Read this handbook!

One of the biggest regrets that many study abroad students have is their lack of research and preparation before departure. Your study abroad experience is an investment in your education as well as your future. Think about preparing your mind for the journey, as well as your suitcase. A few hours spent researching the history and culture of your host country will pay off. The more you prepare now, the better adjusted you will be when you arrive, and the more you will learn about your host culture and yourself.

Begin preparing yourself for the fact that things are going to be different in Italy. Some things in your daily life are going to be “better” than at home and some things are going to be “worse.” You will miss some things that you like, such as certain foods or your favorite hang-outs, but you will also come to like new things in Italy that you can’t find in the States. Keep in mind that you are the guest and it is up to you to conform to the customs and living habits in Italy. Italy will not change for you. You may have to modify your expectations about the lifestyles, habits and customs of the Italians. You will certainly encounter frustrations and you will go through an adjustment period, but that is part of what this experience is all about, and you will become a more open-minded person as a result.
In partnership with IAP at UW-Madison
CET welcomes you to Florence!

The UW in Florence program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in partnership with CET Academic Programs (CET).

CET, a Washington, DC-based study abroad organization has been designing and administering innovative educational programs abroad since 1982. CET offers semester and summer study abroad programs in Brazil, China, the Czech Republic, Italy, Japan, Jordan, Tunisia, and Vietnam, as well as customized programs worldwide.

CET maintains the highest academic standards and expects that students are eager to improve their cultural and communicative competence and embrace the academic challenges necessary to get them there. CET is committed to facilitating immersion into the host culture. Academics and excursions are designed to integrate students into the local environment. CET respects the needs, culture and customs of the local hosts and actively seeks opportunities for students and staff to “give back” to the local community and leads them to create lasting relationships with their local hosts.

CET Mission

• To create intensive study abroad programs for students who choose to be challenged, both academically and experientially.
• To immerse students in our programs’ off-the-beaten-path locations and unique subject matter.
• To equip students with new skills, broader perspectives and an appreciation of cultural differences.
• To create study abroad innovations for the field, and to serve as a resource to faculty and educational institutions in the development of programs abroad.

CET is delighted to partner with the University of Wisconsin-Madison in this exciting study abroad endeavour. The wealth of learning opportunities available to students in Florence is limitless.

Your IAP Program Handbook supplements materials you receive from IAP as well as the CET materials you will receive on arrival. IAP and CET reserve the right to change any matter in this publication without prior notice. Therefore it should be read as neither a part of a contractual agreement or courses/programs described herein.

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.
Program Overview

The UW in Florence program offers a customized opportunity for UW-Madison students to study in Florence, Italy at the CET Florence Center. Participants attend classes at the CET Florence Center with students of the CET Florence program. You will live in shared apartments with other participants of the CET Florence program. The program is staffed with a UW-Madison faculty member serving as Program Leader (PL) and Instructor, as well as a CET Program Manager and faculty.

The academic focus for UW in Florence is art history, Italian, and European studies from a multi-disciplinary perspective. The program allows you to cater your course load to reflect your interests in humanities and social science. Throughout the curriculum, expert, local instructors emphasize Italian culture. Courses and sponsored events provide an overview of the history, politics, and customs of this location and country.

Program Dates

- Arrival date in Florence: January 27, 2016
- Orientation: January 28 – 29, 2016
- Classes begin: February 1, 2016
- Mid-term exams: March 14 – 17, 2016
- Spring break: March 21 – 25, 2016
- Excursion to Venice: April 15 – 16, 2016
- Final exams: May 9 – 12, 2016
- Departure date from Florence: May 14, 2016 (check-out from apartment no later than 12PM)

**A final academic calendar will be provided to you on-site at orientation. Students MUST NOT make any arrangements for weekend travel until you have arrived in Florence and received your term schedule which will tell you when your classes and other compulsory events are taking place. Some cultural activities and included excursions will take place on Fridays and weekends as well.**

Plan your arrival accordingly! We ask that you arrive in Florence in the morning or early afternoon so you can be met by staff at the airport in Florence. They will help you get to your apartment in Florence. If you arrive before the official arrival date, you are responsible for your own accommodations until your designated meeting time at your apartment on arrival day. Arrival/Departure dates are firm; no exceptions can be made for you to move in early or move out late. You will receive detailed arrival instructions via email about three weeks before departure.

Pre-Departure Information

Your in-person pre-departure orientation details are listed in your IAP MyStudyAbroad account. This is a great opportunity to ask questions.

During your preparation for Florence you will receive communication from both CET and IAP. Remove any junk mail settings that may block CET or IAP emails and be sure to check the email account for the address you gave with your application, including your wisccmail for UW students.

It’s expected that you will review all the information and resources provided to you, including those located in your MyStudyAbroad account. Refer to the Pre-Departure Checklist in the IAP Study Abroad Handbook for essential information.
The Area

Italy is a unique location where in-class and out-of-class experiences merge, providing a living museum to great cultural traditions and historical monuments. UW in Florence is your opportunity to combine academics and immersion in taking advantage of the local environment.

Your study and housing facilities are located in the heart of Florence. 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.

Florence has a center population of around 370,000, but a small-city feel as you can walk across the city’s historic center (closed to traffic) in 20 minutes. Those who live in Florence – even for short periods – are exposed to as diverse and exciting array of cultural opportunities as those in far larger cities. Florence contains more great artworks per square foot than any other city in the world. Don’t be surprised if you stumble upon a Michelangelo, Leonardo, Donatello, Giotto, Masaccio, or Botticelli.

In addition to the historic sites, such as the Duomo and Ponte Vecchio, unique libraries, and world-renowned museums, like the Uffizi, Florence will entice you daily with its rich offerings of lectures, music, dance, cinema, and theatre. Florence will charm you with its parks, central market for fruits, vegetables, and local products, street fairs, artisan shops, high-fashion, cafes, and trattorias. The central location of Florence makes it a great hub for travel to experience Italy’s many other famous locations.

Orientation on Arrival

You will be expected to attend the mandatory orientation activities. The orientations will help you settle in and provide you with the opportunity to ask any questions you have about the academic program, where you are living, the local area, health and safety and what’s going on during your time in Florence. Additional orientation activities include: Permit of Stay application, and an outing and tour in Florence. An orientation schedule will be provided to you upon arrival.
Contact information

UW-Madison Information
International Academic Programs (IAP)
University of Wisconsin-Madison
106 Red Gym, 716 Langdon Street
Madison, WI 53706
Tel: 608-265-6329
www.studyabroad.wisc.edu

Angela McNutt – Study Abroad Advisor
amcnutt@studyabroad.wisc.edu
Academics, student experience, visa

Weston Bland – Enrollment Specialist Advisor
wbland@studyabroad.wisc.edu
Post-acceptance forms, course equivalent process, transcript

On-Site Program Information

Your primary contacts in Florence will be the UW Program Leader. There is also a CET Program Manager and staff at the CET Florence Center. Program Leader and Program Manager phone numbers will be provided to you on-site.

UW Program Leader
Professor Marc Kleijwegt
marc.kleijwegt@wisc.edu

CET Program Manager
Elena Parimbelli
elena.parimbelli@cetitaly.com

Your mailing address will be:
CET Academic Programs
Attn: Name of student
Via dei Renai 4
50125 Firenze - ITALY

Emergency Contact Information
In case of an emergency, contact your on-site staff first using your CET Emergency Contact information provided on-site.

