

Information Packet

# **Study in Italy**

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# UNIVERSITY OF TEXAS AT AUSTIN STUDY IN ITALY PROGRAM

## 1. TERMS OF PARTICIPATION

While abroad, participants in the **Study in Italy** program are representing The University of Texas at Austin and the USA. As such, you are expected to remain at your most courteous and considerate in your dealings with the members of our program and with the may Italian citizens with whom you come in contact. This handout explains many of the disciplinary rules of The University and this program. However, these are the minimum standards expected of program participants. In addition to the rules reviewed below for which a student may be disciplined, travel and group living situations create some special considerations for the safety and well being of each member of the group. Every individual has the responsibility to consider and respect the appropriate needs of roommates, fellow participants, and the group as a whole. The University of Texas at Austin has access to certain private properties and use of private facilities whose future availability will depend upon proper consideration for these resources by all of us while the courses are in progress.

Students of The University of Texas at Austin who are participating in the **Study in Italy** program neither lose the rights nor escape the responsibilities of citizenship. They are expected to obey, and conduct themselves in accordance with both the penal and civil statutes of the local, state, and federal governments, **the laws and statutes of the Republic of Italy**, *the Rules and Regulations of the Board of Regents*, university regulations, and administrative rules of the University, the Study in Italy Program, ITALART, and the city of Castiglion Fiorentino.

Chapter 11 in Appendix of the *General Information* bulletin explains all of the University disciplinary procedures and rules of student conduct. All students participating in **Study in Italy** are expected to know and abide by both these rules and the rules of conduct specific to this program. Violation of these rules and regulations may result in disciplinary action both on site and upon return to The University, and, in the case of rules that are related to the academic work of this program, may affect a student's final grade.

Please read the following pages carefully. You will be expected to sign a statement saying that you have read this information and agree to follow these guidelines (as part of your admission process to this program).

## **REQUIRED STANDARDS OF CONDUCT**

Students participating in the **Study in Italy** program are subject to discipline up to and including dismissal from the program and referral to the Office of the Dean of Students for further investigation and disciplinary action. Actions for which a student may face discipline include, but are not limited to:

### **Illegal Drugs**

**The possession, use, or sale of illegal drugs or narcotics is a crime** punishable by law both in the United States and Italy. Therefore, possession, use, or sale of these substances will be cause for immediate dismissal from the Study in Italy program. Even though you are an American citizen, you are still subject to the laws of the host country,

and European drug enforcement is very strict, including arrest of groups when only one member is found using or handling drugs.

### **Alcoholic Beverages**

Students in the program are expected to conform to the relevant laws regarding use of alcoholic beverages. In addition, responsible behavior in legal use of alcoholic beverages is expected of program participants at all times.

### **Academic Activities**

Academic activities include scheduled class meetings and field trips (even if you are going on a field trip on a voluntary basis) arranged by the program. Therefore, failure to follow program rules during these events will be taken into consideration in the determination of the final course grade. This will still be the case even if participation in such a field trip is voluntary. You may not wander off during academic activities.

### **Possession of Firearms**

Possession of firearms or other weapons at any time is grounds for dismissal from the program.

### **Personal Activities**

Any time you leave the study center at Castiglion Fiorentino for a non-academic activity wherein you will miss meals, you must sign out in the provided register. The sign-out sheet will require that you indicate your name, the time you are leaving, your destination, the names of any traveling companions, and the time of your expected return.

### **Dress Code**

The appropriate dress code as determined by local custom will be observed at all times. In the case of academic activities, failure to do so will be taken into consideration in the determination of the final course grade.

\*For additional information refer to Program Guidelines.

### **Dismissal from Program**

If you are found in violation of the rules and regulations regarding illegal drugs or narcotics, possession of firearms (or weapons) or arrested for any reason, the director of the program has no choice but to dismiss you from the program. Expenses related to returning home are your responsibility. No unused per diem can be expected.

In other cases, the director of the program will discuss the alleged violation with you and you will have both an opportunity to present your point of view as well as reach an agreement about future behavior. If you are continually disruptive to the group, you may be dismissed from the program.

