COMMUNICATION IN FLORENCE

June 28 to August 2, 2018
Florence, Italy
FL98
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IMPORTANT CONTACTS

INTERNATIONAL PROGRAMS OFFICE
A5500 University Center
282 Champions Way
P.O. Box 3062420
Florida State University
Tallahassee, Florida 32306-2420

PHONE 850.644.3272
1.800.374.8581
FAX 850.644.8817
850.645.4659
EMAIL ip-info@fsu.edu
WEBSITE international.fsu.edu
HOURS 8:00a.m. to 5:00p.m. EST, Monday - Friday

THE FLORENCE STUDY CENTER
Borgo degli Albizi, 15
50122 Florence, Italy

PHONE 011-39-055-2340604
FAX 011-39-055-2476938
WEBSITE http://www.florence.fsu.edu
HOURS 9:00a.m. to 5:00p.m., Monday - Friday

STAFF CONTACTS
Frank Nero, Director
Email fnero@fsu.edu
Cell Phone 011-39-342-1469056

Lucia Cossari, Associate Director
Email lcossari@fsu.edu
Cell Phone 011-39-338-5397290

Ilaria Mugnaini, Housing Coordinator
Email imugnaini@fsu.edu
Cell Phone 011-39-349-7084526

Laura Buonanno, Program Coordinator
Email lbuonanno@fsu.edu

Tamara Pfeil, Financial Coordinator
Email tpfeil@fsu.edu
Cell Phone 011-39-347-812-3699

PROGRAM LEADER INFORMATION
Dr. Patrick Merle
Patrick.Merle@cci.fsu.edu

EMERGENCY PHONE NUMBERS
Emergencies (Local Police) 113

U.S. Consulate
Lungarno Vespucci, 38
50123 Florence, Italy

PHONE (011) 39-055-266951
FAX (011) 39-055-284088
WEBSITE http://florence.usconsulate.gov/

INTERNATIONAL CALLS
Making international calls from the U.S. to Italy: First dial “011” (for international call), followed by “39” (the country code), then the specific area code (dropping the first zero) and location number.

Time Differences: Florence is six hours ahead of Tallahassee.
ACADEMIC MATTERS
This program is first and foremost an academic one, so you should be prepared to invest as much time, effort and thought into your coursework as you do on your home campus. Since classes are small, you will have more interaction with your fellow students and with faculty than you have on main campus. There will be a greater emphasis on participation in class discussions. This means you must be prepared to maintain a high level of performance by being an active and committed participant in your class.

FSU ENHANCEMENT PROGRAMS RELATED TO STUDY ABROAD
FSU students are encouraged to get involved with the Garnet and Gold Scholar Society and the Global Citizenship Certificate program. These two resources provide special recognition as global-ready graduates.

The Garnet and Gold Scholar Society program facilitates involvement and recognizes the engaged, well-rounded student who excels within and beyond the classroom in the areas of Leadership, Internship, Service, International, and Research. A student who has met the criteria in three of the five areas is eligible for consideration. All study abroad programs organized through the International Programs Office qualify for the international experience portion of the International Area. Visit http://garnetandgoldscholar.fsu.edu/ or email GarnetandGoldProgram@fsu.edu to learn more.

The Global Citizenship Certificate program helps undergraduate students develop invaluable cross-cultural skills and global competencies needed to be a global-ready graduate. Students who enroll in the certificate take 2 required courses, Global Perspectives and Global Citizenship, and 2 electives. Both required courses count toward FSU Liberal Studies X, E-series, and writing requirements. In addition, students participate in 8 intercultural events on campus and a sustained international experience abroad, which you are about to complete! Enroll in the Global Citizenship Certificate before you study abroad to ensure your experience counts toward the certificate. Visit cge.fsu.edu/globalcitizen or contact an advisor at globalcitizen@fsu.edu to learn more.

TUTORING RESOURCES
There are a number of tutoring resources available at Florida State University to assist you academically, both in Tallahassee and abroad. Online tutors are available through the following programs:

- Reading & Writing Center (RWC) http://wr.english.fsu.edu/Reading-Writing-Center/RWC-Online
- Academic Center for Excellence (ACE) [http://ace.fsu.edu/] ACE provides free tutoring in many subject areas, including accounting, biology, chemistry, economics, math, statistics, and physics.
- University Libraries: Office of Distance Library Services https://www.lib.fsu.edu/department/distance-learning

STUDENT DISABILITY RESOURCE CENTER (SDRC)
SDRC provides reasonable and appropriate accommodations for students with documented disabilities. Documented disabilities and accommodations vary in nature, and though the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 do not apply extraterritorially, we do our best to accommodate our students. If you anticipate needing to request accommodations for a documented disability, please schedule an appointment with the SDRC by calling 850-644-9566 (Voice) or 850 644-8504 (TDD) and provide appropriate information on your Special Needs form. For more information, visit http://dos.fsu.edu/sdrc.
VISA REQUIREMENTS FOR U.S. CITIZENS

Summer Students: Summer students do not require a visa but will still have immigration restrictions. Please review the following:

- **Passport:** You must hold a U.S. passport that is valid for at least 6 months beyond your return from Italy.

