The UW Music in Italy “Creating New Music in Florence: The collaboration of composer, performer and audience” summer program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison. This IAP Program Handbook supplements handbook(s) or materials you receive from ACCENT as well as the general 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.) should be directed to International Academic Programs at UW-Madison.

This program handbook contains the following information:

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CONTACT INFORMATION

Pre-Departure and On-Site Contact Information
Professor Steve Dembski
UW-Madison Resident Director
sdembski@wisc.edu
Cell Phone: Available after arrival

ACCENT Florence Center
Piazza Santo Spirito, 10
50125 Florence, Italy
Phone: +39 055 26 70 501
Fax: +39 055 27 17 749
Website: www.accentintl.com

ACCENT San Francisco Center
Phone: 415-835-3744 or 800-869-9291
Fax: 415-835-3749

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

Angela McNutt
IAP Study Abroad Advisor
Tel: 608-265-6329
E-mail: amcnutt@studyabroad.wisc.edu
Emergency Contact Information
In case of an emergency, 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.

While in country, you will have the phone numbers of the UW Resident Director and ACCENT; you will call them directly if you need immediate assistance while abroad.

Embassy Registration
All program participants who are U.S. citizens are required to enroll in the Smart Traveler Enrollment Program (STEP). This 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 U.S. Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate, as well as updates on demonstrations, emergency messages, and other breaking events. Register online before your departure. The Travel & Visa Tab in your MySA account also has a link to this registration page. If you are not a U.S. citizen, check with your home country's embassy for comparable services.

U.S. Embassy
Via Vittorio Veneto 121
00187 Rome
Tel: 011-39-06-46741
www.italy.usembassy.gov

U.S. Consulate
Lungarno Amerigo Vespucci, 38
50123 Firenze
Tel: 011-39-055-266-951
www.florence.usconsulate.gov

PROGRAM DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Depart U.S.</td>
<td>May 18, 2014</td>
</tr>
<tr>
<td>Arrive in Florence (between 9:00AM and 3:00 PM)*</td>
<td>May 19, 2014</td>
</tr>
<tr>
<td>Last day of classes and last night of housing</td>
<td>June 13, 2014</td>
</tr>
<tr>
<td>Depart Florence</td>
<td>June 14, 2014</td>
</tr>
</tbody>
</table>

*Specific arrival instructions will be given to you approximately two weeks prior to arrival. Participants who arrive before the start date of the program may be required to make and pay for their own accommodations.

PREPARATION BEFORE LEAVING

IMMIGRATION DOCUMENTS
Refer to the Pre-Departure Checklist in the IAP Study Abroad Handbook for essential information.

Passport
A passport is needed to travel to Italy. 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 six months beyond the length of your stay abroad.
Visa
U.S. citizens participating in this faculty-led short-term program to Italy do not require a student visa. If you are not a U.S. citizen contact your Study Abroad Advisor for guidance.

Handling Money Abroad
Your personal spending habits, the cost of living in your host country/city, and fluctuating exchange rates should all be taken into consideration when figuring out your study abroad budget. The official currency in Italy is the Euro. Current exchange rates can be found online: www.oanda.com/converter/classic. This website may give you an idea of cost of living: http://www.numbeo.com/cost-of-living/

When in Italy, you should plan to utilize a combination of money sources such as your ATM card, credit/debit cards, and cash to have both convenience and protection. Read the Handling Money Abroad section of your IAP Study Abroad Handbook, as well as your ACCENT pre-departure handbook for specific guidelines on using and accessing money while in Italy.

Additional Advice Regarding Money in Italy:
- Offices for exchanging money (cambio) at airports or train stations can be busy in the summer months with many tourists. They are sometimes closed and when open, the lines are usually long and may move slowly. Rates of exchange in such places are often unfavorable. There is an ATM at the Florence airport and plenty of ATMs in Florence for accessing cash quickly.
- Many small hotels, restaurants and stores in Italy do not always accept credit cards and many require a minimum purchase amount in order to use a credit card.
- Students that have studied in Italy in the past have found ATM cards to be the best option in retrieving Euros rather than bringing US dollars and exchanging in country.