IAP Emergency Number
IAP Main Office (608) 265-6329 – during business hours Monday-Friday 8:00AM-4:30PM Central Time
IAP emergency phone (608) 516-9440 – after hours and weekends to reach the IAP staff on call

Important Documents

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

US Embassy and Consulate
United States Embassy
Via Vittorio Veneto 121
00187 Rome, Italy
+39 06-46741
uscitizensrome@state.gov
www.italy.usembassy.gov

Consulate General Florence
Lungarno Vespucci, 38
50123 Firenze, Italy
+(39) 055-266-951
uscitizensflorence@state.gov
www.florence.usconsulate.gov
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 at least 6 months beyond the length of your stay abroad.

Student Visa
In order to study in Italy you will need a student visa. The only exceptions are for citizens of the European Union. A student visa is a stamp that is placed in your passport and gives you permission to study in Italy. IAP facilitates the process to apply for a student visa. It is your responsibility to follow instructions and work within the timeframe established by IAP. See the information in your IAP MyStudyAbroad account for your visa instructions.

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 begin your program in Italy, you will apply for a Permess di Soggiorno (Permit of Stay) within eight days of arrival. CET will provide you with information to apply for your Permit of Stay. 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 will be between €155-€200.

Money
The Euro is used as Italy’s national currency. The exchange rate changes daily, and can be checked at www.oanda.com. We suggest you begin to familiarize yourself with the currency before you arrive.

Budgeting for Florence
Be prepared for an adjustment to spending in Euros. Estimated expenses vary widely depending upon the student. How much you spend will depend on your lifestyle, such as how much you eat out and travel during your free time. We recommend you budget for between 100-200 Euros each week for food and personal expenses. Basic living in Italy can be done at a slightly higher cost than in the U.S. because prices for goods tend to be a little higher. If you plan on travelling extensively or purchasing costly items, we recommend that you allow for this on top of the suggested amount. Keep in mind that your purchasing power is directly related to the dollar/euro exchange rate.

Cash for Arrival
It is a good idea to carry some Euro currency with you for arrival, to help you settle in during your first few days. You are welcome to exchange currency before your arrival, but there are many readily available currency exchange kiosks and ATMs (bancomat) in the airport.

Within the first week you will need Euros for:
- Taxi from airport to apartment – 25 Euros
- Housing & Security deposit – 50 Euros
- Permit of Stay – 155-200 Euros
- Money for Saturday evening and Sunday meals the first weekend

Updated September 2015
Banking

- Do NOT plan to keep large amounts of cash on you. The easiest way to handle your money abroad is often to use the same checking account you have in the U.S., using your debit card as your primary means of payment and cash withdrawal. Bancomats are readily available in Italy.
- If your bank has a relationship with a bank overseas, they may not charge an ATM fee. Check with your financial institution to see whether they have these relationships, and what kind of charges you will incur on international purchases. Online banking with your U.S.-based account will help you keep track of how much you are spending in U.S. dollars.
- ALWAYS have a backup. If you are using your debit card as your primary means of money abroad, make sure you also bring a credit card (Visa, MasterCard are recommended) in case your primary card is lost or stolen. Keep the backup card in a different place from your primary card.
- You MUST inform your bank and credit card companies that you will be abroad so they do not freeze your accounts.

Packing

Students going to Italy in the spring months should keep in mind that they will experience all types of weather. It will be cold January and February, starting to warm up March and April, and is generally quite warm by May. Average temperatures can be researched online.

Essentials:

- **Practical clothes.** Clothes that require minimal care, are comfortable to travel in, and can be layered are best to take. During the winter, note that the heating systems in Italy are not as warm as they are in the U.S. Be sure to pack warm clothing, clothing that can be layered, and even some long-underwear if you get cold easily, as it will be cool inside buildings. Casual clothing, such as jeans and shirt, is the most comfortable for day-to-day Italian life. If you plan on going out to dinner or to an event at night, dressier clothing would be best.
- **Backpack.** Backpacks are easier to carry than suitcases on longer trips. A small travel bag is convenient for weekend and day trips.
- **Comfortable shoes.** Florence is a walking city made up of cobblestones and hilly, uneven pedestrian streets, rather than sidewalks. Comfortable shoes will make your experience much more enjoyable. You are likely to be out and about walking around Florence, occasionally for your classes in addition to outside your classes! It is also highly recommended to bring slippers or flip-flops for comfort and warmth in your apartment.
- **Umbrella and raincoat**. For all seasons, rain gear is suggested. You may bring rain gear with you or you can purchase it in Italy; umbrellas are easy to find, but rain jackets are more expensive.
- **Bed and bath linens**. Linens, blankets, pillows and towels are provided in your apartment.
- **Travel purse or money belt.** To keep your passport, ID, and money safe.
- **Camera.** Take some of your memories home!
- **Laptop.** While it is not necessary, many students find it helpful to have their own computer. Before you bring your laptop, make sure that the battery is in good, working condition and that you have good virus protection software on your computer. Do not bring surge protectors as they can ruin the electrical wiring if combined with electrical converters. The CET Florence Center is set up for wireless and there are computers and printers for students to use.

A few tips:

- **Avoid over packing!** Planes can place additional charges on extra or overweight luggage. The vast majority of students surveyed say they wish they hadn’t brought so many clothes. Italy is known for its high quality clothing
items, so keep in mind that you will be accumulating many other items during your stay (gifts, artwork, Italian books, etc.) and you’ll want to have room in your suitcase for your return. Reach out to program alumni as they can help you decide what to bring.

- **Dressing appropriately.** While clothing styles in Europe are generally the same as those in the US, there are still situations in which conservative clothing is most appropriate, and you are expected to observe and respect these conventions.
- **“What you can’t get in Italy.”** Virtually every common daily item, necessity, tool and appliance, as well as all kinds of clothes and accessories, are easily available in Italy—though they may not be in your favorite brand or style. Program alumni recommend bringing a backpack for textbooks, a voltage converter, as well as an Italian-English Dictionary and phrase book. Some favorite/essential products can differ, and it’s recommended to bring your preferred brand of good quality deodorant, good quality lip balm, and saline solution for sensitive eyes. Bring your preferred brand of pain relievers, too.

**Electrical appliances**

Italian electricity runs on 220 volts, while U.S. runs on 110 volts. If you want to use an American appliance that requires 110V, you must use a converter; otherwise the 220V from the outlet will destroy your appliance as well as the electricity in your room. More expensive equipment, such as computers and MP3 players already convert voltage in their power adapters. Check your electronics’ user manual or look at the power adapter for information about the voltage.

For smaller appliances, such as hairdryers, it is advisable to purchase one in Italy or one that can switch to 220V. American flatirons do not work properly in Europe, but you can easily purchase them in Italy.

Make sure you bring a plug adapter for your electronics as Italy uses two-pronged plugs in recessed outlets. Both the converter and plug adapter are very difficult to find in Italy, so you should bring them from the U.S. Even with the use of proper adapters, electrical equipment can burn out. If you have a particularly expensive appliance, it is advisable to leave it at home; many appliances are readily available at drug stores throughout Italy, so you can purchase them after you arrive.

**Packing lists online**

Check out more extensive packing lists researchable online. The following are items past participants have found useful.

