Florida State University International Programs
Faculty Pre-Departure Packet
Summer 2019
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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
Director of Program & Enrollment Management
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
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Charles Panarella
Academic and Program Services
Email: cpanarella@fsu.edu
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Ilaria Mugnaini
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Cell: (011) 39-349-7084256

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

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

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.

Emergencies Phone: 113 (local police)

U.S. Consulate Phone: (011) 39-055-266951
Lungarno Vespucci, 38
50123 Florence, Italy
Phone: (011) 39-055-284-088
Website: usembassy.it/florence/
Facebook: https://www.facebook.com/USCGFlorence/

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, so you can apply for your passport in our office. Call 850.645.9714 or visit international.fsu.edu/Passports.aspx for details. You may also purchase your passport photos in our office. Please call our Passport Acceptance Facility office for details.

ARRIVING IN FLORENCE
Please make sure that you are arriving in Florence on or before your 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: For Summer 1 May 9th; For Summer 2 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 you have purchased your tickets.

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

The cost of a taxi to and from the airport into downtown Florence is 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.

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

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. 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 from Florence. IP will provide reimbursement for airport transportation up to €60 (€30 each way to/from the airport). 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 your 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 has two main entrances at Borgo degli Albizi, 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 your right.
PROGRAM SPECIFICS

FACULTY ON-SITE ORIENTATION

There will be a mandatory faculty meeting at the study center on Thursday, May 10th at 2:30 p.m. (Summer 1), and on Thursday, June 27th at 2:30 p.m. (Summer 2). Faculty also attend the student orientation on the following day at 11:00 a.m. at the Hotel Laurus al Duomo in Via Cerretani, 54. Faculty and students will attend a small video presentation about the history of the FSU Florence Study Center and then faculty will introduce themselves to the student body. Be prepared to talk a little about yourself and the courses you will be offering.

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 orientation all faculty must bring their passports in order to fill out the required Dichiarazione di Presenza (Declaration of Presence) that the study center will file at the appropriate police station.**

Faculty will also be 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.

COMPANIONS & CHILDREN

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 Companion Form. The FSU Florence Program tries to promote a family-oriented environment as much as possible for all visiting faculty, but our highest priority remains the students. Because of the small size of our premises and our small staff, faculty members are asked not to bring their children to the study center while they are lecturing. Furthermore, the children of faculty members are not allowed to be in the classroom during lecture periods and should not be allowed to attend any field trip that is connected to the students’ experience of the course.

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

Children under the age of twelve (12) are not permitted to accompany students on any of the study center’s day excursions or overnight trips. In order to participate in excursions, all faculty 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 historical 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 allowance.

In Florence, there is a 3 euro per day for up to 7 days tourist tax that each guest at a hotel or in temporary “vacation” housing must pay up front in cash. Therefore, no one will be charged a total of more than 21 euro for the duration of the semester. This tax is covered by the Florence Study Center for faculty members who have arranged housing through us. However, if a faculty member has an additional guest beyond one companion at any point during the semester, the individual faculty member is responsible for paying that tax to their landlord. Remember, the Florence Study Center can only guarantee sleeping arrangements for up to two people. Important note to consider: some faculty will have landlords that will be your neighbors, while others will have absent landlords. So it’s really the luck of the draw if they ask for this tax or not for any overnight visitors beyond the one companion. The tax can...
only be paid in cash. Children under the age of 12 are exempt.

For faculty members who have privately arranged for their own housing, be aware that International Programs’ housing allowance includes this fee and you will have to pay this per person tourist tax up front in cash upon your arrival.

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 significant others, children, and guests must be covered by the visiting faculty.

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 will also be 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 counted.

FACULTY COMPENSATION
Your teaching stipend will be split between the pay periods during your approved program dates. Your payments will be deposited automatically to your checking account, as currently arranged with FSU. Be sure to keep your original receipts for expenses incurred for shipping or airline baggage charges.

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

SHIPPING ALLOWANCE
As part of the compensation package all Florence Study Center faculty from Tallahassee are reimbursed shipping costs for books and other items up to $100. Receipts for shipping costs should be uploaded to the Concur online travel system. See the attached directions for uploading your receipt(s) to the Concur online travel system. If you have issues with the Concur system, please contact FSU Travel or your FSU home department travel rep. If you have questions about your receipts, contact ip-submittravel@fsu.edu. Travel receipts for reimbursement will not be 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 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 way 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 must make this visit mandatory. It will occur on a Friday, and is marked on the semester itinerary already sent to you.

Each faculty member will be contacted by the study center’s Financial Coordinator, Frank Nero, 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 Kummer by the deadline determined printed on the form. In the summer, Florence is flooded with tourists; so it is 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 will provide each visiting faculty member with a shorthand guide to partners we’ve worked with in the past in order to facilitate the smooth incorporation of field trips and class excursions into individual courses. The guide will be constructed based on the subject matter each faculty member will be teaching at the study center.

**GETTING AROUND**
Faculty members will have little difficulty getting around Florence. The downtown is relatively small and most restaurants and monuments are in 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 your 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.***
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 the 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, theatres, and historical sites are at your disposal, so you will be expected to get your students out into the streets to explore all your host country 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. 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 that 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. Therefore, you, as a faculty member or Program Leader, must exercise all of your teaching skills to make your courses so engaging that the students will want to attend every session! This is not an easy task, but involved faculty members and Program Leaders will find a way.