Safety with Money
Use the same precautions with money abroad that you would when traveling in any large city in the United States. Be aware of pickpockets in crowded areas and on public transportation. Carry your money and other documents in a money pouch worn inside your clothing. Use the same precautions you take at home when using an ATM; keep your pin number separate from your ATM/debit card and use machines inside banks or other buildings. Maintain a copy of all credit card numbers, traveler check numbers, and any PIN numbers in a safe place, and do not carry these with you at any time. Leave a copy of these documents with your Financial Representative in the United States.

Packing
Italians are somewhat more formal in their dress than Americans. You’ll find that very few people (and usually only American tourists) wear shorts in Florence or other Italian cities; for women, dresses and skirts are the norm, men typically wear pants. We suggest that you bring one nice outfit—something you can wear to a concert or other special event. Refer to your ACCENT handbook for specific packing suggestions.

Due to the frequent instances of temporarily lost luggage, pack enough necessities for three days in your carry-on bag. If your luggage is lost or delayed, it is your responsibility to deal with the airline directly in order to get your bags back or be reimbursed.

Electronics
Italian electricity runs on 220 volts, while the U.S. runs on 110 volts. With the difference in current, we recommend that you avoid taking U.S. electrical appliances. If you do, pack an adapter together with your electrical appliance, so that you do not have to spend valuable time looking for adaptors and transformers during your stay. Items such as a hair dryer or curling iron are not recommended to use with an adapter. If necessary, plan to purchase one in country.
TRAVEL AND ARRIVAL

You are responsible for making your own travel arrangements to and from Italy. You are welcome, however, to independently arrange flights with other students on the program. Plan to arrive in Florence no later than 3:00PM on the day of arrival so that you may check in at the Florence ACCENT Center between 9:00AM-5:00PM. Most transatlantic flights arrive in the morning hours. To fly into Florence you will typically have a connecting flight from a European airport. Common routes involve flying to Frankfurt, Amsterdam, Brussels, or Paris, and then connecting to a flight to Florence’s Amerigo Vespucci Airport. Refer to the ACCENT handbook for more information on arrival.

Arrival
Upon arrival, you will need to check-in at the ACCENT Center:

ACCENT Florence Center
Piazza Santo Spirito, 10
50125 Florence, Italy
Tel: +39 055 26 70 501

The easiest way to get from the Florence airport or train station to the ACCENT Center is a taxi. Your ACCENT pre-departure handbook provides more detailed information regarding directions to the ACCENT Center from various locations in Florence.

Onsite Orientation
ACCENT will conduct an on-site orientation either the day of arrival or the following morning. This orientation will include a tour of the ACCENT facilities and your housing as well as an introduction to local customs, money, personal safety, communication, and transportation. Maps and other materials to help you acclimate to living in Florence will also be provided.

THE ACADEMIC PROGRAM

GENERAL INFORMATION
This seminar is designed for both music majors and non-music majors, graduate students as well as undergraduates, and students not only from UW–Madison but also from institutions throughout the United States. Its goal is to realize through its curriculum the three-way collaboration of composer, performer, and audience that embodies the complete process of musical creation, and to do so in such a way as to enrich the experience of all.

During the four weeks of the seminar, students will concentrate on the interpretation and composition of new music, serving -- according to their interests and abilities -- as performers, composers, or critical listeners, offering suggestions, as well as their fresh impressions of the music as it takes shape. Thus, participants will work as originating artists, as interpretive artists, and as active audience members, forming a complete musical society.

On a typical day in Florence, students will both work on their own, and meet as a group for consideration of the works selected for study, the new compositions-in-progress, and the music heard at public performances. As necessary, special interest sub-groups will meet with the professor on an ad hoc basis to take up specialized topics, such as theoretical and analytic issues, as well as more specific notation- and performance-related questions. Such practical activities will be stimulated and enriched by attendance at public concerts in and around Florence. These concerts will provide topics of discussion for seminar meetings, as well as a common frame of reference for all seminar participants.
Thus through studying a wide variety of music, collaborating in the creation of new pieces, and actively critiquing each others’ work, students will work together to create new music, while immersed in a European culture that, perhaps more than any other, values and supports concert music, both old and new.