<table>
<thead>
<tr>
<th>Everyday</th>
<th>For Travel</th>
<th>Special occasions &amp; purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everyday</td>
<td>For Travel</td>
<td>Special occasions &amp; purposes</td>
</tr>
<tr>
<td>Clothes that layer</td>
<td>Money belt</td>
<td>Swimsuit</td>
</tr>
<tr>
<td>Short-sleeved &amp; Long-sleeved shirts</td>
<td>Travel-size first aid kit</td>
<td>Winter coat</td>
</tr>
<tr>
<td>Warm pajamas</td>
<td>Hand sanitizer gel</td>
<td>At least one formal outfit</td>
</tr>
<tr>
<td>Sturdy windproof and waterproof jacket</td>
<td>Insect repellent</td>
<td></td>
</tr>
<tr>
<td>Warm, waterproof walking shoes or boots</td>
<td>Travel alarm clock</td>
<td></td>
</tr>
<tr>
<td>Sturdy, comfortable walking shoes</td>
<td>Small travel bag</td>
<td></td>
</tr>
</tbody>
</table>
The Academic Program

General Information
The UW Program Leader will be teaching courses, as well as be on-site to help you with every aspect of the program from academic inquiries and other course-related questions, adjustment issues, and any other information to help you gain the most from your time in Florence.

Rigor
CET provides rigorous programs designed to help students maximize their experience abroad. Part of this design includes challenging classes that require students to devote significant portions of their time abroad to class work. You should plan to devote week days to classes and homework, saving activities and exploring the city primarily for the weekend.

Course Schedules
Classes are in session Monday-Thursday and may be scheduled between 9:00AM-7:00PM. Elective classes are held at the CET Center, while Italian classes are held at the University of Florence’s Cultural Center for Foreigners, about a 25 minute walk from the CET Center. Most classes are held twice a week, and could be anywhere from 90 minutes to two hours, depending on the overall schedule of classes. Depending on the schedule, some classes may be held once a week, with each meeting lasting up to 3.5 hours. A longer class period allows the professor to better incorporate outside activities and onsite visits, which will ultimately enhance your learning experience. Prepare yourself for the lengthier hours in your courses as you will be expected to be an engaged participant.

For some courses, site visits and other required class-related activities may be scheduled at other times outside of class hours. The schedule is intended to provide blocks of time that enable site visit (and re-visit) of special interest in and around Florence and Tuscany. You are expected to follow the attendance policy and attend class meetings as attendance will be factored into course grades. Professors do not accept traveling as an excuse for missing class. You will NOT be able to rearrange quiz/test times to accommodate your personal travel, nor be able to make up exams or quizzes missed during absences.

You MUST NOT make any arrangements for personal travel until you have arrived in Florence and received your term schedule and course syllabi, which will tell you when your classes and other compulsory events are taking place.
Some included cultural activities and program excursions will take place on Fridays and weekends as well.

A final academic calendar and course schedule will be provided to you on-site during orientation. All students are held to the academic policies set for the program and provided in this handbook. For academic information outside of those provided by the program, consult your IAP Study Abroad Handbook in your MyStudyAbroad account, or your home institution study abroad office.

Course Information and Offerings
All courses are worth three credits with the exception of Italian language which are four credits. You are required to maintain a full-time student status of 12-18 credits (4-5 courses). All courses, except Italian language, are taught in English. Class sizes range from 1-20+ students depending on enrollment. See below for course offerings and requirements.

UW PL courses are with students of the UW program only. Italian and CET electives could be either UW or students studying at the CET Florence Center program.
Courses

- The Ancient Mediterranean World (PL Course)*
- Explorations in European History: Roman Women (and Men) (PL Course)*
- Italian Language (101, 102, 203, 204 levels)**
- CET Elective Courses – Course Syllabi Online

CET Elective Courses are subject to minimum enrollment and not all courses may be offered each year.

- Food and Culture in Italy
- Passion, Power and Pestilence: Art in Italy 1500-1650
- Renaissance Art and Architecture
- Medieval Art and Architecture
- Florence Sketchbook
- History of Modern Italy
- The Medici: History and Legend of an Italian Dynasty
- Italian and European Politics
- The European Banking System
- The European Political Economy
- European Identity
- Cross-Cultural Psychology: Intercultural Frameworks for Developing Global Citizenship
- International Marketing
- International Management

*You are required to take at least one of the two courses taught by the UW-Madison Program Leader.

**You are required to take one Italian language course offered at the beginner/intermediate level. If you’ve taken beyond 4th semester Italian, this requirement is waived. The level in which you are placed will be the level that coincides with any Italian courses that appear on your college transcript. For example, if you’ve taken Italian 101, you will automatically be placed in 102. UW Italian language courses are not repeatable therefore you will be placed in the next sequential level regardless of when you last took an Italian course. All Italian courses are 4 credits.

Co-Curricular Excursions
A large part of your academic program in Florence will be outside the classroom. You are likely to visit areas, cultural sites, museums, theatres and do tours with your professors in addition to being able to see Florence outside your classes. Co-curricular excursions tied to courses are required participation.

Descriptions
Professor Marc Kleijwegt, UW-Madison Department of History, will be teaching the following classes. You will enroll in at least one of these courses.

The Ancient Mediterranean World
UW-Madison Equivalent: History 110
The Ancient Mediterranean World refers to all the civilizations originating in the area bordering on the Mediterranean Sea: Mesopotamia; Egypt; Anatolia (modern Turkey); Greece; Rome. This course will introduce students to the history and the culture of this area from the rise of civilization in Mesopotamia and Egypt (ca. 3000 BCE) to the Fall of the Roman Empire in the West (476 CE). The focus will be on the political, socio-economic and cultural developments. After completing this course you will have become more familiar with issues such as: why did civilization start in Mesopotamia where agriculture was only made possible because of the use of irrigation?; how and why was democracy invented in
Explorations in European History: Roman Women (and Men)

The legal sources from ancient Rome suggest to the modern reader that the position of women in society was marginal. Women were regarded as lifelong minors who required a male guardian in order to be represented in court or to engage in financial transactions. Based on legal texts it is not difficult to conclude that women had fewer opportunities to develop or display their talents and that their role was more or less restricted to the home. A few upper-class women did hold public office, but these were mainly restricted to religion. However, this is not the whole story. The law generally prescribes how people should behave, but in the real world decisions were sometimes made that avoided or sidestepped the law, without overtly breaking it. In other words, the general picture of women in Roman society is not as negative as the legal sources suggest (although it is not possible to escape the notion that overall women were more marginal than men).

This course will examine the main social environments which are of importance to the lives of women. We will study to what degree the position of women was anchored in, and controlled by, the world of their male relatives and to what degree women could and did choose to ignore the rules that were imposed on them. Did women choose their own marriage partners, were they able to initiate a divorce, and to what degree was their sexual behavior policed by their male relatives? In order to answer these questions successfully the course will pay close attention to the interpretation of sources, whether they are of a literary, legal or documentary kind. The key problem is that the majority of the sources which survive from the Roman world were written by and for men. The course will demonstrate methods and ways in which male-authored evidence can be used to reconstruct the lives and experiences of women.

Registration
IAP will register you at UW-Madison for a special “Study Abroad Course” for the term 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.

Course Selection and Add/Drop
Participants sign up for classes in the fall before leaving for Florence as part of their post-acceptance forms. The course selection in the fall is your actual registration for your courses. Choose your courses accurately as, based on enrollment interest, the course schedule is set for the term.

Course enrollments will be finalized by November 13. **After November 13, NO CET Elective courses may be dropped or changed and there will be NO add/drops on-site for CET Elective courses.** Familiarize yourself with the provided syllabi linked above. After courses are finalized on November 13, you may add/drop UW PL courses ONLY on-site between February 1-7 only. **After February 8, no UW PL courses may be dropped or changed.**

Course Equivalent Requests (CERs)
Each course you take abroad must be assigned a UW-Madison equivalent and the grade you receive in the course also transfers back 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. The deadline to submit the CER is by the end of the fourth week of classes. Detailed information on the UW course equivalent process is available in the IAP Study Abroad Handbook and in your My Study Abroad account under the academics tab.
Keep in mind you are not limited to the pre-approved UW equivalencies. As part of the IAP Course Equivalency Request (CER) process, students who do not wish to receive the equivalent already attached to the foreign course will need to submit a new CER for a UW-Madison course that best matches the foreign course. You will be able to make this request through your MyStudyAbroad after receiving the syllabus for your course.