- **Flight/ Immigration Restrictions:** You are allowed to reside legally in the Schengen Area for 90 days within 180 days without obtaining a student visa. You CANNOT stay in Italy or any of the Schengen States for more than 90 days within 180 days. For more information on the Schengen Area, please visit the U.S. Department of State website, http://travel.state.gov/content/passports/english/go/schengen-fact-sheet.html, or contact an International Programs' Visa Specialist at IP-Visas@fsu.edu. Due to airline restrictions, traveling on a one-way ticket may not be allowed. Please check with your airlines before purchasing a one-way ticket.

VISA REQUIREMENTS FOR NON U.S. CITIZENS AND U.S. CITIZENS LIVING ABROAD:

If you are a non-U.S. citizen or U.S. citizen living abroad, contact an International Programs' Immigration Specialist at IP-Visas@fsu.edu. You may be required to apply for a visa on your own or you may have additional visa requirements and expenses.

All visa information is correct at the time of publication, but terms, fees, and guidelines are subject to change without notice.
**ARRIVING IN FLORENCE**

When you arrive in Florence, check-in to your residence first. You will receive an email from the staff in Florence with the address of their residence a week or two prior to departure. **You should not go to the Florence Study Center.**

**From Florence**

Most students fly directly into Florence or arrive by train. This is usually the best option! From the Florence airport, you must take a taxi to the address of your residence as supplied by the study center staff. **You should not come directly to the Florence Study Center.**

The taxi from the airport into Florence costs about €25-30. There is also bus service from the airport to the Florence train station. The bus fare to the train station costs approximately €6. Once at the train station, take a taxi to the final destination. The taxi from the train station to student residences costs around €10-15.

Taxis in Florence do not take ATM or credit cards, so have cash in Euros prepared. There is no Uber service currently in Florence.

**From Rome**

The nearest major international airports (other than Florence) are in Pisa, Rome and Milan. If you arrive in Rome (Fiumicino), taxis are available from the airport to the central train station (Stazione Termini), but the cab fare is about €50-€60. 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 approximately €14. 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.” The ride is less than two hours, and the fare is about €44. A third option is to take the airport shuttle, which can be reserved in advanced online [www.airportshuttle.it](http://www.airportshuttle.it).

**From Milan**

Take the Malpensa shuttle airport bus (not a taxi, it’s very expensive) to the main station (Stazione Centrale, Milan) where trains leave almost hourly for Firenze. The shuttle costs €10 and the website is [www.malpensashuttle.it](http://www.malpensashuttle.it). You can buy tickets online or at the airport. From the Milan main station, you can take a train to Florence for around €50 and lasts under two hours.

**From Pisa**

If you arrive at the Pisa airport, take the Terravision bus ([www.terravision.eu](http://www.terravision.eu)) or the Airport Bus Express ([www.airportbusexpress.it](http://www.airportbusexpress.it)) to the Florence train station. Purchase your ticket at the Terravision desk inside the airport for €5 or directly from the bus driver for Airport Bus Express. Either bus company is reputable. You can also take a bus to the Central Pisa train station and transfer there for a train to Florence. The train takes about one hour and the bus from the airport to the Florence train station takes 70 minutes.

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**FLIGHT INFORMATION**

There is no group flight for this program and your Program Fee does not include airfare.

You should make arrangements to arrive in Florence on the start date of your program, **June 28, 2018**, and depart Florence no earlier than the end date of your program, **August 2, 2018**. You will most likely need to depart the United States one day before the program’s start date in order to arrive on time. Please note that there are no group pick-ups from the airport for your program.

The on-site Orientation is mandatory for all students. All travel arrangements must be made so that students can attend Orientation. Orientation always takes place the morning after the start date of the program.

If you plan on arriving before the start date, **June 28, 2018**, you must make arrangements to stay in a hotel. Please visit [http://www.international.fsu.edu/Documents/ImportantDocuments/StudyCenters/Florence_AreaAccommodations.pdf](http://www.international.fsu.edu/Documents/ImportantDocuments/StudyCenters/Florence_AreaAccommodations.pdf) for a list of suggested accommodations.

