All of the information in this packet is accurate at the time of publication. As we have referenced in several other documents, forms, and websites, the nature of the COVID-19 pandemic is such that all elements of our programs are subject to change. We will do our best to update this packet and notify you as changes occur.

Reference the Spring 2021 Reopening Plan that was shared with you via email for details about COVID-19 safety measures.
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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  
Email: lblenman@fsu.edu  
Associate Director

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

Program Management  
Email: IP-Faculty@fsu.edu

### FSU FLORENCE STUDY CENTER

<table>
<thead>
<tr>
<th>FSU Florence Study Center</th>
<th>Phone: (011) 39-055-2340604</th>
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<tr>
<td>Via dei Neri, 25</td>
<td></td>
</tr>
<tr>
<td>50122 Florence, Italy</td>
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| Frank Nero              | Email: fnero@fsu.edu  
| Resident Director       | Cell: (011) +39-324-790-3571 |
| Lucia Cossari           | Email: lcossari@fsu.edu  
| Associate Director      | Cell: (011) +39-338-5397290 |
| Charles Panarella       | Email: cpanarella@fsu.edu  
| Academic and Program Services | Cell: (011) +39-388-996-2326 |
| Ilaria Mugnaini         | Email: imugnaini@fsu.edu  
| Housing Coordinator     | Cell: (011) +39-349-7084256 |
| Laura Buonanno          | Email: lbuonanno@fsu.edu  
| Student Life & Health Services | Cell: (011) +39-335--573-6280 |
| Vanessa Kummer          | Email: vkummer@fsu.edu  
| Faculty Reservations and Services | Cell: (011) +39-328-837-4993 |
| Eduardo Sanin           | Email: esanin@fsu.edu  
| Program Administrator & Community Outreach | Cell: (011) +39 338-701-4242 |
| Giacomo Sproccati       | Email: gsproccati@fsu.edu  
| Student Life & Health Services | Cell: (011) +39-338-899-0374 |

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## FLORENCE EMERGENCY PHONE NUMBERS

Making international calls from the U.S. to Florence: First dial "011" (for international call), followed by "39" (the country code), then the specified location number.

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</tr>
<tr>
<td>U.S. Consulate</td>
<td>(011) 39-055-266951</td>
</tr>
<tr>
<td>Lungarno Vespucci, 38</td>
<td>(011) 39-055-284-088</td>
</tr>
<tr>
<td>50123 Florence, Italy</td>
<td>usembassy.it/florence/</td>
</tr>
<tr>
<td></td>
<td>Facebook: <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

COVID-19 UPDATES AND POLICIES
At this time, all air travelers must provide a negative COVID-19 PCR test result 72 hours prior to departure from the U.S. in accordance with the host country’s requirements. Each faculty member is responsible for scheduling this appointment and the cost of the test. Proof of receiving the COVID-19 vaccine does not exempt travelers from testing requirements.

For your return after the program, all air travelers arriving into the U.S. from a foreign country must provide a negative COVID-19 test result and must get tested before departure from the host country. FSU Florence staff will assist the faculty member with scheduling this appointment and International Programs will cover the cost of the required test prior to departure back to the U.S.

ARRIVAL IN FLORENCE
All faculty must check their current passport to ensure they have at least 6 months validity after the departure date from the Study Center location. At this time, all IP faculty will be required to show documentation for their arrival in Italy. A member of the IP staff will be in touch regarding the next steps to provide this documentation via PDF or have it mailed to your current address prior to departure. You will be contacted via email to confirm your mailing address.

U.S. travelers are currently required to quarantine for 14 days upon entering Italy. The only way to avoid this requirement is to book airfare on a “COVID-tested” flight. Delta is currently operating COVID-tested flights from the U.S. to Italy through June 30, 2021. Travelers on these flights avoid mandatory quarantine upon arrival in Italy if they 1) provide negative COVID-19 test results prior to check-in and boarding, 2) test negative at the departure airport, and 3) test negative at the arrival airport. Please refer to the details provided in the “Okay to Buy Airline Ticket” email for more information regarding booking COVID-free flights.

Faculty will arrive in Rome on student arrival day. FSU Florence representatives will greet faculty and students at the Rome airport and provide group transportation to Florence on private buses. At the end of the program, transportation from Florence to Rome will also be arranged early this day so faculty and students can depart from Rome.