Textbooks
Textbooks differ according to each course and will be provided and assigned upon arrival in Italy.

Library
You will receive membership to Florence’s English language Harold Action Library, which boasts a collection of over 50,000 volumes. You are also able to access UW-Madison campus online library resources from a computer. Additional information about local Italian libraries will be provided during the onsite orientation.

Academic Policies
CET is committed to providing an environment in which all students can achieve their highest academic potential. We ask students to approach their academic work with seriousness, dedication and honesty, and respect the rights of their classmates, roommates and faculty to do the same.

The CET Academic Integrity Policy aims to safeguard these standards. An expelled student is given 24 hours to depart the program, without refund or transcript, and the home institution is notified. CET staff may be in contact with the student’s home institution for any reason and at any time when the student is on this program.

Academic Honesty
Academic dishonesty of any kind during the program—is not tolerated. Academic dishonesty includes but is not limited to:

- Plagiarizing or using someone else’s work without proper documentation.
- Cheating or helping a classmate cheat.
- Submitting the same work in two different courses, or submitting work that has already received credit at another program or the home institution.

Academic dishonesty may result in failure of the course(s) in question, notification to the home university and/or expulsion from the program.

Attendance
Attendance at all class sessions, as well as the vast majority of orientation sessions and out-of-classroom excursions such as traveling seminars, field trips and on-site lectures, is required. On rare occasions, such as illness or religious holidays, students may notify professors in advance to gain approval for an absence. All other absences from courses, including those due to travel or guest visits are not approved.

UW and CET faculty and staff track absences. The total number of missed class hours is noted on the final transcript and factored into the final grade. Frequent truancy may result in expulsion from the program. Attendance policy will be provided on-site.

Course Loads
You are required to maintain a full-time student status with a minimum of 12 credits and a maximum of 18 credits for your duration abroad.
Pass/Fail
Please refer to the IAP Study Abroad Handbook for Academic Policies regarding pass/fail.

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

<table>
<thead>
<tr>
<th>CET Scale (%)</th>
<th>CET Grade</th>
<th>UW-Madison Equivalent Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>98-100 / 93-97</td>
<td>A+/A</td>
<td>A</td>
</tr>
<tr>
<td>90-92 / 87-89</td>
<td>A-/B+</td>
<td>AB</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>80-82 / 77-79</td>
<td>B-/C+</td>
<td>BC</td>
</tr>
<tr>
<td>73-76 / 70-72</td>
<td>C/C-</td>
<td>C</td>
</tr>
<tr>
<td>59</td>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

Qualitative Scale
- **A range:** Excellent. Consistently outstanding performance throughout the semester, with plus grades being reserved for superior work that surpasses all standards listed in the course syllabus.
- **B range:** Good. A solid performance that is above average yet may also contain notable errors or shortcomings.
- **C range:** Satisfactory. An average performance wherein the minimum criteria listed in the course syllabus have been achieved.
- **D range:** Minimal pass. Work is seriously deficient in multiple areas: thought, writing, attendance, participation, etc.
- **F: Failure.** Work that fails to meet the minimum criteria in all aspects.
Travel and Site Information

Travel Arrangements
You are responsible for making your own travel arrangements to and from the program site. You are expected to arrive in Florence on the date the program begins. Students should plan their flights accordingly so you are able to arrive in Florence in the morning or early afternoon on January 27, 2016. It is not possible to move in to your apartment at an earlier date. Orientation begins the following day and is mandatory.

You will receive detailed arrival instructions and housing information about 3 weeks before you depart.

Flight options vary, depending on your departure city. It is recommended to try to book a flight with limited stops before landing in Italy to avoid delays and general exhaustion from time spent traveling. It is easiest to fly into the Florence Peretola (Amerigo Vespucci) Airport (FLR).

Another alternative is flying into Rome Leonardo da Vinci Airport (FCO). This option will require a train or taxi transfer to the Rome Termini train station where you then take a high-speed train to Florence Santa Maria Novella station. From there you would take a bus or taxi to your apartment. Keep in mind you will be responsible for carrying your luggage all legs of your trip. While a flight may cost less into Rome the additional costs of the train tickets and taxi to get to Florence can come out equal to the cost and convenience of flying into Florence.

As you are responsible for making your own travel arrangements, it is your choice what service or method you use to book your travel.

Travel-On
Travel-On is the official travel agency for CET Academic Programs. You are welcome to use this service if you wish. To book your flight or learn about special airfares, contact a Travel-On agent. Travel-On can also assist with date changes to return flights for a fee, dependent upon availability. Any costs associated with flight changes are the student’s responsibility.

You may call Travel-On: 1-855-387-4676 or 240-387-4676, email: cet@tvlon.com, or visit the Travel-On website: http://www.tvlon.com/ata. Allow your mailbox to receive emails from cet@tvlon.com to ensure you will receive flight information from Travel-On. Airfare is not included in the program cost.

Program Excursions and Activities
Sponsored activities are an integral part of the program, serving to enhance the academics as well as the cultural base of the program. A variety of excursions and extracurricular activities for students are suggested. Activities may include performances, museums, parks, lectures, films and holiday activities. Participants are highly encouraged to take advantage of these opportunities as they heighten the cultural experience of the program. A small participation fee may be charged for some optional activities.

More information on the activity schedule will be provided during onsite orientation. CET staff attempt to arrange several activities per semester at times when both Italian and foreign students are able to participate.

Program staff are available for recommendations and consultation if there is something specific you hope to do while in Florence. The expectation is that you will bring a level of initiative and independence to create your study abroad experience rather than expecting the program to create it for you.
It is a **UW policy** that even though social norms and laws regarding alcohol consumption vary from country to country, alcohol will not be provided by the program at most program-sponsored events.

**Independent Travel**

You are strongly urged NOT to book any independent travel plans until you arrive and receive your finalized schedule during your on-site orientation. Travel is not an excuse for missing class assignments, quizzes, exams or any mandatory program meetings.

During your term abroad, if you wish to travel outside of the scheduled program sites, there are many places to visit within the rest of Italy. Florence is a great hub of transportation to other parts of Italy and to Europe. Many students take the opportunity to explore Italy and Europe while abroad.

Trains are a popular way of traveling within Italy. Bus transportation also connects many cities. For personal travel, you should use whatever best fits your needs. Learning how to plan your own travel and navigate through Italy is a liberating part of study abroad!

In addition to advising students to travel throughout Italy, we recommend that you do not fall into the trap of spending all your free time with other Americans. This UW program is located in Florence to give you the opportunity to integrate into Italian society.

You are strongly discouraged to travel to areas that the U.S. State Department has designated as hazardous or has advised against travel. Make sure to check the U.S. State Department website ([http://travel.state.gov/](http://travel.state.gov/)) for Travel Advisories and Consular Information Sheets for any country you are considering traveling to or through before you make any travel plans.

All dates are subject to change until you receive your program calendar upon arrival. Note that attendance on the traveling seminars and in your classes is required. Absences due to personal travel, or visits from friends or family, will not be acceptable. CET and IAP take academics very seriously per the CET Academic Integrity Policy.

