The UW in Italy Sesto Fiorentino program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with CET Academic Programs. This IAP Program Handbook supplements handbook(s) or materials you receive from CET Academic Programs as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with CET or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to International Academic Programs at UW-Madison.

This program handbook contains the following information:

Contact Information........................................................................................................................................1
Program Dates .............................................................................................................................................2
Preparation Before Leaving .........................................................................................................................2
Travel and Arrival Information .....................................................................................................................3
The Academic Program ...............................................................................................................................3
Living Abroad ..............................................................................................................................................4
Student Advice ...........................................................................................................................................5

Contact Information

On-Site Program Information
Your primary contacts in Sesto Fiorentino will be the UW Resident Director, Professor Michael Vanden Heuvel and the CET Resident Assistant on-site at the Villa.

Professor Michael Vanden Heuvel
Resident Director
mvandenh@wisc.edu

UW-Madison in Italy Program
c/o CET Academic Programs
Villa Corsi Salviati
Via A. Gramsci n. 460 (pronounced “Gram-shee”)
50019 Sesto Fiorentino-Firenze ITALIA

Resident Director and CET Resident Assistant phone numbers will be provided to you on-site.

UW-Madison Information
International Academic Programs (IAP)
University of Wisconsin-Madison
106 Red Gym, 716 Langdon Street
Madison, WI 53706
Tel: 608-265-6329 Fax: 608-262-6998
Web: www.studyabroad.wisc.edu
Emergency Contact Information
In case of an emergency, contact your on-site staff first using your CET Emergency Contact information provided on-site. For IAP emergency contact, call the main IAP number (608) 265-6329 between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at (608) 516-9440.

Embassy Registration
Program participants who are U.S. citizens must register with the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at https://travelregistration.state.gov. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

Embassy Registration
Program participants who are U.S. citizens must register with the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at https://travelregistration.state.gov. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

U.S. EMBASSY Rome
Via Vittorio Veneto 121
00187 Rome, Italy
Tel: +(39) 06-46741
Email: uscitizensrome@state.gov
Website: www.italy.usembassy.gov

Consulate General Florence
Lungarno Vespucci, 38
50123 Firenze, Italy
Tel: +(39) 055-266-951
Email: uscitizensflorence@state.gov
Website: www.florence.usconsulate.gov

Program Dates
Program begins mid-late January and ends early May. Program dates are provided in your MyStudyAbroad and CET Handbook. A more comprehensive academic calendar is provided on-site.

Preparation Before Leaving
Refer to the Pre-Departure Checklist in the IAP Study Abroad Handbook for essential information.

Passport
A passport is needed to travel to Italy and to obtain your student visa. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website (http://travel.state.gov/passport). If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

Visa
An Italian student visa is required for U.S. citizens studying for a semester in Italy. You will receive instructions from IAP on the student visa process. U.S. citizens must have a U.S. passport valid for at least six months beyond the end of the program. If you are not a U.S. citizen, contact your Study Abroad Advisor for guidance.
You are advised NOT to leave the U.S. for any international travel up to three months before the program begins as your passport must be turned over to the consulate for visa processing. If you must be out of the country more than a couple of days prior to the program start date, there is no guarantee that the consulate will process the visa in time for your departure.

**Permit of Stay**
Your Italian visa allows you to enter Italy and is provided free of charge. Once you are at your program in Italy, you will apply for a Permessodi Soggiorno (Permit of Stay) within eight days of arrival. CET will provide you with information, or will guide you through the process. You will be required to pay Euro cash in order to obtain your Permit of Stay issued for the time period you are a student in Italy. The approximate cost for the permit may be between €155-€200.

**Travel and Arrival Information**
Please refer to the CET UW in Italy Handbook for information pertaining to Travel and Arrival.

**The Academic Program**

**General Information**
The academic focus for UW in Italy is art history, Italian, and European studies from a multi-disciplinary perspective. Program courses are offered at the Villa. You will have the option to also commute to Florence to take available courses through CET Academic Programs at their center in Florence. Villa classes will be taken with other program participants and taught in English, with the exception of Italian language classes. CET courses will be taken with other CET program participants and are also taught in English. UW-Madison Resident Director, Professor Michael Vanden Heuvel will teach two courses. Italian language faculty and other course faculty will be professors of the CET Florence program.

**Course Information**
You are required to take at least one of the two courses taught by the UW-Madison Resident Director. In addition, you will take one Italian language course offered at the beginner/intermediate level. If you’ve taken beyond 4th semester Italian language, this requirement will be waived.

**Courses offered at Villa for Spring 2014**
- Western Culture: Literature and the Arts, Renaissance to Contemporary (Prof. Vanden Heuvel)
- The Legacy of Italian Experimental Art: From Futurism to the Present (Prof. Vanden Heuvel)
- Italian Language (101, 102, 203, and 2014)
- Passion, Power & Pestilence: Art in Italy 1500-1650
- Food and Culture in Italy

**Courses offered in Florence at CET Academic Programs Center for Spring 2014**
The two courses below will be open to UW in Italy participants. This option requires commuting (at your own expense) between Sesto Fiorentino and Florence for class.
- Italian and European Politics
- International Management

**Registration**
IAP will register you for a special “Study Abroad Course” for the term(s) you will be studying abroad; therefore, it is not necessary for you to register on the UW-Madison campus. This is a temporary registration, which will be converted into graded UW-Madison credit after the completion of your program.

