to http://sc.my.fsu.edu/Faculty/How-To/Request-a-Grade-Change.

ATTENDANCE

Rosters are available through Student Central. Each instructor has the responsibility to ensure class rosters are correct after the drop/add period is complete.

SOCIAL/CULTURAL EVENTS

International Programs provides social and cultural events for all program participants as part of the program fee. These events may include concerts, lectures, special visits, or day-trips to surrounding locations. Program Leaders must attend all program-related social/cultural events, and faculty members are encouraged to also participate in program-planned social/cultural events. Guests of faculty members are invited to participate in such trips on a space-available basis, but they must fund these trips themselves. Past faculty members would agree that participating in such trips was one of the most rewarding aspects of their program because it allowed them to get to know students on a personal basis and share a common learning experience with them.

ACADEMIC FACILITIES

For information on available academic facilities, such as AV equipment, library space, or laboratory space, please contact your Program Coordinator or IP-Faculty@fsu.edu.

PROGRAM EVALUATIONS

Each student is asked to complete evaluations of the program. Program evaluations are provided to students by an International Programs staff member through an online survey. These evaluations help us prepare a report on the program and hear student opinions in regard to their overall experience. Faculty and Program Leaders receive a survey regarding their experience abroad.

COURSE EVALUATIONS

Students are asked to evaluate the courses they completed abroad, just as they evaluate courses on the main campus. Course evaluations are automatically be ordered and provided to the students electronically by the FSU’s Office of Distance Learning.
ONLINE BANKING
The best way to access money in Florence is with an ATM card. Faculty can also use their Debit Card at any ATM to withdraw cash whenever they need it. STAR/Debit MasterCard is accepted anywhere the STAR, MasterCard or PLUS symbols are displayed. **Make sure debit/ATM cards are linked to a checking account rather than to a savings account to have access to your funds.** Faculty should let banks know ahead of time that they will be in Italy so they do not block debit and credit cards. Some larger banks/credit cards (i.e. Bank of America, Chase, Citibank, Capital One) may have special accounts that waive some international transaction fees. We recommend setting up online banking prior to departure from the U.S. This is the best way to track accounts while overseas. Travelers’ checks are no longer accepted in Italy. Not all vendors and restaurants accept American Express, so please have an alternative credit card.

CURRENCY
Italy uses the euro as the national currency.

- Visit the following web site to find the current exchange rate for the euro: [xe.com/currencyconverter/](http://xe.com/currencyconverter/)
HEALTH

INSURANCE INFORMATION
International Programs provides full medical/evacuation coverage for all approved faculty from the United States through Cultural Insurance Services International (CISI). Students participating in all our study abroad programs are covered by this same insurance policy. For more information regarding coverage, please see CISI’s insurance policy posted on IP’s website at:

CISI Insurance

For Broad Curriculum faculty, IP provides coverage for one guest during your approved program dates. Faculty receive a Guest Insurance Form within the acceptance package where this insurance coverage can be requested. Insurance coverage for other guests can also be acquired at a very reasonable price. Faculty will be billed at a later date for the coverage. Details regarding the billing and prices of coverage are provided on the Guest Insurance Form.

PRESCRIPTION MEDICATION
Faculty and guests should bring sufficient quantities of prescription medications to last the duration abroad. Keep these in their original containers with copies of the prescriptions and place them in your carry-on luggage. Be sure to bring a copy of legible prescriptions and be aware that not all U.S. drugs are available abroad. Please discuss all medications and their procurements with health professionals, and work with insurance companies regarding vacation prescriptions before departure. Not all over-the-counter medication will be the same in Italy. If you have a certain over-the-counter medication that you know works best for you, bring a sufficient amount of that medication with you abroad.
CELL PHONES
Past faculty members have found that it is best to bring their smartphones from home. Wi-Fi is widely available throughout Europe and most faculty members use these connections without any problems for the duration of their stay. Other faculty members have purchased an Italian data plan for the entirety of their stay in Europe. The study center staff will advise faculty on the best plans, including the possibility of obtaining a dual SIM card with both an Italian number and their normal number.

Faculty members are highly encouraged to contact their home provider to find out about possible international plans and roaming charges that may apply.

Each faculty member is provided with an emergency cellphone by the study center to have on their person during excursions and field trips. This phone is a simple Nokia with no data that is only enabled to make local calls to study center staff or emergency services. These phones have €25 worth of credit and should not be used to place long-distance calls. If these phones are used to make personal long-distance calls, the faculty member will be charged by the study center.

MAIL
Airmail between Italy and the U.S. may take from 7-14 days. Use sufficient airmail postage, as regular mail will cause your letter to go by boat, taking about six weeks to deliver. When sending packages to Italy, the sender should not overestimate the value of the materials in the package. You may pay up to 30% customs duty on the declared value. You should underestimate the commercial value written on the package to avoid excessive duty charges.

If a package arrives at the study center and customs duties need to be paid, the study center expends the funds upon receipt of the package, but it must be reimbursed by the faculty member.

The best solution for speedy delivery when mailing packages from Italy is Mailboxes Etc. There are three locations in downtown Florence, including one in Corso Tintori, and 39Red, which is near the study center.