FSU FLORENCE STUDY CENTER
The FSU Florence Study Center is located in the heart of the medieval city on one of Florence’s most historic streets, blocks from the Piazza della Signoria, the Uffizi Gallery, the Duomo Cathedral, and Bell Tower. The Ponte Vecchio and Arno River are just steps away. Students attend classes in a restored sixteenth-century urban palace, The Palazzo Bagnesi, which is owned and operated by Florida State. The study center houses a well-stocked central library, computer labs, classroom space, and administrative offices. Additionally, there is a media lab/newsroom, sewing and textiles lab, a student café and lounge, a penthouse conference room, an outside patio, a faculty lounge, and an experiential student hospitality kitchen. The study center is equipped with 24-hour security, Wi-Fi, and air conditioning throughout the structure.

The study center entrance is at Via dei Neri, 25. To find the study center, start in the Piazza della Signoria. Leaving the piazza with the Uffizi Gallery to the right and the Palazzo Vecchio and Copy of Michelangelo’s David on the left, walk east down Via della Ninna. Cross the intersection with Via del Proconsolo and continue straight onto Via dei Neri. The Palazzo Bagnesi is at #25 and will be on your right after two blocks. There is a stone plaque etched with FSU Firenze beside the front entrance.
FACULTY ON-SITE ORIENTATION
There will be a mandatory faculty meeting at the study center at 10:00 a.m. on the day after arrival, the first day of the program. In addition to the mandatory faculty meeting, faculty may also attend the first part of the student orientation on the following day in the library/courtyard of the FSU Study Center. On the first Sunday of the program, if Covid-19 restrictions don’t prevent it, there will be a brunch and Faculty Meet and Greet on the rooftop terrace of one of Florence’s nearby hotels. Faculty will introduce themselves and their courses during this brunch. Time and location of the brunch will be announced.

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

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

Additionally, 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), it does not require a work visa.

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 apartments can accommodate up to two people. All apartments are located in the historic downtown within walking distance of the study center and include a fully equipped kitchen, washing machine, WIFI, and air-conditioning. Apartments do not have clothes dryers which are extremely uncommon in Italy.

Ilaria Mugnaini, the Florence Housing Coordinator, will contact each faculty member with a housing form to be sent back to her by the end of January. She will remain in direct contact with all faculty members who choose the first option and will be available for those who choose the reimbursement option.
SHIPPING/BAGGAGE REIMBURSEMENT

All FSU IP faculty from Tallahassee are reimbursed shipping/baggage costs for books, extra luggage, or other items up to $100. Receipts for shipping/baggage costs should be uploaded to the Concur online travel system. Refer to the directions received 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 will not be accepted via email or in person.

SITE VISIT RESERVATIONS FOR COURSE FIELD TRIPS
The early preparation of course syllabi is an 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. Unfortunately, this summer the Italian Ministry of Health has prohibited all university-sponsored field trips and excursions within Florence and throughout Italy. Therefore, if a visit to a museum or monument for your course is a must, this visit must be assigned to students as homework or the study center will have to arrange a tour with a licensed, local guide.

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. This allows us 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, supermarkets, 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 services are available for travel outside Florence. 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, they are unable 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

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. The syllabus should make clear the final grade penalties that will be imposed for any unexcused absence during the session, such as personal travel.

Focusing outside class assignments on direct contact with the culture is wise. 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 in the spring semester, IP Program Management will request this textbook information from instructors through a Qualtrics survey. International Programs will then enter this textbook information into Student Central. 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. These descriptions are from the official course catalog. For special topics or Liberal Studies courses, a member of IP Program Management will contact the faculty member to confirm the correct description for the IP website.

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 Florence’s Academic Coordinator, Charles Panarella, at the conclusion of the first week of classes. Each syllabus should be as comprehensive as possible, fully set forth the requirements for the course. Course standards should be absolutely clear in each syllabus from the outset, as well as the attendance policy. Objections arise when new requirements are added mid-course. Grade appeals are often determined by the clarity of syllabi.