## **PROGRAM GUIDELINES**

### **Health**

Before you travel, you should check with your doctor or the Health Center for recommendations concerning possible inoculations for any countries which you might visit, even if there are no required inoculations. If you are on medication, be sure you have an ample supply for your entire stay, and make sure all medication, including aspirin, is clearly labeled and in its original container. It is also wise to carry a copy of the original prescription with you if you are on prescription medication.

If you have any chronic medical conditions or allergies which require special medication or continuing medical treatment, you need to check with your doctor to assure your medical needs can be met while you are on the trip. You should submit to your faculty coordinator a letter from your doctor stating whether your needs can be met and how they will be met.

If you have any psychological or emotional concerns which might affect yours or others' well being during the trip, it is your responsibility to inform the involved parties (roommates, faculty members, the director) before you leave on the trip and to make arrangements to prevent any interference with the group's plans.

### **Personal Safety**

The most important rule to remember is to **USE YOUR COMMON SENSE**. In general, the best way for you to learn what is or isn't safe is to watch and learn what the "natives" of a particular area are doing. When you are uncertain, ask questions of resource persons such as personnel at the host institutions, the director, travel agencies, tourist agencies, tourist offices, etc.

Be watchful and careful of your personal belongings. Pickpockets can be extremely subtle—they even use dancing children to distract you. Some have been known to use chloroform on tourists sleeping in trains, so be careful at all times. Don't ever carry large amounts of cash, and be careful where you put your passport and airline ticket. There are passport and traveler's check holders available which you can wear on your body or around your neck or waist; these are a good investment. It is a good idea to Xerox the important pages of our passport and keep them in a safe place (perhaps exchange with another traveler) should you need to replace your passport.

Generally, you want to do your best not to look like an unaware tourist. Those people who are blatantly confused looking or lost are likely candidates for pickpockets. It's a good idea, then, to be familiar with the major streets of a city before you set out. Then you can keep your bearings in relation to those major thoroughfares.

Perhaps the best safeguard is not to have any valuables showing. If you wear lots of expensive jewelry, then not only does it become a target for theft, but pickpockets assume that you will carry lots of cash if you can afford expensive jewelry. Even though robbery is not rampant abroad, the chances of your losing something to a pickpocket are increased overseas because you are the best target for thieves—you are unfamiliar with the geography, customs, and people abroad. If you don't feel you want to have a personal item stolen, you should not bring it along, if at all possible.

## **Customs Regulations**

Check to be sure you are not violating any **customs regulations**. There are often limits to how much money you can bring in and out of a country, the dollar value of undeclared goods you can take out, and some items which are illegal to bring into or out of a country. It's your responsibility to be sure you are in compliance with customs rulings in each country you visit.

## **Responsibility**

The University of Texas at Austin and Royal Pioneer World Travel, Inc., act only as agents for the owners or contractors providing transportation, accommodation, and other services. All tickets and vouchers are issued subject to any and all terms and conditions under which transportation, accommodation, and other services are offered or provided between the tour members and the supplier. The agents shall not be liable at any time in anyway for loss, injury, or damage arising from an Act of God, Acts of Government or de facto authority, war, civil unrest, any kind of hostilities, strikes, thefts, sickness, quarantine, immigration or customs regulation, hijacking, breakdown, delay, cancellation, error, omission, or any other cause beyond its control. Furthermore, the agents reserve the right, without advance notice, to make any changes or cancellations in part or in whole, as circumstances dictate. The airlines, shipping lines, motor coach, railroad, and any other transportation company, when used, shall not be liable for any act, omission, or event during the time passengers are not on board their conveyance.

## **Ground Arrangements in Italy**

ITALART at Castiglion Fiorentino is responsible for most of our accommodations and travel arrangements within Italy (except Rome). Sightseeing, travel, and hotel arrangements in Italy are provided by ITALART and/or Royal Pioneer World Travel, based on contractual arrangements as required by the program schedule.