You must check out of program housing on the morning of the last day of your program, **August 2, 2018**. You will be responsible for getting yourself to the airport in time for your departure.

Once you have completed your travel arrangements, all students must email their flight arrangements to the IP Office ([ip-info@fsu.edu](mailto:ip-info@fsu.edu)). Your flight arrangements will be provided to the Florence staff and it is very important that they receive this information in order to monitor student arrivals.

You may want to consider purchasing travel insurance when booking your flight. Travel insurance typically covers flight cancellation fees, lost luggage or other losses incurred while traveling, etc. Speak with your airline for more information.

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**IN TRANSIT**

- **Domestic flights.** In general, arrive at the airport ticket counter **two hours** before your departure time. Check with your specific airline to find out the recommended pre-flight allowance.
- **International flights.** Arrive at the airport ticket counter **three hours** before your departure time.
- **Keep your boarding pass.** Some airlines require it for baggage claim. Also, it will help if your luggage gets lost.
- **Have your passport accessible.**
- **During your flight,** drink lots of water and get up and walk during your flight. Try to sleep; it will help you combat jet lag. Wear layers as the temperature on the plane and in airports may vary.
FSU FLORENCE STUDY CENTER
The FSU Florence Study Center, a restored 14th century urban palace, Palazzo Alessandri, is located in the heart of the historic district, just a few blocks away from the Duomo and Bell Tower, the Uffizi and Bargello museums, and the Arno River. 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. The main entrance to the courtyard (library, computer lounge, classrooms), is at Borgo degli Albizi, 15.

The Study Center includes:
- a well-stocked and air-conditioned library
- a computer lab with Internet access
- a comfortable student lounge
- classroom space
- administrative offices

The FSU Florence staff is available during operational hours, for emergency calls after operational hours, and offers support with academics, housing, activities, and other day-to-day needs during the program. The Study Center also serves as a place where you can gather to meet peers, receive tutoring, check the FSU Florence bulletin board for upcoming events or use the Internet. You will also have full access to all of the resources available at the study center.

HOUSING
Most students are housed in a Florentine-style apartment complex in the city center and students can expect a 25-minute walk from their apartments to the Study Center.

The apartments are mostly triples, with some doubles and quadruples. All of the apartments have an efficiency kitchen, bathroom, and a small living area with television. A cleaning service comes once a week to change bed linens and towels and do a general cleaning of the common areas. We ask that you do not to bring any extra linens from home as it is easy to confuse the supplied linens with those brought from home. There are laundry facilities in the building and a larger fully-equipped kitchen for general use. The laundry facility has three washing machines, two dryers and multiple drying racks for your use. There is Wifi access in the apartments.

During some terms/semesters, especially over the summer term, we will likely exceed the capacity of the accommodation described above. In such cases, students will be housed in comparable accommodations within central Florence. We cannot guarantee that each residence will have the exact same amenities, though in most cases they will have full kitchens including a washing machine rather than efficiency kitchens and a communal laundry room. There is internet access in the apartments. Each student housing facility has safety and security measures. They may vary by location.

Rooming assignments and locations will be made based on a combination of factors such as type of program, housing preference, and special needs as indicated in the information you provide International Programs. Roommate assignments are made in Florence by our Study Center staff, will be communicated upon arrival, and cannot be changed.

During your on-site orientation, you will be advised of the Florence Study Center Housing Rules & Regulations. Violation of any of the housing policies is grounds for dismissal. For contractual details about your program housing, rules, and regulations for your specific program, please refer to the FSU International Programs Contractual Agreement and the Housing Terms and Conditions.

You are required to sign the FSU International Programs Contractual Agreement as it outlines your contractual obligations as a participant on our program.

TRANSPORTATION IN FLORENCE
You will have no difficulty getting around Florence. The city’s downtown area, where our Study Center is located, is relatively small, and you are close to everything. Florence is predominantly a “walking” city, though bus transportation and taxis are readily available, and relatively inexpensive. Good railroad and bus services will help you travel outside of Florence, around Italy and through Europe in general. Never hitchhike. Florence is a safe city, but we strongly advise students to not walk alone late at night.
PERSONAL TRAVEL
Please wait until you have arrived in Florence and have received your class schedule before you book any trips away from Florence.

Waiting until classes have started will allow you to make your plans around the following factors:
- Academic deadlines for exams, papers and presentations. You do not want to book a once-in-a-lifetime trip to Prague only to discover that you have a major research paper due around that time.
- You will receive a cultural calendar of activities planned for all students upon your arrival. It would be a shame to book a trip that clashes with an activity arranged by the Florence Study Center that cannot be changed.
- The travel plans of your peers. One of the joys of studying abroad is the opportunity to build friendships through travel and shared experiences.