University and Faculty Senate policy requires 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](http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language)

The syllabus is required to include:
- University Attendance Policy
- Academic Honor Policy
- Americans with Disabilities Act (ADA) statement (updated 9/16/20)
- Syllabus Change Policy

The syllabus should also include:
- Information about Free Tutoring from FSU
- 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: [https://fda.fsu.edu/leadership-toolkit/syllabus_preparation](https://fda.fsu.edu/leadership-toolkit/syllabus_preparation)

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.
SYLLABUS RECOMMENDATIONS

Dress Code Requirements
Consider adding a dress code note in your course schedule for excursions to include dressing appropriately as part of class participation for that day. For example, add a policy if your class will visit historic sites, museums, or churches, as shoulders must be covered to enter a church.

Transportation
If the use of public transportation will be required in order to participate in class excursions, consider adding a statement that reminds students to ensure they have their public transportation pass with funds loaded.

Alcohol Consumption
Depending on the country, most students will be of legal drinking age while participating in a study abroad program. In situations where alcohol is present, you are reminded to use your best judgement. Even during student free time, if you are present, you are responsible for student safety. If something appears dangerous, faculty should advise students against the activity. Set clear behavior expectations from the beginning; consider adding a policy in your syllabus that drinking during or before class is unacceptable.

Attendance
Due to the short nature of the program, missing even one class can cause students to fall behind. Consider incorporating a mandatory attendance policy within your syllabus.

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 been 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. The FSU Florence Academic Coordinator, Charles Panarella, will coordinate the distribution of printed rosters before the first day of class. Upon the completion of the first day of class, these rosters will be returned to him so he can make the required First Day Drops. As opposed to the home campus, Charles will administer all First Day Drops because circumstances may vary at FSU’s abroad locations. For example, a student may have a flight cancellation that only the study center staff knows about.

ACADEMIC FACILITIES
For information on available academic facilities, such as AV equipment, library space, or laboratory space, please contact the FSU Florence Academic Coordinator, Charles Panarella at cpanarella@fsu.edu.

EVALUATIONS

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. Please remind students of the importance of these surveys in the final days of your class.

Course Evaluations
Students are asked to evaluate the courses they complete abroad, just as they evaluate courses on the main campus. Course evaluations are automatically graded and provided to students electronically by FSU’s Office of Distance Learning.

Faculty Experience Survey
Faculty and Program Leaders will also receive a survey regarding their experience abroad. These evaluations help us assess our current processes and procedures and incorporate faculty feedback into future programs.
BANKING & CURRENCY

BANKING OPTIONS
The best way to access money in Florence is with an ATM card. Faculty can 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.

Faculty should let banks know ahead of time they will be in Italy, so debit and credit cards are not blocked. Some larger banks/credit cards (i.e. Bank of America, Chase, Citibank, Capital One) may have special accounts that waive some international transaction fees.

Travelers’ checks are no longer accepted in Italy. Note that most vendors and restaurants do not accept American Express.

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/

Before using an ATM or debit card overseas, we recommend the following:

- Make sure debit/ATM cards are linked to a checking account rather than to a savings account to have access to your funds.
- If you have a pin longer than 4 digits or based on letters, you may have trouble using it abroad. You will need to change your pin before departure.
- You should contact your financial institution for information regarding ATM transaction fees. You can limit the fees if your U.S. bank has a 'sister' bank in the host country and/or if you limit your withdrawals, though we do not advice keeping large sums of money on your person or stored in your residence, even if a safe is provided.
- Keep a record of all credit/debit/ATM card numbers and the phone numbers you would need to call, with area codes, if they are lost or stolen. Keep this record in a safe place separate from your cards, and you should provide a copy to family at home.
- Make sure you have a credit card in the event of an emergency. If you need to visit a doctor or hospital, you will likely have to pay prior to the service, and then submit an insurance claim afterward for reimbursement.
- Mastercard and Visa are the most widely accepted credit cards overseas. Past faculty members have had issues with American Express and Discover cards being accepted.
- A credit card with “chip and pin” technology is recommended, as this is the standard abroad.
- Consider applying for a credit card with no foreign transaction fees/international fees.
HEALTH & WELLNESS

INSURANCE INFORMATION
We encourage all faculty with underlying health issues that may increase the severity of infection should they contract COVID-19 to discuss their teaching abroad plans with their doctor/specialist.