**Being Green While Abroad**

Join in CET’s commitment to protecting our planet, its natural treasures and its people. CET has taken steps to reduce the carbon footprint while abroad. We encourage students to join in the quest for environmental sustainability. Here is the list of the *Top Five Ways to be Green Abroad*:

1. Turn off all lights, heaters and air conditioners before leaving your room and common areas.
2. Walk or take public transportation. Avoid taxis.
3. Use water sparingly. Take short showers. Turn off the water while brushing teeth.
4. Purchase locally produced food and products.
5. Reuse whenever you can. Use cloth napkins, reusable shopping bags and water bottles, non-disposable eating utensils, scratch paper, etc.

For more information about CET’s efforts to promote environmental conservation and local philanthropy, visit their website at: [www.cetacademicprograms.com](http://www.cetacademicprograms.com).
Luggage Requirements
Standard international baggage regulations permit one piece of checked luggage. Size and weight restrictions apply. Contact your air carrier for further information about baggage restrictions and the cost of checking baggage. Any charges due to oversized and/or extra pieces of luggage are your responsibility.

It is recommended that you pack a change of clothes and necessary medications in your carry-on bag in case a checked bag should go astray temporarily. If your luggage does get lost, be sure to fill out a lost luggage report before leaving the airport and to notify your Program Leader immediately.

U.S. Customs- Declaration of Purchases
When you return to the U.S., American citizens and permanent residents must complete the declarations forms distributed on the return flight, listing in U.S. dollars the total value of goods acquired. It may prove helpful to save your receipts and pack purchases in one section of your luggage. More information can be found at: http://www.customs.gov/xp/cgov/travel/

Housing and Meals

Student Apartments
CET Florence students live in fully furnished and centrally-located apartments. Utilities are paid for by CET. Students reside within walking distance of the CET Center (15-25 minutes). Students are assigned to apartments based on information they provide in the housing preference form. This form will be made available to you after your admittance to the program. Most apartments have rooms with triples, doubles, and singles. Room and roommate assignments are made before arrival, and it is, therefore, critical that if you have needs or preferences that it would help us to know, you include that information on the housing form.

• Your living space may vary, and with roommates you will need to accommodate your living for smaller storage space.
• Sheets, pillows, blankets, and towels are provided, and you will be responsible for your own laundry.
• Kitchens are fully-equipped for you to be able to prepare your own meals.

Laundry
CET apartments will have washing machines. There will not be dryers, as is typical for most Italian homes, but drying racks will be provided. Western-style, coin-operated Laundromats are located in Florence (equipped with dryers) and are available for student use. Dry cleaning is also available in the city center; however, it tends to be much more expensive than in the U.S.

Housing Deposit
A housing deposit of a €50 will be collected during orientation. The €50 deposit will be returned in full if there are no damages at the end of the semester. Any damage found, according to the CET policy, will be student’s individual responsibility and deducted directly from the housing deposit. If the damages affect shared living quarters, the amount will be deducted from each student’s deposit.

Housing Rules
Housing facilities are inspected prior to students’ arrival to ensure that everything is in good working order. Students are held responsible for all damages thereafter. Students have a responsibility to each other and their roommates to abide by these rules. In addition, students are responsible for keeping their housing clean and tidy and throwing out the garbage.
During orientation, students will be asked to sign a waiver that stipulates that they will be liable for any damages to your room over the semester and that they will pay for any repairs or housecleaning costs, as deemed necessary by the Program Manager. Failure to pay for incurred damages may result in the withholding of your transcript.

Show the utmost consideration for your neighbors and keep noise levels down, especially after 10PM. You are not allowed to arrange parties and noisy dinners with lots of people. Do not waste utilities like water, gas and electricity. Utilities are very expensive in Italy and often run on a time system, so you could easily end up having to pay more than expected if you are not careful.

**Guest Policy**

It is forbidden to have guests stay in your apartment— including friends and family. Only registered students may sleep there. Speak with your Program Manager for suggestions on nearby accommodations for your overnight visitors.

**Homestays**

Students participating in the CET Florence program also have the opportunity to live with an Italian host family for the semester at an additional cost. The additional fee for this option will be billed to you with your IAP Program Fee through the UW Bursar’s Office. If you choose to live with a family, your homestay can be one of the most valuable and enriching components of your time in Italy. This is your opportunity to become part of an Italian family and gain a unique insight into Italian culture that is unavailable to most foreigners in Italy.

Specific arrangements for living with host families will be as follows: one or more CET students will be living together in each host family. Your host family will be located within walking distance or a short bus ride (10 to 20 minutes) to the CET office and university. Breakfast and dinner are included in the homestay.

**Meals**

For students in apartments, daily meals are on your own and not included in the program fee. You will learn of nearby locations to purchase groceries, as well as the plethora of cafes and restaurants in Florence. For students in the homestay, breakfast and dinner are provided seven days a week. Lunch is on your own.

**Sports Facilities**

Gyms and sports clubs offer short term memberships students can join for a seasonal fee. Remember that the number of amenities and size of facilities may differ from those found in the United States. However, there are many opportunities to stay fit and active during your time in Italy, so ask locals for their personal recommendations.

**Internet and Computers**

CET apartments, homestays, and the CET Center are set up for wireless internet. There is a computer station for students at the CET Center. All computers are equipped with internet access and word processing and can be used to access e-mail. While it is not necessary, many students find it helpful to have their own computer.

**Navigating Florence**

Florence is a walkable city and like many places in Europe, close can mean anywhere from 15-30 minutes walking. There are public buses in Florence to reach other areas of the city and its suburbs.
Living in Florence

Communication

Cell Phones
All UW-Madison students will be provided a cell phone for their time in Italy.

CET has found that a good resource for renting cell phones in Italy is through Student Cells, Inc., www.studentcells.com, which is a company based in California that specializes in renting cell phones to American students studying abroad in Italy. **Student Cells will provide students and the Program Leader with a cell phone to use for the duration of the Program. Minutes for the phone will be purchased by the individual Program user and are relatively easy to re-load as you will choose the “pay-as-you-go” method. It is relatively cheap to talk and especially text within Italy, but rather expensive for you to call the states. It is up to you regarding how many minutes you buy, as every student has different needs.**

**Using US Cell Phones in Italy**
If you plan on bringing and using your cell phone from the US, contact your local cell-phone company before your departure. It is recommended that you obtain an Italian phone number, as students sometimes have problems and often have high charges when using their US phone number in Italy. When you arrive in Italy, you will need to buy an Italian SIM card; you will then add pre-paid minutes to your phone throughout your time in Italy. If you feel strongly about using your US phone and phone number in Italy, contact your local cell phone company for international options to make sure you are aware of the cell phone usage costs.

Internet Access
Apartments and homestays have wireless and access is free. You will be given a password on arrival to enable Internet access to your device. The CET Center computers, with internet connection, are also available for participants to use.

Skype
The cheapest way to contact friends and family in the U.S. is Skype. Skype has become popular in Italy and among American students studying abroad and offers decent quality at a fraction of the cost of using landlines or cell phones.

Calling Cards
Phone cards can be found at local drug stores in the U.S., specifically for calls to Europe. Many have rates as low as 2 or 3 cents/minute. It does not cost any money for students in Italy to receive calls on their Italian cell phones; it only costs money to make calls.

**Calling between Italy and the US**
In order to make a telephone call to or from Italy, note the following information.

- To call outside of Italy, dial: 00
- To call the US direct, dial: 001+ area code + number
- People in the US dialing Italy must dial 011-039+ your telephone number.