If you rent a car, you need to have insurance coverage and you need to check to see whether you need an international driver's license. Since there are different driving laws and habits abroad, it's really fairly chancy to drive, simply because Americans' driving habits differ greatly from Europeans'. Generally speaking, it's safer, cheaper, and easier to take public transportation. The probability of accidents will increase when using private rather than public transportation. If you choose to travel in a private vehicle, make sure you feel comfortable with the driver. Rental of bicycles, scooters, and cars is not recommended.

## **Group Travel**

It is expected that you will be on time for departures, be properly dressed, keep up with the group when walking through crowded cities, pay attention to the Director, respect the rules of the mode of transportation (don't bother the bus driver, don't throw stuff out the train window, etc.).

## **Miscellaneous Concerns**

Every individual has the responsibility to consider and respect the appropriate needs of roommates, fellow participants, and the group as a whole.

When visiting a city, during "free time" or traveling privately, you are asked to not travel alone. A small group of three is suggested.

It will be your collective responsibility to get to know each member of our program, to remain together when traveling, and to respond to directions from the program director and faculty.

Failure to meet at prearranged departure locations/times may result in leaving you behind to find your way back at your own expense and liability.

## **2. PROGRAM GUIDELINES**

The following pages are informational. They contain handy hints, suggestions, recommendations, things to notice, things to pay attention to, what to expect as culturally different in some areas, and so on. This is in no way all of it. Discoveries will be made every day.

The information contained in these pages may change. Some things will apply to certain circumstances that will not apply in another. The intent of these pages is to prepare you for your visit. It is hard at first to realize you are in a foreign country. You will have jet lag on arrival and still be psychologically "home in America" for a little while.

Much is the same and yet much is different.

Please understand that these pages are not meant to force you into a mold or to control the wonders of your personality. What is meant here is to give you assistance as an individual within a group as we move toward an exciting study-tour in a new culture.

**ITALART** is the name of the non-profit organization that administers the Study Abroad program and facility at Castiglion Fiorentino. You will become a member of ITALART by receiving an ID on arrival.

**Santa Chiara** is the name of the complex that we occupy and use as a facility.

**ITALART /People and Rules:** You will receive an information packet describing the various aspects of how the facility operates and be introduced to the ITALART "team" of about ten people shortly after arrival at the site.

**ITALART Security Deposit:** You will be asked to deposit \$50.00 against damage, loss of library books, keys, etc. The deposit will be returned at the end of the program if there are no problems. This will be discussed in more detail when we arrive.

**ITALART Office:** The office at Santa Chiara is open at different times during the week (Note: Times are posted!) but does not have the kind of 8-5, five days a week schedule we have here. The Santa Chiara staff-person is responsible for many things and should not be expected to take care of your every need. The office will help you in making referrals. If you need help, a doctor or other services in town, they will direct you, but it is up to you to follow through. The office staff is also part of the ITALART, Santa Chiara Center team and serves our program in many ways when outside the office. You are asked to observe office hours and to make requests to the office staff when they are in the office (outside the office they will be busy with something else).

**Noise Level:** The building we will live in is made of stone. It is "U" shaped and this "U" defines a beautiful interior courtyard. We are right in town with neighbors just a few feet away. Stone reflects sound. Voices become amplified and echo. A conversation that is not intentionally toned down can be heard 50 or more feet away.

**Telephones:** Telephone calls from the facility to another location cannot be made during any incoming phone conversation. This is because there is only one phone line. You may receive calls from 8 a.m. until 11 p.m. when the phone is turned off so others may sleep. Due to this fact, you are asked to limit your phone time to a reasonable length so

other calls can be received and so the office can use the phone for outgoing calls (which may be urgent). Outgoing calls from the office during office hours will require permission and will have an extremely short time limit. Calls can be made (and received) with coins or a phone credit card from a variety of town locations. It is recommended that you get an International Phone Credit Card, offered by AT&T and other companies (see enclosure).