To enroll in your UW in Italy courses, a course enrollment form is provided with acceptance materials. Once the course enrollments are confirmed, there will be no add/drop period.
Course Equivalent Requests and My Study Abroad
Each course you take abroad must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER) through your My Study Abroad account. Information on the UW course equivalent process is also available in the IAP Study Abroad Handbook. To avoid a delay in your study abroad courses posting to your UW Madison transcript, it is important to submit your equivalent information prior to the end of your term abroad.

Credits
Conversions
All courses are worth three credits with the exception of Italian language which are four credits each.

Limits and Load
You are required to maintain full-time student status with a minimum of 12 credits and a maximum of 18 credits for your duration abroad.

Pass/Fail/Drop/Audit
Please refer to the IAP Study Abroad Handbook for academic policies. A Pass/Fail option will be available in the Course Equivalency Request. The due date for Pass/Fail submission can be found in the Academics tab of your My Study Abroad account.

Grades and Grade Conversions
The UW in Italy program uses the following scale to assess grades to be placed on your UW Student Record:

<table>
<thead>
<tr>
<th>CET Grade</th>
<th>UW-Madison Equivalent Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+/A</td>
<td>A</td>
</tr>
<tr>
<td>A-/B+</td>
<td>AB</td>
</tr>
<tr>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>B-/C+</td>
<td>BC</td>
</tr>
<tr>
<td>C/C-</td>
<td>C</td>
</tr>
<tr>
<td>D+/D/D-</td>
<td>D</td>
</tr>
<tr>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

Living Abroad
Educate yourself about your host country. Read the Preparing to Live in Another Culture section of the IAP Study Abroad Handbook. Remember- it won’t be possible to prepare yourself completely. There will be situations you will not have anticipated and your flexibility will determine in great part the kind of experience you will have while abroad.

Refer to your CET UW in Italy Handbook for more information on academics, living at the Villa, health issues, personal safety, phones, mail, money, weather, clothing, packing, and travel. Your CET Handbook also includes helpful websites for media and cultural resources on Italy.
Student Advice

The advice below is from past participants of programs in Sesto Fiorentino/Florence; they reflect various students’ experiences and are included to provide different perspectives. IAP does not endorse any specific view expressed in this section.

Preparations before Leaving

Most incidentals (such as toothpaste, shampoo) can be bought as easily in Sesto/Florence as in the U.S. Buying them in Italy will add interest to your stay and improve your Italian. The Villa also has laundry facilities so there is no need to take huge amounts of clothing. Closet and wardrobe space at the Villa is limited.

Make sure to bring the following: laundry bag, alarm clock, and a robe.

Normally the climate of Sesto Fiorentino has chilly, damp, rainy weather January to March. Sesto does not get as cold as Madison, although there are occasional freezes in the winter months. The Villa is not heated to U.S. standards so you’ll want warm sweaters to wear at the Villa. You might want to bring warm slippers as well—the floors of the Villa can be very cold in the winter.

Do not forget medications/prescriptions that you take regularly. Do not try to mail prescriptions over to Europe.

Do not bring a hairdryer, flatiron and/or curling iron. The power conversion is different and a converter will cause the dryer to blow out immediately.

Buy several power adapters at a local travel store. Make sure to buy the European equivalent.

Make sure to exchange money before departure so you have cash on hand for arriving and costs to help you get settled. There is an ATM less than five minutes from the villa. Make sure to notify your bank that you will be abroad.
Travel and Arrival Information
Budget money for traveling throughout Italy. The train system is amazing: fast, relatively cheap, and comfortable. It really is the best way to travel throughout Italy. The fastest EuroStar train from Florence to Rome takes less than two hours.

Living Abroad
Don’t be a tourist. You’re living in Sesto Fiorentino/Florence - you will come to think of it as YOUR city, YOUR home. Find the little side streets and go to bars and cafes there - not the Americanized ones around the Duomo. Sure you can go to the touristy sites but go to the little personalized, true Florentine attractions as well. Be a part of the city and its culture.

Spend at least one afternoon in Florence by yourself. Try to have conversations with the locals, ask them what they like and go do that. You will be treated less like a tourist if you aren’t in a big group. I found that’s when I felt most at home and a part of the city.

Try to read the newspaper. You’ll pick up a lot of vocabulary.

Lose the map. Just wander, step into random churches, find little side streets. Don’t always take the shortest route from point A to point B.

Visit the market in Sesto, if only to marvel at the clothing.

Sit on the steps of the Duomo and people-watch. By the end of the trip, you'll find yourself laughing at the tourists and feeling that you are a Florentine.