City Specific Area Code Phone Numbers
- Florence 055

Updated September 2015
Important General Phone Numbers
- Police 113
- Fire Department 115
- Medical Emergencies 118

Mail
Italy's postal service is usually reliable, but slower than what you may be used to in the US. Delivery time for international mail varies considerably, but on the average, mail sent from the United States to Italy takes about 10 days to arrive.

For packages or more valuable mail, family and friends are encouraged to use a global, traceable mailing service. Parents are advised not to send valuable packages to students in Italy through regular mail or other courier services. You may have to pay a customs fee when you receive a package if the sender does not indicate that the items are either USED or FOR PERSONAL USE, or if the sender declares a high value for insurance. Remember that you can get most of what you need in your day-to-day life in Italy.

Under NO CIRCUMSTANCES should the following items be sent:
- Cosmetics
- Electronics
- Prescription Drugs
- Shoes

Note, UW and CET are not responsible for, nor will we be able to forward, any mail received for you after you leave the program.

All mail sent to you while you are on the program should be sent to the address listed in the contact information of this handbook.

Practicalities

Food
You will live within walking distance of a grocery or supermarket, as well as many small shops. Most grocery stores follow typical Italian hours where stores will close mid-day for pausa (lunch break) and re-open for the evening, and could be closed on a Sunday. Become familiar with the hours. Food in Europe often has fewer preservatives than in the U.S. so milk, cheese, bread and other perishables will spoil much faster.

Clothes
If you need a few additional items once you are in Florence there are a range of shopping options.

Toiletries
Toiletries are widely available (albeit some likely to be more expensive than others) in supermarkets and stores.
Health and Safety Information
For general health and safety information for study abroad, refer to your IAP Study Abroad Handbook in your MyStudyAbroad account.

Health Tips
Whenever you go to any foreign country, you are exposed to germs to which your body has not yet built up a resistance. You may be more susceptible to illness than local people are. The most common areas for health problems are digestive and upper respiratory systems. Take note of this if you have allergies or asthma and bring medication if necessary. Wear flip flops or sandals when bathing to prevent athlete’s foot from occurring.

Emergency Contact Info
Carry your CET/IAP Emergency Contact information and your CISI Insurance card with you at all times so that you are able to contact program staff, a hospital and the insurance company in case of an emergency.

If You Get Sick / Emergencies
If you become ill, you should seek medical attention immediately. In the case of medical emergency, a staff member may accompany you to the clinic or hospital. Be prepared to be patient at a time when you feel least able to be so; hospital visits can sometimes take hours. Such a situation can be a true test of your cultural sensitivity. Information concerning medical facilities will be provided at on-site orientation so that students can make informed choices during emergencies.

Be sure to keep all records of hospital/clinic visits and expenses for insurance purposes. CET policy prevents staff from making medical decisions and offering advice about medical matters. While a staff member can accompany you to a hospital they cannot decide which medical services you should receive. Specific questions concerning health should be directed to a healthcare professional. Your Program Leader reserves the right to send any participant home who, in the judgment of the staff, is not mentally or physically fit to continue in the program.

Medical Services in Italy
For non-emergency purposes, specific hospitals treat specific conditions, so you may have a very limited number of choices. If you decide an ambulance is necessary, you will not be given a choice of hospitals, as the choice is up to the paramedics.

Should you need to see a doctor in Italy, these are a few things about which you should be aware:
- Emergency care is free of charge, but you will need to pay a small fee on the spot for nonessential treatment. Remember to get a receipt for your medical insurance claim if one is not automatically given to you!
- You will be given a complete list of all emergency numbers and addresses during orientation. If you need medical assistance, you will need your passport and an adequate amount of money for immediate payment as necessary. Note that some doctors in Italy do not accept credit cards, so we recommend that you have access to use an ATM.

Over the Counter Medicine / Prescription Drugs
Most medications found in the United States are also available in Italy.

If you are allergic to any commonly prescribed medicine, such as penicillin, be sure to notify your Program Leader and any doctors whose care you are under in Italy. Ask your doctor in the U.S. to suggest some alternatives to the medication before leaving the U.S.
If you take prescription drugs, you should bring enough for the duration of your stay abroad. In addition, you should also bring a list of generic names of any prescription drugs you use, a record of your allergies or chronic medical problems, and the phone number of your physician at home. This will allow you maximum flexibility should you lose your medication or require emergency treatment.

Food Allergies
If you have serious allergies to foods, like pine nuts or legumes, let us know so that we can help you prepare yourself for the challenge of avoiding these foods in Italy.

CET’s Preparedness for Crises
CET and IAP monitor programs closely through current events, daily communication with staff overseas and State Department travel warnings. These warnings are posted at [http://www.travel.state.gov](http://www.travel.state.gov). If for any reason a situation arises that we feel threatens the safety of our students, we will delay and / or cancel the program. Nonetheless, there are general safety measures that students should practice on site.

Personal Safety in Italy
As in any city, you should take reasonable precautions about crime. Be sure to lock up your belongings and guard your money and passport against pickpockets. In situations where you must have large amounts of money or your passport on your person, you should keep it in a money belt that can be concealed under your clothing.

Italy is known for its pick-pockets, especially in busy places like train stations. Men are advised to carry their wallet in their front pocket. Women will want to ensure that their purse is always zipped and tightly at your side, and never hang it on the back of a chair at restaurants. Use common sense!

In the City
Students are advised to use the buddy system or go out in groups, especially at night. Make sure you leave with everyone you came with. Do not accept drinks from strangers. Always have your eye on your drink. In addition, students should avoid places where large groups of drunken people congregate as well as confrontations with individuals who have had too much to drink. You should always carry your student ID with you for identification purposes. It is recommended that you keep a photocopy of your passport and current visa in your wallet or purse at all times. Remember, when it comes to safety, a little bit of common sense goes a long way! Safety issues and precautions particular to your location will be covered in detail during orientation.

Travel
Students should carry their passports when leaving the city. Traveling in groups is strongly recommended, as is making sure that CET, family and friends are all aware of your plans and can contact you in case of emergency. Students should carry extra copies of documents such as plane tickets, passports and visas. Carrying multiple forms of money (ATM/credit card/cash) in a secure location is advised.

Living in Italy as a Study Abroad Student
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.

Cultural Adjustments
It is important to keep in mind that experiencing a cycle of culture shock is a normal part of living abroad. Once you arrive in Italy, you may find that you are feeling down or homesick. If so, we encourage you to talk with your Program
Leader about it. As challenging as it may be at times, we encourage you to immerse yourself in your new environment as much as possible, taking advantage of all the opportunities to do and see things unavailable to you at home.

It is important to understand that the feelings and experiences you are going through are part of the normal adjustments to living in a foreign culture and that with time and determination, you will get through any difficulties you are experiencing.

To deal with culture shock, make a concerted effort to keep things in perspective. It is wise to always remember that living in Italy may be different from living in your home country and city. Cultural differences have a long basis in history, and while some things may seem irrational to you, it is because Italians operate according to different cultural norms. For more information, you should ask CET staff, your teachers and your roommates. The following are a few things to keep in mind:

- Like anywhere else, Italy has both good and bad sides. Avoid making judgments about Italy. It is what it is. Don’t let the difficult times prevent you from finding the good things that Italy has to offer. Try to focus on what is available, rather than what isn’t.
- When something annoys you, try to understand why it is the way it is.
- Look for ways to enjoy Italian life and meet Italian people. Living abroad is a challenge- rise to that challenge!