**Personal Visitors:** Having friends who may come to visit is okay. Staying for meals is fine as long as you let the office know or sign them up for the meal the day before. People who are not registered for the program are not allowed in the dorm. Overnight stays may be possible on a room-available basis (meaning guests may obtain a room and are responsible for their own bill). Field trip participation by guests must be negotiated with the Director.

**Cultural Differences:** You will find Italians have very high marks in the areas of education and sophistication. The sense of aesthetics in mannerisms, courtesies, and demeanor is usually beautifully honed. The educational level expresses itself in a strong sense of history, politics, and, in particular, artistic heritage. It is not unusual for people from all levels of society to be quite alert in terms of understanding and pride in their past. A quite ordinary citizen can point out the details of particular architectural wonder, the birthplace of some Italian composer, discuss a favorite opera and explain why he or she thinks certain paintings and sculptures are important, beautiful, or ugly.

**The Design and Craft Tradition:** Italian designers and artisans are world famous. You will see their products everywhere in a range from copies of ancient objects to extremely experimental modern designs, including housing, transportation, communication, lighting, and clothing. Northern cities like Milan and Turin tend to be design and manufacturing centers, while major urban centers in the more southern areas such as Florence and Rome provide retail outlets for these products.

Artisans usually emerge from a long-existing family tradition. There are entire small cities with media specialties in stone-carving, pottery, leather, precious metals, copperwork, the fabrication and casting of metal and so on. It is distinct in Italy that these artisans enjoy a level of respect that would be difficult to find in the United States.

**Differences in Mannerisms/Personal Space:** You will immediately notice that Italians stand very close to each other when socializing and talking. Inches may separate their faces where several feet usually is established here between individuals in discussion. Body language is carefully observed and articulated, including a whole vocabulary of facial and hand/arm signals which are distinct in meaning. In Italian movies, especially in the films of Fellini or the recent *Cinema Paradiso*, you will see example after example of this non-verbal communication form—gesture to utterance.

Two or more Italians may get involved in a seemingly over-reactive mode of argument. Two things are to be noticed. First the gregarious nature of the people has given cultural "permission" to a loud and hot argument. Secondly they will argue and argue but rarely become vicious or violent.

**Customs between Men and Women:** When men greet men or women greet women as friends or old acquaintances, it is customary for them to shake hands and kiss each other on each cheek. A first-time meeting is more formal and will usually consist of a handshake, regardless of gender. A small kiss on the back of a lady's hand by an older gentlemen is a very old European tradition.

It is ordinary for Italian women of all ages to walk arm-in-arm or arm-over-shoulder. Occasionally you will see this with men.

Youth defers to age in a more obvious way than you are used to here.

Men are considered courteous when they offer their seats to a woman (especially an older woman) wherever people are gathering, but most noticeably when using public transportation.

A small gift to someone who has been particularly helpful is considered gracious.

**What to Expect with People Your Own Age:** Italian youths will be eager to meet you. As in any culture, a range of individuals present themselves, from the uneducated or unemployed, to students and young workers with specific goals, to worldly sophisticates. You are advised to use as much discretion in determining who and when you interact with the many new people you will meet as you would here. Subculture groups are more obvious in the larger cities, as they are here. In Rome and Florence there are increasing numbers of African peoples who are escaping problems in their homelands.

Many young Italians are trying to learn English in preparation for employment possibilities throughout Europe. In 1992, many of the restrictions on work passes, borders, currency, and various business and trade practices were lifted. As English is expected to be the dominant business language, Italian young people are trying to learn English to qualify for jobs.

You will see a larger number of young men than young women. Generally, children live at home until marriage, and many live on in the family home after marriage. In fact, it is not uncommon to find three generations of the same family sharing a residence. This trait would be affected by economic levels and commitment to tradition. Men are less under the family security blanket than women.

It is understood that you will interact socially and may date people you meet on this study-trip. Italians are very romantic and usually very attractive people. The Italian male often has a strong aesthetic interest in the opposite sex. You will have already noticed this if you have been there or have been observant when watching an Italian film (especially Fellini). In instances of pushiness or sexual aggressiveness, you, as a woman, are the sole judge. Italian men of your peer levels (cultured, educated, and middle- to upper-class) will respect you if your intentions are clear.