Do not plan travel that will cause you to miss classes; strict academic standards will be maintained on the programs. Your grade may be reduced by any unauthorized absence from class.

Summer programs may have mandatory academic excursions that take place over a weekend. You should be flexible with your weekend plans. Due to the compact nature of the 5 and 6-week summer programs, course meeting times will be intensive and independent travel time may be limited.

For safety purposes, you will be instructed by the Florence staff to fill out a mandatory online independent travel form each time you plan on traveling outside of Florence. More information will be provided to you in an email from IP-Info@fsu.edu prior to departure.

CLIMATE & PACKING
All airlines have different policies regarding the number, size, and weight of bags allowed on domestic and international flights. Fees for having too many bags or exceeding size and weight limits are steep, and also vary by airline. It is important that you determine the restriction on your particular airline before you pack. Please be aware that you will be responsible for carrying your own bags, packs, etc. Restrictions regarding carry-on baggage are different for each airline and sometimes vary depending on your originating, transferring and/or terminating airport. Also, requirements change based on current events. It is imperative that you check your specific requirements just prior to your departure and plan accordingly. Use the IP luggage tag and luggage strap you received to ensure your bag is marked in capital letters with your name, address, and final destination both on the inside and on the outside of the bag. It is recommended that you pack 1 or 2 outfits in your carry-on in case of flight delays/cancellations or lost luggage.

The weather in Florence varies. The summer can be very hot and most buildings, including our Study Center, are not air-conditioned. For updates on weather conditions, visit https://www.accuweather.com/en/world-weather.

When packing for summer, remember that churches do not allow shorts, halter tops, or miniskirts. Bring a cardigan or light jacket to cover your shoulders during church visits. It is advisable to bring good walking shoes. You may also want to bring an overnight bag for weekend trips. It is important to keep in mind that Italians/Florentines dress stylishly, so you will want to include some dressier apparel with your wardrobe.

You should not bring any valuable or sentimental items such as jewelry, expensive watches, expensive cameras, or keepsake items you would regret losing. You also don’t want to bring any electrical appliances such as hair dryers, heaters, etc. The electricity in many countries is twice as powerful as in the U.S. and will cause those items to burn out.

Explore the International Programs Pinterest account for more packing tips!
MAIL
Please share the following information with those in the U.S. who are interested in sending you mail while you are abroad. Priority mail between Italy and the U.S. may take from 6-10 days.

When sending packages to Italy, the sender should not overestimate the value of the materials in the package because you may be charged up to 30% customs duty on the declared value.

WE STRONGLY ADVISE YOU NOT TO SEND PACKAGES BY UPS or the U.S. Postal Service as you will more likely be charged a higher fee to obtain your package from customs. You may use Federal Express to send packages, but again, do not overestimate the value of the package.

You should have mail sent to the FSU Florence Study Center address, as listed in the Contact Information section of this packet. Mail cannot be received at the student residences because they don’t have 24-hour reception services.

CELL PHONES & COMMUNICATION
Each apartment will have a cell phone for receiving calls and for making emergency calls. While it is not mandatory that you buy or rent a cell phone while you are in Florence, it is highly recommended.

Past students found that it is easiest to buy a phone in Italy and pay for calls and messages as you go. You can purchase a phone for as little as $40, but check first with the study center to see if there are any available for loan. The phones can be used for both calls in Italy and for calls to and from the U.S. and continental Europe. Local stores will sign you up with the carrier who is offering the best rates available at the time of your purchase. You can expect to pay approximately €0.40 a minute for calls to the U.S. and €0.15 per minute for calls to Italian numbers. All incoming calls are free while in Italy, so give your Italian number to your friends and family – you won’t be charged if they call. Calls made or received while you are in other countries will be very expensive. We highly recommend that you only use your phone for emergencies while outside of Italy.

If you decide to use your U.S. cell phone, contact your provider to find out about possible international plans and roaming charges that may apply.

Other popular options to keep in touch with family/friends back home include applications like Skype, Whatsapp, Face Time and Viber. You may communicate with family and friends for free using Wifi. These options also have inexpensive calling rates for landlines and cell phones.