It must be stressed that student access to library facilities, computers, and reliable internet access will be much more limited than on the home campus. You must 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. It would be a mistake to give assignments requiring the kind of library research expected on Florida State’s main campus. Whenever possible, assignments should be creative mixtures of traditional materials and the international environment.

When you applied to teach abroad, you 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 the students know about any required texts and course materials that they will need to purchase prior to their departure. Before registration opens for students, you will be asked by an International Programs staff member to submit your textbook information for your courses. International Programs will enter this textbook information into Student Central on your behalf. If you have any questions regarding Textbook Compliance, please contact IP-Faculty@fsu.edu.

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

DIRECTED INDIVIDUAL STUDY (DIS)
You may be asked to accept Directed Individual Study (DIS) requests from students going abroad. There will be no additional compensation given for DIS courses that you accept. In addition, you may be asked to be a Professor of Record by a student participating in an IP International Internship.

SYLLABI
An electronic copy of your final syllabus must be provided to International Programs during the first week of classes. Each syllabus must be as comprehensive as possible, clearly setting forth fully the requirements for the course. It is important that you make the standards for the course absolutely clear in this syllabus at the outset. Objections inevitably arise when new requirements are added mid-course. Grade appeals are often determined by the clarity of syllabi.

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

The syllabus is required to include:
- University Attendance Policy
- Academic Honor Policy
- Americans with Disabilities Act
It is recommended that the syllabus also includes:

- 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 your 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 that these students can receive pre-approval from their home institution before going abroad.

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

GRADES
All instructors are required to submit their grades online. Grades are submitted through Student Central. For complete instructions on how to submit your 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. It is each instructor’s responsibility to ensure that the class roster is 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. Companions 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 the Florence Study Center staff.

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

COURSE EVALUATIONS
Students will be asked to evaluate the courses that they completed abroad, just as they evaluate courses on main campus. Course evaluations will automatically be ordered and provided to the students electronically by the FSU’s Office of Distance Learning.
BANKING & CURRENCY

ONLINE BANKING
The easiest 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 you need it. STAR/Debit MasterCard is accepted anywhere the STAR, MasterCard or PLUS symbols are displayed. Please be aware that you will want to make sure your debit/ATM card is linked to a checking account, rather than to a savings account, so you will 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 easiest way to track accounts while overseas. Travelers’ checks are not recommended. 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/
HEALTH

INSURANCE INFORMATION
International Programs will provide 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 also 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 will provide coverage for one companion. You will receive a companion form with your acceptance package where you may request this insurance coverage. You may also request insurance coverage for other companions at a very reasonable price. You will be billed at a later date for the coverage. Details regarding the billing and prices of coverage are provided on the companion form.

PRESCRIPTION MEDICATION
You will find it easiest if you can bring sufficient quantities of your prescriptions medications with you to last for the duration of your stay. 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 a legible prescription from your doctor and be aware that not all U.S. drugs are available elsewhere. After discussing medications with your doctor, you will need to work with your insurance company to cover the vacation prescription.
COMMUNICATION & ELECTRONICS

CELL PHONES
Past faculty members have found that it is easiest to bring their smart phones 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 will be 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 will expend the funds upon receipt of the package, but we 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 want to bring their laptops, please check if the computer has a built-in transformer that is capable of handling the different voltages. Faculty will 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 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 pastoral care of their students in class and during academic excursions. Safety plans, emergency procedures, and emergency telephone numbers will be 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 your 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 your study center director for assistance. In case of a program-related emergency, follow your study center contingency plan and contact your study center director.

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 will be given a Waiver of Liability via email. It must be signed and submitted to IP.
- Be aware that you are subject to the laws of the country in which you are traveling.
- Always carry a photocopy of the picture and signature pages of your passport with you. Keep another copy in your room separate from your passport. Leave one copy at home in the U.S. with your family or a relative.
- Encourage students to use the buddy system—Bystander intervention is a powerful opportunity and responsibility for those within our community.
- Valuables. If a safe is available in program housing, it is encouraged that you use it to store your valuable personal items and important documents. If a safe is not available, be sure to keep these items in a secure place. Plan regular visits to the cash machine rather than leaving large amounts of cash in your room. International Programs is not responsible for items lost or stolen during your time abroad. Be sure to also secure your money, passport, and other valuables if you are traveling on public transportation, especially overnight trains.
- Pickpocketing. In most large cities throughout the world, pickpocketing is the most common crime and can happen
anytime, anywhere! We caution you to always be aware of your surroundings. While traveling in some areas beware of beggars who try to distract you with papers, boxes, or excessive body movements. Coats and purses are often stolen in crowded areas. Keep them close to you and lock your pack zippers with a combo lock. Secure your valuables if you are traveling on an overnight ("sleeper") train.

- Weapons. You are strictly prohibited from keeping or using firearms, knives, weapons (including pellet, air guns, paintball guns or other dangerous articles or substances). Furthermore, mace and/or pepper spray may be illegal in the countries that you visit. It is your responsibility to know the laws regarding weapons in the host country if you intend to bring any item for self-defense.
The more information you find out about the country beforehand, the better off you will be once you get there. Here is a list of a few web sites that may be helpful as you begin your information search:

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

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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