COMPUTERS
There is a computer lab at the study center in Florence and two computers located in the faculty lounge. If faculty members want to bring their laptops, please check if the computer has a built-in transformer that is capable of handling the different voltages. Faculty also need an adapter for the plug (i.e. from flat to round prongs). The study center cannot be held responsible for lost or stolen laptops.

The study center enjoys unlimited printing and photocopying privileges for lectures and personal use. Professors are asked to do their own photocopying. Special requests can be made to the study center’s Program Assistants to perform photocopying tasks 24-hours in advance if placed in the appropriate box.
POLICIES & SAFETY

SAFETY & SECURITY
Our highest priority is the welfare and security of our students, faculty, staff, and facilities. We have emergency plans in place for each of our locations and work closely with our insurers and 24/7 emergency response providers to monitor and respond to all situations worldwide. It is our policy to follow guidance from the respective U.S. Embassies, U.S. State Department, as well as local officials and keep students, faculty, and staff apprised of any new information. For more information on IP’s security policies and procedures, please contact our Director of Risk and Emergency Management, Chris Carroll at 850.644.7823 or ccarroll@fsu.edu.

CAMPUS RESOURCES
Even though you are not on the main campus, you have access to many resources should you encounter issues while abroad. Program staff members are available to support program participants in a variety of ways, including connecting you with other professionals locally and/or on the main campus.

- Victim Advocate Program - The University takes very seriously all types of victimization, including sexual violence, relationship violence, and domestic violence. Advocates are available and on-call 24 hours a day to provide confidential support services, even for students who are abroad. For more information on the Victim Advocate Program, visit http://victimadvocate.fsu.edu
- University Counseling Center - The Counseling Center is a welcoming and confidential place to discuss questions and concerns such as homesickness, struggles with relationships, sexual identity, cultural issues, and more. Visit https://counseling.fsu.edu/ for more information.
- Center for Health Advocacy & Wellness - The Center for Health Advocacy & Wellness encourages healthy lifestyle decisions that facilitate academic success and lead to lifelong health and wellness. For more information, visit http://chaw.fsu.edu/

EMERGENCY PROCEDURES
All faculty members and Program Leaders at study centers are responsible for the pastoral care of their students in class and during academic excursions.

Safety plans, emergency procedures, and emergency telephone numbers are provided at the on-site Faculty orientation by the study center staff. Notices of any and all crimes and emergencies are to be given to the study center staff (if the program is in a study center location), the International Programs office in Tallahassee, and to the local authorities as soon as possible.

For study center Faculty members and Program Leaders, in case of a personal emergency, contact the study center director for assistance. In case of a program-related emergency, follow the study center contingency plan and call the FSU Florence 24-Hour Emergency Phone.

SAFETY & SECURITY MEASURES
- The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. We strongly recommend you register here: https://step.state.gov/step/.
- Waivers. All IP participants are given a Waiver of Liability via email. It must be signed and submitted to IP.
- Faculty and their guests are subject to the laws of the country in which they travel.
- Faculty and their guests should carry a photocopy of the picture and signature pages of all passports. Another copy should be kept separate in faculty members’ residences in a different location from the original. Leave one copy at home in the U.S. with family or a relative.
- Encourage students to use the buddy system—Bystander intervention is a powerful deterrent in our community.
- Valuables. If a safe is available in program housing, valuable personal items and important documents should be kept within it. If a safe is not available, be sure to keep these items in a secure place. There are safes available for faculty use at the Florence Study Center. Plan regular visits to the cash machine rather than leaving large amounts of cash in lodgings or hotels. International Programs is not responsible for items lost or stolen during instructors’ time abroad. Be sure to also secure money, passport, and other valuables while traveling on public transportation.
• Pickpocketing. In most large cities throughout the world, pickpocketing is the most common crime and can happen anytime, anywhere! Awareness of one’s surroundings and proper caution should be employed. While traveling in some areas beware of panhandlers who distract tourists with papers, boxes, or excessive body movements. Coats and purses are often stolen in crowded areas, and pack zippers should be secured with a combination lock.

• Weapons and their use are strictly prohibited, including pellets and air guns, paintball guns, or other dangerous articles or substances. Furthermore, mace and pepper spray are illegal in Italy and may be illegal in other European countries. Faculty should know the laws regarding weapons in the host country if they intend to bring any item for self-defense.
The Florida State University (the University) is an equal employment opportunity employer and educational provider committed to a policy of non-discrimination on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran or marital status, or any other protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and the University's policies, procedures, and processes.

TRAVEL RESOURCES

The more information faculty find out about the country beforehand, the better at ease they will be once they get there. Here is a list of a few web sites that may be helpful.

(Note: Florida State University is not responsible for the content of external internet sites.)

trenitalia.it/
Train travel in Italy

italotreno.it
Train travel in Italy

theflorentine.net/
Local bi-monthly newspaper in English

railpass.com/
Eurail pass information

letsgo.com/
Online travel guide, check out “HotLinks” button

cnn.com/WEATHER/
Daily weather forecasts

travlang.com/languages
Brush up on your Italian!

it.usembassy.gov/embassy-consulates/florence/
U.S. Consulate General in Florence

roughguides.com/
Travel guide

en.wikipedia.org/wiki/Florence
General facts about Florence