**Gender Differences and Safety**

In Italy, norms for some behaviors, like dress, may seem much stricter, while other behaviors, like physical contact between men, may seem much looser. In some countries, including Italy, American women may find themselves uncomfortable with the looks and comments of the men, while American men may find it very difficult to meet women of the host country. Firmly say “no” to invitations you don’t want and turn away. Ignore persistent overtures. Never feel you need to be polite to an unwanted show of interest.

One significant area of difference between the U.S. and Italy has to do with consumption of alcohol. While there is not the rigid enforcement of a “drinking age” in Italy, you will also find that Italians seldom drink to become intoxicated. Rather, alcohol is consumed in moderation on social occasions and with meals. Public drunkenness and rowdy behavior, by both men and women, are frowned upon. Moreover, over-consumption of alcohol poses special difficulties for women: Not only are women who are publicly drunk in Italy looked upon as “loose,” they also put themselves at risk for sexual assault and other unwanted attentions.

**Words of wisdom from former students**

Among the differences in history, language, politics and culture, you will also discover images and ideals strangely similar to those in the States. Most students find that they learn a great deal about themselves and their beliefs as they gain a better understanding and appreciation of Italy. Each day will bring new challenges and discoveries. Past students have told us that keeping a journal or a blog during their time abroad was an ideal way to come to terms with their experiences. By regularly articulating your perceptions and ideas about life in Italy, you not only maintain a record of your experiences, but also put these experiences in context with your understanding or misunderstandings about Italy. A journal will help you understand and appreciate what you find most enjoyable, most perplexing or most curious about life abroad.

**Culture Shock and Homesickness**

Almost everyone experiences culture shock and homesickness at some point during their time abroad. Even those who have traveled extensively, visited Italy before, or have studied Italian for a long time. It is normal. It will probably happen to you at some point while you are in Italy as well. Culture shock and homesickness come in waves. The length of each stage varies depending on the individual.
• Honeymoon Stage where everything about the host country is wonderful, new, and amazing.
• Eventually, the novelty wears off and what used to be fascinating is now irritating. This is the Negotiation Stage and when you feel the worst- you may want to go home, you may dislike your host country.
• The next stage, the Adjustment Stage, would probably occur towards the end of your stay. This is when you develop a routine and feel comfortable with life in the host country.
• Then, once you return to the US, you’ll probably go through these same stages again in reverse, feeling that everything was better in Italy, that people at home can’t understand you, etc. This stage is called Reverse Culture Shock.

The following tips can help make the worst part of culture shock, the Negotiation Stage, as short as possible.
• Make concrete goals that you can work towards. For example: explore a new part of town. Meet some local people. Order by yourself at a restaurant. Being able to see your progress helps reinforce the benefits of coming.
• Get out! Instead of staying in your room, get out and explore the city, meet locals, get involved in a club. Stewing alone often just makes things worse.
• Think about what activities you love to do and make time for it while abroad.
• Communicate your feelings to other students of the program. Most likely you are not the only one feeling this way! On the other hand, avoid complaining to friends and family back home since they will feel bad that they can’t help.

Resolving Problems in Living Arrangements

Note: This section addresses problems related to your academic program and roommates. It does not address emergencies such as accidents, serious illnesses, and security problems or crimes that require the assistance of the police. In real emergencies, students should seek out CET staff immediately for assistance, regardless of the time or day.

The following guidelines have been created to help you identify and solve problems you may encounter in your classes, housing, meals or adjustment to your new environment. Even if you have lived abroad before you will undoubtedly encounter problems in one or more of these areas during your stay. These guidelines will help you define your problem, and when appropriate, seek out the right person to assist in the problem’s resolution.

Students should actively take responsibility to resolve problems with the help of your Program Leader. Only when students take the initiative to bring problems to the attention of the staff can problems be solved in a timely fashion. You should not, however, always seek out your program staff as the first step in solving a problem. Problem resolution is a valuable skill that can be acquired with practice and will provide great opportunities for students to learn about Italian culture and society, as well as develop cross-cultural skills.

How to Proceed
1. Try to solve the problem yourself. If you feel your class pace is too slow, speak to your teacher directly about your concern. If you have a conflict with your roommate(s) first try to talk to them about it. This approach might quickly solve the problem; it also helps you learn vocabulary, discourse, and cultural skills that you might not otherwise learn.
2. Seek out the appropriate staff member during posted office hours.
3. In some cases, you may be asked to make an appointment to discuss the problem. If you are experiencing a problem in your academic program, and you have already spoken to your teacher, make an appointment to see your Program Leader.
4. We cannot guarantee that all problems will be resolved. You are expected to respect the host culture and recognize the fact that what is appropriate in Italy is not always the same as at home. Also, bear in mind that
some problems take longer to resolve than you might expect; few can be solved overnight. Unfortunately, some problems simply cannot be resolved, despite the best efforts of our staff.

CET Student Conduct Policy
In the spirit of cultural sensitivity and respect, CET asks students to recognize that their actions while abroad impact not only themselves, but also those associated with them, including classmates; other foreigners; local roommates, faculty and residents; their home institution and their home country.

The rules and principles outlined below have been created in the best interests of CET programs and students, both current and future. All CET students are expected to abide by this policy, and violation of it may result in disciplinary action and/or expulsion from the program. An expelled student is given 24 hours to depart campus, without refund or transcript, and UW is notified. CET staff may be in contact with UW for any reason and at any time while the student is on a CET program.

Alcohol Consumption
The culture surrounding alcohol differs significantly between Italy and the United States. Excessive drinking, consumption of alcohol outside of meals and public drunkenness are considered taboos in the local culture. At the same time, there is a deep appreciation for the responsible enjoyment of certain kinds of alcohol in Italy, particularly wine. Students are expected to modify their behavior while in their host country to reflect these norms. Abuse of alcohol consumption will not be tolerated or ignored.

Dangerous Activities
Dangerous activities (including but not limited to hang-gliding, skydiving, bungee-jumping, or riding motorcycles or motorized bicycles) are strongly discouraged while on the program. Students who choose to engage in dangerous activities do so at their own risk. Injuries sustained while pursuing dangerous activities may not be covered by the CISI health insurance provided by the program.

Guests
Your housing, courses, and excursions are for UW in Florence students only. Friends, family members or other guests may not stay in your apartment, or attend any program-related activities without the explicit permission of the resident staff. The best time for family and friends to visit is before or after the program, during a semester break or over a weekend. Students receive a detailed semester schedule on site so that plans can be made accordingly. Unless there is an emergency, students may not end their term early. Program and final examination dates are set in advance and may not be adjusted.

Harassment
CET supports an atmosphere of respect and does not tolerate any form of harassment, sexual or otherwise. This includes, but is not limited to, unwanted conduct of a sexual nature, or any intimidating or hostile acts directed toward any individual, regardless of his/her association with CET.

Illegal Drugs
The possession and use of illegal drugs while attending a CET program are strictly prohibited and typically result in expulsion from the program. Use, purchase and receipt of drugs from outside the country are serious offenses in all countries in which CET operates, and penalties are usually harsher than in the United States. Status as a foreigner does not exempt students from these local laws.
**Impropriety**

CET expects students to respect the rights and dignity of classmates, other foreigners, and local roommates, faculty and community members. Any behavior on the part of a student deemed improper by the resident staff or host institution is subject to formal reprimand or disciplinary action, and may result in expulsion from the program. Such behavior includes, but is not limited to: violent acts, offensive language, verbal abusiveness, sexual misconduct, disruption of classes or excursions, disorderly conduct, theft, alcohol or drug abuse, self-endangerment and academic dishonesty.

**Local Laws**

As foreign residents of the host country, students are expected to abide by all local and national laws. Violation of these laws may result in expulsion from the program and/or criminal prosecution.