Toward the end of the seminar term, students will present a recital, and take part in a recording session, which will provide a permanent record of our work. The accomplishments of the seminar will also be presented at a concert in Madison during the following fall semester, to share the music with our families and friends.

There will be no required texts, and no final exam.

**Daily Schedule**

We will have daily access to music studios from approximately 9:00AM to 2:00PM and 8:00PM to 11:00PM, Monday through Friday, and 9:00AM to 11:00PM Saturday and Sunday. For the last week of the program studio access will be approximately between 9:00AM to 6:00PM. Studios will be a combination of sizes and one will be large enough for us to use as a classroom, and to use for ensemble rehearsal; it will be equipped with an acoustic piano. The resident director will oversee equitably scheduling individual studio access for each student. It is strongly suggested that instrumentalists bring practice mutes, as available and appropriate for their instruments, and that composers consider bringing compact digital keyboards with headphones for their individual use.

As always in applied music, it is assumed that students will be working individually or in smaller groups – practicing, composing, consulting with each other, or rehearsing -- for a substantial portion of each day.

Ordinarily, we will meet each weekday from 11:00AM to 1:00PM at the studio. At first, these meetings will be devoted to topics – e.g., instrumentational, analytical, and interpretive -- related to performers’ preparation and composers’ completion of their chosen works. Later, students will present and perform their chosen works to the group, and the group will discuss both practical and more abstract aspects of the music. Finally, we will prepare for recitals (which may or may not be publicly presented, but which will be recorded), considering questions of program structure, program notes, general public presentation, and perhaps even publicity strategies and issues.

The resident director will also meet individually, or in small groups, with students from time to time, as appropriate and possible.

Approximately one evening per week we will attend a professional concert as a group. When practical, we will study the works to be presented in advance, and in any case the course meeting the day after the concert will be devoted at least in part to discussion of the concert program and performances.

**Credit and Grades**

Participants will earn four credits in Music 497: Special Topics in Music. This course is for graded credit and cannot be taken Pass/Fail.

**Grades and Grade Conversions**

This course will use the following grade scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>92-100</td>
<td>A</td>
</tr>
<tr>
<td>89-91</td>
<td>AB</td>
</tr>
<tr>
<td>83-88</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>BC</td>
</tr>
<tr>
<td>71-79</td>
<td>C</td>
</tr>
<tr>
<td>65-70</td>
<td>D</td>
</tr>
<tr>
<td>Below 65</td>
<td>F</td>
</tr>
</tbody>
</table>
Italy is largely homogeneous linguistically and religiously but is diverse culturally, economically, and politically. Surrounded by Tuscan hills and bridging the Arno River, Florence is considered one of the world’s most beautiful cities. It has been a major center for the arts, literature, and scholarship since the Middle Ages and Renaissance.

Useful Travel Books
- Fodor’s Guides
- Frommer’s Travel Guides
- Let’s Go Europe
- Michelin Guides
- Rough Guide
- The Lonely Planet

Recommended Reading
- Luigi Barzini, The Italians (Gives the character of Italian culture; strongly recommended that you read this before your arrival.)
- James McKeon, Quattrocento, Anchor Books Publishing Co. (a novel)

Florence
Florence, Italy is the capital city of the Tuscany region and is one of the country's most important and historic cities. Full of beautiful, Renaissance-style buildings, including wonderful churches and enormous palaces, Florence is steeped in culture and atmosphere and has not changed greatly since the 16th century. There are several tourism and tourist information offices situated in the city centre of Florence and these provide up-to-date information about Florence tourist attractions, museums, events, Florence festivals, Florence travel, Florence sightseeing and general Florence tourism and tourist information.

The city centre of Florence is compact, with many of its chief attractions being consolidated in a few areas, resulting in the main highlights being accessible by foot. In fact, it is possible for pedestrians in Florence to traverse the city centre in approximately half an hour. Visitors choosing to make use of the public transport in Florence will find the orange buses of the ATAF service dependable and reasonably priced. Alternatively, the white taxis that may be hired from official taxi ranks are expensive, although very convenient. Florence is served by two large airports, Florence Airport (Amerigo Vespucci), and Pisa International Airport (Galileo Galilei), approximately an hour train-ride away, though both within easy reach of Florence city centre (http://www.florence.world-guides.com/).