Some of you may develop relationships and become sexually active. As adults, make sure your activity does not interfere with the program or the lives of those around you. While condoms are easily obtained, other birth control devices, especially prescription, are more difficult and should be brought with you. Birth control itself is an issue not easily reconciled in a predominantly Catholic country such as Italy. AIDS and other sexually transmitted diseases are as common as they are in the United States, so the usual precautions are suggested.

**Strikes:** In the United States disputes between labor and management can result in strikes that go on for months. A strike in Italy may last only hours. It will be unannounced and may occur to any service—museum staff may close a museum while you are inside, a bus could stop, lights go off, etc. Do as the saying suggests: "When in Rome, do as the Romans" and take this in stride.

**Metric Measure and Military Time:** Italian measurement is based on the meter. Weight is based on the kilogram. Clocks read like our clocks visually but are spoken of in terms of military use, meaning that time is read on a 24-hour basis (1 pm = 13 Hundred Hours).

**Food and Sequence of Eating:** Food in Italy is world famous, very regional, beautifully served, and interesting. In Santa Chiara the way it is served is a combination of American and Italian. Pasta is served first with the rest of the dinner afterwards. In a restaurant the sequence is: appetizers and drinks followed by pasta, then the main course, then salad followed by fruit and/or cheese which may be followed by amazing desserts followed by after-dinner drinks or coffee.

Breakfast is usually coffee and a roll. We will have coffee, hot chocolate, and tea available, along with bread/butter, and jam. If you wish to add to your breakfast, dry cereal is available in local stores as are fruit, yogurt, and juices. In Italy the mid-day meal is the largest of the day followed by a late evening dinner.

**Table Manners:** Certainly you know what these are. You also know that dinner at a college dorm or the local hamburger joint is very different than dinner out with a favored companion or home with your family. Please ask if you are unsure about the silverware arrangement. Learn to twirl your pasta using a spoon or the side of the dish instead of cutting it up into little pieces. Italians eat impeccably. Fruit is sometimes sculpted with a knife and fork and eaten without touching. The fork is held upside down in the left hand (for a right-handed person) and the table knife is used to both cut and move food to the fork. Soup is handled with delicacy. Wine and water have different glasses. Food is served in distinct courses. Butter is usually not served at lunch and dinner. Ice is rare. Salt and pepper are often not available. It is impolite to reach for food across the table; ask for it to be passed. Try to chew your food before you begin talking. Mineral water will be a new thing; there are two types—with or without carbonation (meaning natural or artificial bubbles). Italians often mix wine with mineral water. At Santa Chiara we will eat in a dining hall. The food is fresh, prepared especially for each meal and brought to the pre-set tables in serving dishes which are then passed around. When it is time to leave, you are asked to bring your tableware to a location where you can scrape the plates and stack everything for the kitchen help to take care of.

**Business Hours (and the afternoon nap):** Street markets and some businesses that cater to tourists will be open all day (everything is closed on Sundays). Most other businesses generally operate from 7-8 am to 1-2 pm, at which time they will close for siesta to reopen around 4-5 pm and stay open until 7-8 pm. There is a great deal of variation in the hours kept and such hours *will not* be always predictable. Banks are usually open in the morning and then only for about an hour in the afternoon. Museums will stay open all day but close at least one or two days a week.

**Italian Summer Vacation:** Instead of staggered, individual vacation periods like we have here, the Italian tradition is that most retail and ordinary businesses will close for two weeks beginning on August 15. Service businesses like banks and American Express and some food establishments will stay open. One of the three art supply stores in Florence was open during this period last summer. Museums and other sites will be open. Stores catering to tourists often stay open (in urban areas).