In the case of such a violation, students should understand that there is little or nothing that CET staff or anyone else associated with the program can do to assist. Likewise, the US Embassy can only work to ensure that the student is treated in the same manner as a citizen of the country charged with the same offense.

**Private Life**

CET is neither eager nor able to regiment the private lives of students. However, students should recognize that norms of the host country are different from those of the home country. Romantic relationships, recreational use of alcohol, manner of dress, etc. are frequent areas of divergent assumptions. In these cases, the personal choices of students can have a negative impact on others and tarnish the reputation of the CET community as a whole. If residence staff members notice problematic behavior, they may intervene and, when necessary, expel a student from the program.

**Vandalism and Theft**

Students are expected to respect the property of their apartment and CET Florence Center. Assessments for missing items and damages to property are the student’s individual responsibility.
Media and Cultural Resources

Websites

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

CET Academic Programs
http://cetacademicprograms.com/

Cost of Living Calculator
http://www.numbeo.com/cost-of-living/

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

General Italy information:
http://www.initaly.com/

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

Florence website with English and Italian links:
http://english.firenze.net/

U.S. Customs
http://www.cbp.gov/xp/cgov/travel/vacation

Lonely Planet
http://www.lonelyplanet.com

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

International Student Identity Card
http://www.isic.org/

Current exchange rates
http://www.oanda.com
http://www.x-rates.com

http://www.itwg.com/
http://www.florence.ala.it/

Movies

Notte prima degli esami
Scusa ma ti chiamo amore

Ricordati di me
Tre metri sopra il cielo

Come te nessuno mai
Caro diario

Caterina va in città
Le chiavi di casa

Ovo sodo
I cento passi

Mediterraneo
L’ultimo cabio

Mio fratello è figlio unico
Le fatti ignorant

Respiro
La finestra di fronte

Che sarà de noi
Io speriamo che me la cavo

Pane e tulipani
Nuovo Mondo

Agata e la tempesta
La Meglia Gioventu

Giorni e nuvole
Gomorra

Manuale d’amore
La Vita E’ Bella

La stanza del figlio
Nuovo Cinema Paradiso

Books

The Sixteen Pleasures, R. Hellenga

The Stones of Florence, M. McCarthy

The Birth of Venus, S. Dunant

A Room with a View, E.M. Forster

A Thousand Days in Venice, M. De Blasi

A Thousand Days in Tuscany, M. De Blasi

An Italian Education, T. Parks

War in Val d’Orcia, Iris Origo

La Bella Figura: An Insider’s Guide to the Italian Mind, Beppe Severgnini

The Dark Heart of Italy, Tobias Jones

The Leopard, Giuseppe Tomasi de Lampedusa
### Useful Italian Phrases and Communication Essentials

<table>
<thead>
<tr>
<th>English</th>
<th>Italian</th>
</tr>
</thead>
<tbody>
<tr>
<td>How are you?</td>
<td>Come stai?</td>
</tr>
<tr>
<td>Very well, thank you.</td>
<td>Molto bene, grazie.</td>
</tr>
<tr>
<td>Nice to meet you.</td>
<td>Piacere di conoscerti.</td>
</tr>
<tr>
<td>See you soon.</td>
<td>A più tardi.</td>
</tr>
<tr>
<td>That’s fine.</td>
<td>Va bene.</td>
</tr>
<tr>
<td>Where is/are...?</td>
<td>Dove?/Dove sono?</td>
</tr>
<tr>
<td>How long does it take to get to...?</td>
<td>Quanto tempo ci vuole per andare...?</td>
</tr>
<tr>
<td>How do I get to...?</td>
<td>Come faccio per arrivare a...?</td>
</tr>
<tr>
<td>Do you speak English?</td>
<td>Parla inglese?</td>
</tr>
<tr>
<td>I don’t understand.</td>
<td>Non capisco.</td>
</tr>
<tr>
<td>Could you speak more slowly please?</td>
<td>Puoi parlare più lentamente, per favore?</td>
</tr>
<tr>
<td>I’m sorry.</td>
<td>Mi dispiace.</td>
</tr>
<tr>
<td>Help!</td>
<td>Aiuto!</td>
</tr>
<tr>
<td>Stop!</td>
<td>Basta!</td>
</tr>
<tr>
<td>I need a doctor.</td>
<td>Ho bisogno di un medico.</td>
</tr>
<tr>
<td>I need an ambulance.</td>
<td>Ho bisogno di un’ambulanza.</td>
</tr>
<tr>
<td>Call the police.</td>
<td>Chiama la polizia.</td>
</tr>
<tr>
<td>Call the fire department.</td>
<td>Chiama i pompieri.</td>
</tr>
<tr>
<td>Where is the hospital?</td>
<td>Dove l’ospedale?</td>
</tr>
<tr>
<td>Yes/No</td>
<td>Sì/No</td>
</tr>
<tr>
<td>Please</td>
<td>Per favore</td>
</tr>
<tr>
<td>Thank you</td>
<td>Grazie</td>
</tr>
<tr>
<td>Excuse me</td>
<td>Mi scusi</td>
</tr>
<tr>
<td>Hello</td>
<td>Buon giorno</td>
</tr>
<tr>
<td>Goodbye</td>
<td>Arrivederci</td>
</tr>
<tr>
<td>Good evening</td>
<td>Buona sera</td>
</tr>
<tr>
<td>Morning</td>
<td>Mattina</td>
</tr>
<tr>
<td>Afternoon</td>
<td>Pomeriggio</td>
</tr>
<tr>
<td>Evening</td>
<td>Sera</td>
</tr>
<tr>
<td>Night</td>
<td>Notte</td>
</tr>
<tr>
<td>Yesterday</td>
<td>Ieri</td>
</tr>
<tr>
<td>Today</td>
<td>Oggi</td>
</tr>
<tr>
<td>Tomorrow</td>
<td>Domani</td>
</tr>
<tr>
<td>Here</td>
<td>Qui</td>
</tr>
<tr>
<td>There</td>
<td>La</td>
</tr>
<tr>
<td>What?</td>
<td>Cosa?</td>
</tr>
<tr>
<td>When?</td>
<td>Quando?</td>
</tr>
<tr>
<td>Why?</td>
<td>Perché?</td>
</tr>
<tr>
<td>Where?</td>
<td>Dove?</td>
</tr>
</tbody>
</table>
Student Advice
The advice below is from past participants who studied in Italy; 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 Florence as in the U.S. Buying them in Italy will add interest to your stay and improve your Italian. You will have access to laundry facilities so there is no need to take huge amounts of clothing. Closet and wardrobe space may be limited.

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

Normally the climate of Florence has chilly, damp, rainy weather January to March. Florence does not get as cold as Madison, although there are occasional freezes in the winter months. Heating in Italy is typically not as warm in the U.S. because of the cost of utilities so you’ll want warm sweaters to wear in your apartment. You might want to bring warm slippers as well—the tile floors of apartments can be very cold in the winter.

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.

Make sure to exchange money before departure so you have cash on hand for arriving and costs to help you get settled. There will be plenty of ATMs in Florence. Make sure to notify your bank that you will be abroad.

Travel 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 Florence - you will come to think of it as YOUR city, YOUR home. When traveling, find the little side streets and go to cafes there - not the Americanized ones. Sure you can go to the touristy sites but go to the little personalized, local attractions as well. Be a part of the city and its culture.

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.

Spend at least one afternoon 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.

Be sure to check out the UW in Florence website for student voices (blogs and profiles) and the CET Blog, or email a Returned Student for program advice!