Florence’s position in a river basin, walled in by hills to the south and the foothills of the Apennines to the north, largely determines its climate. In summer the city is a like a pressure cooker as heat and humidity soar. July can be the worst month (closely followed by August) and there are days when there is not a whisper of air. The average highs hover around 31°C (88°F). Occasionally you can enjoy the temporary relief of a good thunderstorm.

Housing
You will live in double/triple occupancy rooms in shared student apartments in Florence. Exact housing placement will be provided upon arrival. Refer to your ACCENT pre-departure handbook for more specific information regarding housing.

TRAVEL AND TRANSPORTATION
You can expect that public transportation will be quite full in the summer time and advance reservations may be necessary if traveling outside of Florence. While Florence is a walkable city, transportation within such as buses and taxies are easily accessible.
Train tickets can be purchased directly at the main Santa Maria Novella (SMN) train station in Florence from a ticket counter or a convenient self-service kiosk. Be sure to validate your ticket after purchase by having the machine located on the binario (platform) stamp your ticket. If you do not validate your ticket, you are traveling illegally and could be fined if caught. There are different types of trains within Italy:

**Eurostar (ES):** Eurostar are the high speed trains. Tickets should be booked in advance and must include a seat reservation. No standing passengers are allowed.

**Intercity (IC):** Intercity trains run between the major Italian cities. They are fast but not as fast as the ES.

**Local:** These trains stop at all stations in smaller towns and should only be used when traveling to a smaller town.

Bus tickets may be purchased at:

- Tobacco shops (You will see a big blue T on a sign outside the shop)
- Some bars and cafes (look for the blue T sign outside)
- At the ATAF office (outside SMN train station under the "pensilina" arcade)

Bus tickets and passes must be validated in the appropriate machines upon boarding the bus. A warning: if you are caught traveling without a ticket or pass, the fine can be steep.

Taxis are white in Italy. You cannot hail them as you may be accustomed to in the States. Go to a designated taxi stand which are dispersed throughout the city and are marked by Taxi signs. You can find a stand in almost any major piazza, e.g. in front of SMN Train Station, Piazza Duomo (behind the Duomo), Piazza Santa Trinità (near Ferragamo store) and Piazza della Repubblica. It is not necessary to tip.

**HEALTH and SAFETY**

**Health**
Refer to your IAP Study Abroad Handbook and your ACCENT handbook for more detailed information about health in Italy.

**Alcohol and drug use**
Cross-cultural differences exist in the consumption of alcohol. Depending on your host country, you may find the availability and public consumption of alcohol greatly increased or decreased. Often, rules about the acceptability of alcohol use in certain situations or contexts are very different than in the United States. Excessive drinking can impact your health during the program, impair judgment, lead to risk or harm to yourself or others and have an effect on your academic performance.

Penalties for use or possession of illegal drugs can include jail terms, hard labor, and even the death penalty. Neither the U.S. Embassy nor the program offices are able to exercise effective pressure to moderate these penalties. If you are arrested, you are subject to the host country’s laws and neither the UW-Madison’s IAP office nor the U.S. Embassy can protect you from the local legal consequences. While on an IAP study abroad program, you are responsible for obeying all local laws. If IAP learns that program participants are using drugs or breaking other local laws, participants will be confronted and may be asked to leave the program.

**SAFETY**
IAP is dedicated to maintaining the personal safety and security for each of our study abroad participants. Our office takes necessary precautions, remains in close contact with program staff and works with them in case of an emergency. You are encouraged to contact your IAP Study Abroad Advisor if you are concerned about your safety or welfare. Italy is a relatively safe country. Nevertheless, here are a few recommendations while traveling around:
It is recommended that you do not walk alone at night, especially if you are female. Travel in groups or with another person at all times, even during the day, if possible. Florence is a large city, and like cities in the U.S. there are precautions to consider when visiting different areas. Be aware of your surroundings and know where you are going.