**Money:** Italian money is called euro. The conversion rate fluctuates according to world money markets. You should convert some dollars to Eurodollars before you leave (\$50 should "hold" you). You will be shown more about Eurodollars when we meet in Rome. Money, and other valuables like travelers checks, credit cards, and passports should be

carried in a money belt or body pack worn around your waist (preferably under your clothing). Travelers checks are the best way to bring money into Italy. They can be cashed in the local banks (who will charge a small conversion fee) or at American Express. American Express is suggested, as they have offices in Rome, Florence, and Pisa (the closest). A few money machines are available in the major cities. These require a secret code (PIN #, etc.).

**Types of Food and Drink Establishments and Money:** There is a wide range of these, from bars to restaurants. In the middle there are pizza places, Italian fast food, and a variety of cafes with specialties. A bar serves coffee, pastries, sandwiches, liquor, and may even be like a Stop 'n Go Italian-style (especially on the highway). In a bar you usually decide what you want and pay a cashier (*casa*), taking the receipt to the bar. You should add a tip (0.10€ for a cup of coffee), which is placed on the bar with the receipt.

Most Italians will stand at the bar to drink their coffee because if you sit down, the cost will be considerably more. Be careful about this. Sometimes it's okay to sit without an additional fee and sometimes it is not. If you just walk up to a bar or ice cream shop with outside tables and occupy a table you will be charged more.

In the cities it is generally true that cafes and restaurants will either post their menu or will show you one before you go in. Gourmet (fine) restaurants may well not have a printed menu and will be serving only a few select dishes that will be described by your server. At the other end of the eating spectrum, inexpensive places may not have a printed menu; the range is great, but usually in the middle you can find a printed menu. Locating a place with a posted menu with prices will give you some idea of what you are getting into.

Cafes are less expensive than restaurants. If there are tables and a bar in a café, it will be less expensive to eat at the bar than at the tables. In either type of place, when you sit at the tables you will be charged for the tablecloth and bread. Some places have a "Tourist Menu" which is a good deal, but often modest in quality. A government tax called the IVA may or may not show up on your bill (about 12%). The service charge (about 15%) may be included on your bill or may not.

We will discuss the types of food places. Except for private trips, all of your dinners are taken care of. Primarily you will be looking for lunches during field trips and on Saturdays. If you are on a tight budget, it is quite possible to get a handmade sandwich or fruit and yogurt from the markets and eat well on a small budget.

**Transportation:** Once we are in Italy we will be walking a lot. If you have any physical problems that might hamper serious walking, you should let the Director know. A good pair of walking shoes will be necessary. It is hilly, hot, and the streets are often cobblestone. There are open grates, very narrow streets and an amazing number of cars, emergency vehicles, trucks and buses, bikes and motor scooters, all sharing the same route. This is not always true, but you will need to be alert, keep each other in sight, pay attention to whomever is in charge that moment, and, most importantly, *keep in a group*. Do not straggle or stop to shop or go in a bar while we are en route to a location. Bathroom breaks will be managed in terms of the group, so it's best to try whenever we stop.

When traveling on the ITALART bus, please be on time. If you do not show up at the given time we will leave without you. Please do not bother the bus driver. The Director sits adjacent to the driver, so that seat is reserved. Please let the Director know if you have to use the bathroom or become ill

Going to and from trains is a matter of walking out platforms alongside the train or going under the train tracks (underground) through tunnels that have staircases to the platforms. Under no circumstances are you to walk across the raw tracks—it's dangerous and against the law. There will be a choice of smoking or non-smoking compartments. When we have assigned seats, we will be in a block of upright chairs or in a series of passenger cabins. When we have open seating, please try not to spread yourselves all over the train. The director will let you know what seats, what cars (some are first class and some are second class) and when to get on and off. Train arrangements can be confusing, so please pay attention.

When we use taxis as a group, the Director will make the arrangements and pay the fee. In big cities you should only use clearly marked, metered and numbered cabs. They are usually yellow Fiat four-door sedans or station wagons. By this selection you will usually find very friendly and honest drivers who will take you directly to your destination. It is customary for them to charge you a flat fee for each piece of luggage you are carrying (if any). It is also customary to tip.

We will be traveling by boat in Venice. Twenty-four hour passes are available between the islands. We will be staying on Lido and will take the ferry to the island of Venice. Water taxis and the romantic Gondolas are available locally, but are expensive. Whatever we need to see we can get to on foot.