International Programs provides full medical/evacuation coverage for all approved faculty from the United States through Cultural Insurance Services International (CISI) effective during your approved program dates. Students participating in all our study abroad programs are covered by this same insurance policy. It includes coverage for treatment of ill students, including those with COVID-19, as well as COVID testing for those who are symptomatic, or those who have had a known exposure to a person who tested positive. This policy is NOT intended to replace your domestic coverage. For more information regarding coverage, please see CISI’s insurance policy posted on IP’s website at:

CISI Insurance

VISIT A TRAVEL CLINIC
Travel clinic professionals will consider your health history, current medications, drug allergies, and travel plans when recommending shots and other medications. It is highly recommended to make an appointment as soon as possible so that you can get a scheduled appointment in time to complete any recommended immunization series. Many travel clinics often book far in advance (especially around the holidays), and some immunizations need to be started months in advance of your departure.

PRESCRIPTION MEDICATION
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.

MAPPING YOUR IDENTITIES GUIDEBOOK
Our Mapping your Identities Guide was developed for students to explore their identities and evaluate their overall wellness to aid in their preparation for a successful and enriching study abroad experience. It will also help you understand the students in your program and be better allies for them.
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 class 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.

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. This money then is reimbursed by the faculty member to the study center.

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.

There are public computers located throughout the FSU Florence Study Center. There are also several computers located in the faculty lounge and library, as well as the classrooms. 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 like printing tickets. 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.
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.

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.

• **Terra Dotta Alert Traveler App:** Florida State University has recently adopted the use of a new international travel software program called Terra Dotta. As part of this program, all participants on International Programs will have their program information registered in the system. One of the benefits of this program are automatic crisis alert messages from Alert Traveler emailed to participants traveling in an affected area. The Alert Traveler emails will contain emergency information collected from the Department of State and other risk management resources. Please note, you will continue to receive important emergency information directly from us as necessary. Alert Traveler information is general and not program-specific. For more information and FAQs on this program, click [here](https://step.state.gov/step/).


• **Employee Assistance Program** provides help in dealing with personal and/or workplace difficulties. For more information, visit [https://eap.fsu.edu/](https://eap.fsu.edu/)

• **The U.S. State Department** maintains a web site of information for Americans traveling abroad, including current travel advisory warnings, at: [https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Italy.html](https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Italy.html)

**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/](https://step.state.gov/step/).

• **Center for Disease Control and Prevention (CDC)** provides country-specific health recommendations, health notices, and vaccine and medication information: [https://wwwnc.cdc.gov/travel/destinations/list/](https://wwwnc.cdc.gov/travel/destinations/list/)

• **COVID-19 Resources:**
  - U.S. Department of State: [COVID-19 Page](https://travel.state.gov/content/covid-19)
  - Center for Disease Control and Prevention: [COVID-19 Page](https://wwwnc.cdc.gov/travel/destinations/list/)
  - **CISI Insurance:** If a participant is sick or exposed to someone who has COVID-19, CISI will cover COVID testing and medical bills. If needed, CISI will medically evacuate someone back to the U.S. if deemed necessary by health professionals. However, please note that security evacuation is not covered under the CISI policy which is a standard in the insurance field.

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 study center staff. Notices of any and all crimes and emergencies must be given to study center staff, the International Programs office in Tallahassee, and local authorities as soon as possible.

For study center faculty members and Program Leaders, in the 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

- Faculty members 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 a family member.
- Encourage students to use the buddy system—Bystander intervention is a powerful opportunity and responsibility for those within our community.

Valuables. 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 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; Pack zippers should be secured with a combination lock.

Weapons. 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 maybe 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 more information faculty find out about Italy beforehand, the better at ease they will be once they arrive. Here is a list of a few websites that may be helpful:

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

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- [trenitalia.it/](http://trenitalia.it/) Train travel in Italy
- [italotreno.it](http://italotreno.it) Train travel in Italy
- [theflorentine.net/](http://theflorentine.net/) Local bi-monthly newspaper in English
- [railpass.com/](http://railpass.com/) Eurail pass information
- [letsgo.com/](http://letsgo.com/) Online travel guide, check out “HotLinks” button
- [cnn.com/WEATHER/](http://cnn.com/WEATHER/) Daily weather forecasts
- [travlang.com/languages](http://travlang.com/languages) Brush up on your Italian!
- [it.usembassy.gov/embassy-consulates/florence/](http://it.usembassy.gov/embassy-consulates/florence/) U.S. Consulate General in Florence
- [roughguides.com/](http://roughguides.com/) Travel guide