COMPUTERS
There is a computer lab at the Study Center in Florence, though many students choose to bring their own laptops. If you want to bring your laptop, we recommend doing the following:

- Check if your computer has a built-in transformer that is capable of handling the different voltages. You will need an adapter for the plug (i.e. from flat to round prongs).
- Please note that if you take a laptop with you, it is at your own risk. Check your homeowner’s insurance to make sure that it is covered when you are away from your primary residence. If not covered by your homeowner’s insurance, you may want to check into laptop insurance through http://www.safeware.com/, a worldwide insurance provider for all electronic devices (e.g. laptop, digital camera, iPod, etc.). They also have a provision for non-electronic personal property.
- Do NOT pack your laptop or laptop charger in your checked luggage.
EXPENSES WHILE IN FLORENCE
In estimating your financial needs while you are in Florence, calculate the amount of money you will need for meals for the entire period of your stay; your transportation and lodging costs for any personal trips you will be taking and your personal entertainment and social activities costs.
- Based on past participants’ feedback, a 15- to 16-week semester budget of $3,000 - $6,000 is needed for meals, incidental expenses in Florence, and personal travel. This $3,000 amount is only for those who plan to live on a shoestring budget. The average estimate of student spending during the spring semester was $4,000. The average estimate of student spending during a summer 6-week term is $2,500. Many students spend more, depending especially on how much independent travel they do and how frequently they dine out. In general, you can buy a lunch for about $8 and dinner in an inexpensive restaurant for around $15 in Florence.
- A good way to estimate what you might need in Florence is to assume that whatever you spend here in the U.S. (in dollars), you will spend the same (numerical) amount in euros. Take that dollar amount and convert to euros using the current exchange rate.
- If you are planning to travel around Europe, you should expect to spend at least $70 per day.

MEAL VOUCHERS
As part of the program, you will receive meal vouchers that can be used at local restaurants, pizzerias, sandwich shops, cafes, and trattorias throughout your program. A list of our local meal voucher partners and their locations around Florence will be provided to students during orientation. Summer participants will receive seven vouchers each week valued at €5 each.

CURRENCY
Italy uses the euro as the national currency. Exchange some dollars ($75-$100) for euros before you leave the U.S. Don’t exchange more than $100, you just need enough to get you to Florence and to a bank abroad. Visit http://www.xe.com/currencyconverter/ for the current exchange rate.

BANKING
We recommend you set up online banking for your bank accounts prior to departure from the U.S. so you can monitor your account while overseas. The easiest way to access money in Florence is with an ATM card. THE FSU CARD ONLY WORKS WITH ONE ITALIAN BANK and is, therefore, not the most convenient ATM card. You can use a Debit Card at any ATM to withdraw cash whenever you need it though there will often be a withdrawal fee of up to 5-euros. Keep in mind that many smaller restaurants and shops in Italy only accept cash.

Bring or have access to at least one 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. Credit cards are also useful for everyday purchases and offer excellent exchange rates. MasterCard and Visa are the most widely accepted credit cards overseas. A credit card with “chip and pin” technology is worth considering, as this is the standard abroad.

Before using a ATM or debit card overseas, we recommend the following:
- Contact your financial institution(s) before you leave the U.S. to make sure your ATM or debit card is activated for international use. You will also need to inform them of your dates/location abroad. If you fail to contact your financial institution(s), it is not unusual for credit card companies to “freeze” an account if suspicious or fraudulent activity is suspected.
- 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.
- 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 also 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 advise 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.

For those who receive financial aid, ensure that any student loans you have requested will be available for disbursement during the term you are abroad. Disbursement usually occurs after students have left the U.S., so make arrangements for your check to be deposited, if that is your chosen method of disbursement.
IMMUNIZATIONS/MEDICAL CONCERNS
Florida State University requires certain immunizations prior to your registration for classes. All students (FSU and non-FSU) must complete the required Student Immunization Form.
The form must be mailed or faxed directly to Florida State University Health Services, Health Compliance Office, 960 Learning Way, Tallahassee, FL 32306-4178, fax (850) 644-8958.

It is very important that you make yourself aware of specific requirements and health matters in your program location. The FSU Health and Wellness Center offers a travel clinic which provides immunizations. Additional information is available through the Centers for Disease Control and Prevention’s site: www.cdc.gov/travel/. Please note that some countries have specific requirements for inoculations based on past location(s) the traveler has visited. It is the student’s responsibility to ensure previous travel has not triggered additional requirements.

- A tetanus booster shot is suggested if you have not had one within the past 10 years.
- Specify every health concern you have on your
- We highly recommend that you bring sufficient quantities of your prescription medication 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. In particular, Adderall and Concerta are not available in all countries. Don’t postpone discussing your prescription needs with your doctor. After discussing medications with your doctor, students will need to work with their insurance company to cover the vacation prescription. Students who experience difficulty in obtaining a vacation prescription should seek assistance from our office.

- If you wear glasses or contact lenses, take an extra pair and/or the prescription.
- Complete routine medical and dental care before you leave.