It is advisable to take extra precaution with your passport, money, and valuables, including cell phones. Normally, one should not carry their passport and large sums of cash on their person. Use the same precautions that you would in any major U.S. city, or more so. Use a money belt or pocket inside your clothes for the safest way to carry money. While violent crime is not common, petty theft is common. Don’t travel with anything that you are not prepared to lose.

Keeping all of your money in one place is not advised - guard against possible loss by leaving a small stash of money in your room or buried in your backpack. Keep in a separate place a record of your card numbers and a copy of your passport. If you leave expensive items in your room, make sure to put them in a spot not easily in sight and to lock the door when you leave. Additional safety tips are available in the IAP Study Abroad Handbook.

The U.S. Embassy reminds all U.S. citizens of the following tips:

- U.S. citizens are encouraged to exercise the same level of caution they would in major cities or tourist areas throughout the world.
- Avoid public parks at night and other poorly lit areas, and try to avoid going out alone. If and when you are out, please remember to always have a means of communicating with police and emergency services.
- Americans should walk or exercise with a companion, bearing in mind that crowded tourist attractions and resort areas popular with foreign tourists are common venues for criminal activities.
- Travelers should ignore any verbal harassment, and avoid carrying passports, large amounts of cash, jewelry or expensive photographic equipment. A common scam involves one person dropping change in a crowded area, such as on a bus. When the victim tries to assist, a wallet or other item is taken.
- Don’t leave any valuables/bags/purses in plain sight.
- Always use the peephole in your residence doors when someone knocks or rings the bell, and never open your doors to anyone who you do not recognize or have not invited.

**Communication**

Many of your family members and friends will be anxious to hear from you when you arrive. Please make sure they are familiar with your travel details so that they know when they can expect to hear from you. Be sure that your family and friends know that it will take you some time after arrival to get situated and this may delay your ability to get in touch with them about your safe arrival. Just let them know that you’ll communicate with them as soon as possible, and in most cases no news is good news.

**Mail**

You can receive mail at the ACCENT Florence Center. Due to Italian customs laws and the short timeframe of the program, it is strongly encouraged that you do not receive packages during your time in Italy. You may have to pay a customs fee when you receive a package dependent on the value of the package. Most, if not all necessary items can be found in Florence.

Mail should be addressed as follows:

**Your Name**

c/o ACCENT Student Mail
Piazza Santo Spirito, 10
50125 Florence
ITALY
Telephone
Student apartments are not equipped with telephones. You can purchase pre-paid Italian telephone cards from post offices, tobacco shops, and cafes to use on pay phones. Your ACCENT pre-departure handbook provides suggestions for communicating via telephone or cellphone while in Florence.

If your family needs to urgently contact you, they may call either the ACCENT Florence Center or ACCENT San Francisco Center (contact information at the front of this handbook).

When making calls, keep in mind time zone differences (www.timeanddate.com/worldclock). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code (39), city access code (if necessary) and the phone number. Country and city codes can be found online (www.timeanddate.com/worldclock/dialing.html). Some of above steps can vary if you are using a calling card.

Email
You will have limited access to the ACCENT computer lab in Florence. WIFI is also available at the ACCENT Center during office hours. Cybercafes are also located throughout Florence. Refer to ACCENT Handbook for more information on their computer access.

Skype
Past participants have recommended using Skype. Skype allows you to call from a computer (with a mic) to another computer or telephone, as well as video call with a webcam.

ADDITIONAL RELEVANT INFORMATION/WEBSITES OF INTEREST

UW-Madison International Academic Programs
http://www.studyabroad.wisc.edu

U.S. State Department:
http://travel.state.gov

U.S. State Department Students Abroad site:
http://www.studentsabroad.state.gov/

Center for Disease Control
http://www.cdc.gov/travel/

Exchange rates
http://www.oanda.com

Lonely Planet
http://www.lonelyplanet.com

Italian Newspapers
http://www.thepaperboy.com/italy/newspapers/country.cfm

Florence Tourism
http://www.visitflorence.com