You are probably already familiar with airplanes. Transatlantic flights are long and it can get cold in the cabin. You will have a *faculty escort* on board. Please introduce yourself so he/she will know who you are and so you will know them. They are there to help you get through the airports and have a good flight. Pay attention to whatever instructions the faculty escort may offer. Please know that security is a very serious matter on international flights and that security methods in Europe are a lot more stringent than in the United States. You will see military guards with sub-machine guns in airports (and in front of banks and embassies). Respect these individuals. Do not take their picture, joke with, or approach them.

**Hotels:** Arrangements have already been made for your field trip lodgings and will include European breakfast and a full dinner at the hotel. We are charged for these meals whether you take them or not, but in this matter (as at Santa Chiara) it is a courtesy to let the Director know if you are not participating (at Santa Chiara there will be a meal sign-out sheet). The Director will then let the manager of the hotel know so food is not wasted.

It is generally the rule that hotel clerks will ask for your passport and may keep it overnight or until you leave. Usually we have been former clients when traveling with the group and this request is dropped, but you should expect this when traveling privately, and it may occur with the group. Your passport number is given to the police who run it through the Interpol computers (sometimes they don't, but just hold it to make sure you pay).

**Swimming Pool and Beach:** The pool and beaches are private and will require an admission fee. In both cases you are expected to arrive dressed (casually or not, but not in your swimming suit) and use changing facilities to put on your suit. At the pool this is a public room. At the beach the arrangement is you rent a little keyed closet to change and store your clothes in. You may wear your suit underneath your clothes.

At the beach it is acceptable for women to sun themselves wearing only the bottom of their swimming suit. You may want to check conditions around you and see if others are doing this.

**The Summer Break:** You have a private travel opportunity blocked out during the program. As this time is also prime vacation time for Italians and other Europeans visiting Italy, it is strongly suggested that if your plans include a stay at the seashore or some other popular place in or out of Italy, you make arrangements now (Pioneer Travel does an excellent job in this).

**"Aesthetic Overload":** This term applies when you have seen so much incredible artwork, architecture, landscape, etc., that you can be found just standing there, gazing into space. It also applies when an individual has had one of those goose-bump, tears-in-your-eyes, even religious interactions with a painting, sculpture, or an altar piece. You get stuck in time and space. Meditation may occur, poetry comes to you, an idea that will affect your life as an artist—your eyes twinkle. Suddenly it's time for the group to move and you are asked to move with it. Breaking your trance seems like jumping over a cliff, but here is the Director or a faculty member right in your face, saying, "Time to go!" Please move. You will probably have an opportunity to get back there because the afternoon period of a field trip is often (but not always, especially in Rome and Venice) free time. You could plan to return later that day or during a weekend period. If you do not move with the group, your action will irritate others who are not sharing your state of being. It is also true that we are always working against some time constraint in order to see as much as possible, wherever we are.

**Patience:** Your patience is requested. You will get hot, tired, and irritable. Things may move too fast or too slow. Sometimes we wait. Sometimes we are running to catch a train. There are crowds, no place to sit, no shade . . . rain! With tremendous preparation and fantastic help from the people who run Santa Chiara things still will go wrong. Something isn't ready, some place closes unexpectedly, there is a sudden strike. You need to go to the bathroom and nobody seems to care. You couldn't find a place to eat, or ate too much. Your feet hurt. Somebody didn't meet you when they said they would. You wish you were fluent in Italian, knew more about art, history, literature, and the world generally.

All of this is bound to happen. It will also be mind boggling, visually powerful, eye opening, and provide a resource of learning that will last you the rest of your life. Relax, enjoy, and know that if you are patient, you will notice more.