ALCOHOL AWARENESS & ILLEGAL DRUGS
The legal age for the drinking of alcohol in Italy is 18. This means that you will likely have the opportunity to buy and drink alcohol legally. It is in your interest to recognize that this right carries a great deal of responsibility. The Florence Study Center has a strict code of conduct relating to the use of alcohol, violations of which will likely result in a judicial hearing with the possible sanction of being dismissed from the program. In short, know your limits and drink within moderation if you choose to do so, but not to excess.

Florida State University has a zero-tolerance policy regarding the possession, use, manufacture, production, sale, exchange or distribution of illegal drugs by students participating in FSU study abroad programs. Violation of this policy may result in immediate dismissal from the program and disciplinary action onsite or upon return to campus. International Programs’ policies follow either the U.S. law or local law, whichever is more stringent with regard to drug use. For complete information on student judicial processes, victim’s rights, and appeals see the Student Conduct Code at: http://dos.fsu.edu/srr/.

The CISI insurance provided is included in your program fee and the policy is available on our website: http://international.fsu.edu/Documents/HealthSafety/CISIInsurancePolicy.pdf. You will want to familiarize yourself with the coverage details.
Policies & Safety

Rules, Policies & Procedures
Florida State degree-seeking, transient, and special students are bound by the rules, policies, and procedures set forth in the FSU General Bulletin and Student Handbook. It is your responsibility to familiarize yourself with these before you leave. You may locate the FSU General Bulletin online at http://registrar.fsu.edu/ and The Code of Student Conduct at http://dos.fsu.edu/srr/conduct-codes/student-conduct-code. The Office of Student Rights and Responsibilities updates any changes to the Code of Student Conduct.

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 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 students are not on the main campus, they have access to many resources should they encounter issues while abroad. Program staff members are available to support students in a variety of ways, including connecting students 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 students to make healthy lifestyle decisions that facilitate academic success and lead to life-long health and wellness. For more information, visit http://chaw.fsu.edu/.

- The U.S. State Department maintains a web site of information for Americans studying abroad, including current travel advisory warnings, at: http://studentsabroad.state.gov/.

- 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.

- Use the buddy system—try to travel with friends as much as possible and always tell your roommates or friends where you are going and when you expect to return. Bystander intervention is a powerful opportunity and responsibility for those within our community.

- Valuables. Students should not take sentimental valuables on their program. Students should not leave cash, passports, or other items of value unattended in their rooms. If a locker or safe is provided, students are strongly encouraged to use it to store anything of value at all times. Students should plan regular visits to the cash machine rather than leaving large amounts of cash in their rooms. Students are responsible for ensuring their rooms are left secure at all times – do not prop open doors, do not leave doors and windows unlocked, do not give keys to anyone. Students are strongly encouraged to purchase insurance that will cover their belongings while abroad, whether a standard homeowners or renters policy.

- 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. Students 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.
HOUSING TERMS & CONDITIONS

The following regulations for the International Programs student housing are based upon the Florida State University Contractual Agreement and the rights and responsibilities of individual members of the university community as spelled out in the ‘Codes of Student Conduct’ in the:

- Florida State University General Bulletin [http://registrar.fsu.edu/bulletin/]
- Florida State University Student Handbook [http://dos.fsu.edu/resources/student-handbook], and

These rules and responsibilities have been adapted and supplemented where appropriate to take into account the special needs of each program. The housing rules are designed to conform to the local laws protecting the mutual rights of both students and our local neighbors. We are guests in another country and we should respect and abide by the customs of the people. Since the housing and academic components are tied together very closely, the program staff must ensure that your stay in the residence facility provided enhances the overall mission of the program.

Carefully read these regulations and responsibilities. All occupants/participants in program-provided housing are obliged to conform to them so the overseas experience may be a positive one for everyone associated with our program. The program staff is responsible for ensuring these rules are enforced. He/she has the authority to supplement them at any time to deal with circumstances that affect the integrity of an academic and social/cultural program that functions in a foreign country. The program staff has the authority to dismiss from the program any occupant/participant who does not comply with all rules.

I. AGREEMENT TO GENERAL TERMS

A. Participants are reminded that our program-provided housing is in facilities regulated by the respective country's law. Although the FSU rules and regulations apply on our study program, the law of the land where any misdemeanor occurs takes precedence and FSU cannot break these regulations or laws.

B. All program dates are advertised as first night in program housing to morning of the last day of the program. The FSU International Programs Contractual Agreement, appropriately signed, is effective from the morning on the date of the first night in housing of a particular program until the morning of the day of program departure. Specific times vary by country. More information is provided in the housing section of this packet.

C. If an occupant/participant voluntarily withdraws from a program and is released from this legal document he/she must vacate the residence within 24 hours of that decision. In the case of expulsion or immediate suspension/dismissal, another breach of contract, or a judicial process, the occupant/participant must vacate the residence immediately.

D. The acceptance of this FSU International Programs Contractual Agreement by Florida State University/International Programs Association, Inc., does not guarantee assignment to any particular room. Roommate preferences, however, will be honored as far as possible and practicable.

E. Under this document, the Florida State University, in conjunction with the Study Center program staff, reserves the right to formulate and put into effect other rules and regulations which, in their judgment, may be necessary for the safety, care, and cleanliness of the premises and for the preservation of mutual rights and responsibilities of the occupants/participants of the building, and the inhabitants of the neighborhood. All occupants/participants agree to abide by any and all additional rules and regulations adopted for those purposes.

F. Under this document, all occupants/participants are responsible for reading, understanding, and adhering to the general applicable regulations, rules, and procedures concerning student codes and policies as set forth in official publications of Florida State University. Such publications include the current editions of the General Bulletin, the FSU Student Handbook, and the Florida State University International Programs Important Forms packet.

G. All Florida State University International Programs facilities are designated no-smoking facilities. Smoking and vaping of any substance is prohibited throughout the buildings. All occupants/participants agree to accept this condition. Deviations from this policy, if they exist, will be provided in your country specific orientation package.
II. AGREEMENT TO GENERAL CONDITIONS AND RESPONSIBILITIES OF PROGRAM PARTICIPANTS

A. Respect for Persons
   1. Program participants must be cognizant of the rights of others and avoid activities, which unnecessarily disturb individuals or groups, or interfere with the normal activities of International Programs. These include, but are not limited to, intimidating behavior, physical assault, hazing, or unsuitable or boisterous conduct. Participants should be aware of the effects of their noise on others and respond appropriately to requests to lower volume.

   2. Florida State University respects and celebrates the diversity of its students. Statements of intolerance and/or harassment pertaining to race, creed, color, sex, religion, national origin, age, disability, veterans’ or marital status, sexual orientation, gender identity, gender expression, or any other protected group status are neither appropriate nor tolerated and can lead to dismissal from the program.

B. Respect for Property and Living Space
   1. Program participants are expected to respect university property as well as the property of other community members.
      a.) University property may not be removed from any room or from public areas.
      b.) Out of respect for the community environment, sports and general rowdy behavior are not permitted either in the Study Center or in program-provided housing.
      c.) Participants may not affix any items to the walls of the residence
      d.) Participants in program-provided housing may not remove, alter, or tamper with door closures, security equipment, or locks, nor may they wash or hang laundry in their rooms.
      e.) Students are expected to report all maintenance issues. If a maintenance issue is unreported and results in major damages, students may be held responsible for costs.

   2. Participants in program-provided housing should ensure their rooms are properly cared for. It is the responsibility of all to maintain a standard that provides cleaning and care of the room.

   3. Participants in program-provided housing are responsible for the reasonable care of their assigned living spaces and their equipment and appliances. Charges will be assessed for damages to, unauthorized use of, or alterations to, rooms, equipment, and buildings as well as for special cleaning necessitated by improper care of rooms or equipment.

   4. Unless it can be determined otherwise, occupants/participants are jointly responsible for damages done to public areas and equipment in their living quarters. Public areas are defined as those areas available for use by all program participants living in a shared area. Charges for damages to public areas and equipment, other than those determined to be the result of normal wear and tear, may be assessed of all program participants of a particular room or floor, or of the residence as a whole.

   5. Authorized administrative personnel may enter rooms for the purposes of cleaning, normal inspection, and maintenance. Occupants/participants’ personal property is not subject to search without the express approval of the owner except in circumstances when a reasonable belief exists that the room is being used for an illegal purpose or a purpose which would otherwise seriously interfere with discipline and/or an occupant’s/participant’s personal safety.

   6. Florida State University/International Programs Association, Inc. is not liable for damage or loss of personal property, failure or interruption of utilities, or unforeseen accidents or injuries. The organizations named above will be liable only for those damages or injuries caused by negligence on the part of their employees, agents, or representatives while they are working within the scope of their employment or agency. Occupants/participants are strongly advised to secure their own personal property insurance.

C. Respect for Housing Operations
   1. It is expected occupants/participants will comply with reasonable requests from the program staff and the housing administrative staff.
      a. Residents will identify themselves when asked and will provide true and accurate information.
      b. Residents will refrain from harassment and verbal abuse of staff personnel.

   2. Room keys may be neither lent to nor borrowed by anyone. Such actions violate administrative codes, are not permissible, and constitute grounds for dismissal. For personal safety reasons, the propping open of exterior doors is strictly prohibited.
3. Occupancy of rooms is reserved only to those program participants to whom the room has been assigned.
   a. Room transfers, if possible, may be made only after receiving approval from the program staff.
   b. After reasonable notice, room assignments may be changed, cancelled, or terminated at any time by the program
      staff in the interest of public order, health, discipline, maximum utilization of facilities, or disaster.

4. You will receive specific information regarding the guest policy for your International Program location during the on-site
   orientation. Some programs prohibit guests in residential areas. If you are staying on a program that does allow guests,
   the following rules apply:
   a. No guests are allowed in program housing between the hours of 11 p.m. and 7 a.m.
   b. Guests must be accompanied by their resident hosts at all times throughout the visit and may not be unescorted at
      any time in the residential areas.
   c. All guests must abide by the housing rules and regulations applicable to the resident host and must immediately
      depart the premises when told to do so by the host or program staff. Host may be held responsible for violations of
      their guest(s).

ADDITIONAL HOUSING INFORMATION
As you may know, Florida State University operates study centers in various countries around the world. Under our contractual
obligations, students from one program are not permitted to use the housing facilities of another program if they are visiting. If
you do have friends on another FSU program, please do not get them into trouble by trying to share their rooms if you visit them.
You must arrange for your own housing. This also includes friends and relatives who may be traveling abroad.
TIPS & RESOURCES

ADDITIONAL RESOURCES
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.

http://www.tripadvisor.com (online travel guide)
http://www.trenitalia.com (train travel in Italy)
http://www.italotreno.it (New train company that offers competitive prices between major Italian cities)
http://www.theflorentine.net/ (local bi-monthly newspaper in English)
http://www.railpass.com/ (Eurail pass information)
http://www.letsgo.com/ (on-line travel guide, check out the “HotLinks” button)
http://cnn.com/WEATHER/ (daily weather forecasts)
http://travlang.com/languages (brush up on your Italian!)
http://florence.usconsulate.gov/ (US Consulate General in Florence)
https://www.roughguides.com/ (travel guide)
http://en.wikipedia.org/wiki/Florence,_Italy (general facts about Florence)
http://nolereservations.blogspot.com/ (FSU International Programs blog with articles from former program participants)

USEFUL APPS
Google Translate (instantly translates words, phrases, and web pages between English and over 100 other languages)
Dark Sky (With down-to-the-minute forecasts, you’ll know exactly when the rain will start or stop, right where you’re standing)
Mobile Passport (authorized by U.S. Government to get through customs upon your return to the U.S. Allows you to use the dedicated mobile passport line in 21 participating airports).

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

Connect with International Programs on social media
International Programs Facebook
International Programs Twitter
International Programs Instagram
FSU Florence Facebook
FSU Florence Instagram

TIPS FROM STUDENTS ON WHAT YOU SHOULD KNOW
These comments came from students who recently attended our study abroad program in Florence:

- Be sure to read the registration materials when you are notified regarding selected textbooks being available for check-out at the library in Florence (check Student Central when registering for classes).
- Comfortable shoes are a must since Florence is a walking city.
- Leave extra space in your suitcase for souvenirs.
- Research the weather in Florence before leaving.

Last updated 1/2018
EXPLORING ITALY

ATTR ACTIONS
Leaning Tower of Pisa

Sistine Chapel

Colosseum

Herculaneum

Amalfi Coast

Uffizi Gallery

San Marco Basilica

Cinque Terre

Grotta Azzurra

Lake Como

SARDINIA

Rome

Naples

Palermo

Catania
FOODS TO TRY
Prosciutto  Peperoncino
Margherita  Gelato
Bistecca alla Fiorentina  Cantucci

BASIC ITALIAN
Hello  Salve  SAHL-vay
Goodbye  Arrivederci  ahr-ree veh-DEHR-chee
Hello / Goodbye  Ciao  CHOW
Please  Per favore  PEHR fah-VOHR-ch
Thank you  Grazie  GRAHT-sye-eh
You’re welcome  Prego  PREH-goh
Pardon me  Mi scusi  mee SKOO-zee
English  Inglese  een-GLEH-zeh
Yes  Si  see
No  No  noh

QUICK TIPS
1 Make sure shoulders and legs are covered during church visits.
2 When interacting with locals, greet them in Italian out of respect for their culture.
3 Try to break large euros (€20/€50) at popular tourist locations. Most small businesses won’t take large notes.
4 Most restaurants will not split the tab when dining in a group.
5 Waitstaff, bartenders, taxi drivers, and baggage handlers don’t expect tips. However, tips are appreciated when dining in large groups.