**Dress Code:** Generally, Italian people dress beautifully and will get upset when they see visitors, or anybody for that matter, who has not dressed properly for the occasion at hand. They have a pair of sayings: *bruta figura* for bad looks and *bella figura* for good looks. It is a matter of cultural style and decency. Italians spend a lot of time people watching, as will you, and want it to be "right." You will see northern Europeans and Americans in various state of obvious undress—swimsuits in a downtown zone, men in short-shorts and no shirt, women with a great deal of exposed skin. You will not see Italians dressed like this. In most cities there are dress code laws in effect, but not enough police to manage the number of violators.

It is very important we look good as representatives of our country and The University of Texas. Inside Santa Chiara casual dress (shorts and a shirt) is okay. It would be appreciated if a little clean-up would occur for dinner, especially if we are entertaining guests (such as the mayor, city council member, etc.). Outside the building you are immediately under the scrutiny of the town and are, therefore, asked to dress at least as

well as other people of your age group in Castiglion Fiorentino. **All field trips will require proper dress.** It can be very hot during the day and cool in the evening. Women wear skirts and blouses or loose-fitting dresses. Occasionally, you will see an Italian woman in pants, but the pants will be stylish slacks and usually a suit-kind of arrangement. Men wear Levis or slacks and a button-down, short-sleeved shirt or pullover European style T-shirt. In the evening a light sweater or sport coat would be appropriate. Most of our field trips will include visits to cathedrals where dress code is strictly enforced. **Core Dress Code:** Shorts, skirts, or dresses that do not cover the knees, exposed midriff, exposed shoulders or lack of shoes or sandals will mean that you are not admitted. Mid-length skirts that are pulled down to momentarily cover the knees will not work. Students must wear clothing which is neat in appearance, with no holes, fringes, patches or tattered material evident. Jeans are not allowed on core field trips. Gentlemen are required to wear what can be best described as "casual business dress." If the Director feels you are not appropriately dressed, particularly when we are headed for a church, you will be asked to either return to change, or not attempt to enter the church. As the site visits are part of the program and because you would not be with the group when we went in, this would cause problems.

If you will simply notice how important this is within the culture we are visiting it will be quite obvious how bad some of the tourists look. We will be treated better and accepted more readily if we understand ourselves as temporary residents (which we are) rather than private tourists (which we are not).

### **MORE NOTES CONCERNING CLOTHING**

You may find these observations useful: Italians dress "up." We, Texans, dress "down." Italians may not own as many articles of clothing as we Americans do, but the quality and style of what they own may be superior. Europeans, in general, are not into cheap, trendy, "disposable" fashion, as many Americans are.

Usually Italians do not have air conditioning—we do. Nevertheless, we Texans seem to try to wear as little clothing as possible, while the Italians are still "dressed" in the heat. Contrary to rumors you may have heard, *Italians do wear jeans, and you can too.* You will notice, however, that Europeans wear new looking jeans and may even press them—they do not seem to prize their jeans more as they become bleached out and faded, ripped at the knees and raveling, with holes in the seat, as Americans do.

The weather in Italy in the summer is similar to the weather in Texas. It will get hot in the afternoon, but it may cool off dramatically in the evening and remain cool in the early mornings when you are waiting for the bus to take you on field trips. Bring along a sweater, light zip-front jacket or blazer.

City people dress up. In Venice, Rome, Siena, you will notice very well dressed and well-groomed women and elegant gentlemen. You will feel much more comfortable if you look more like them than some uncombed, suntan-lotion-dripping, half-naked wild people from the beach. (Sigrid Knudsen, an art historian who has traveled with the program many times, says that the tourists you will notice who look like that are usually Germans!) Italy is full of tourists in the summer and Italians who work in shops, restaurants, churches soon grow weary of the droves; the way you can stand apart, the way you can be treated better, is to *look better than the average tourist.*

Do not buy a whole new wardrobe for Italy before you depart. Save some of your money for shopping fun in Italy. That way, you will have some time to observe how Italian people your age dress and you can "do as the Romans do." There is a Saturday market in

nearby Arezzo where you can buy Italian clothing at great discounts, and blocks of clothing stalls in the street markets of Florence. (There is even a Benetton in Castiglion Fiorentino!) When you return to the USA you will enjoy wearing that certain article of clothing—or pair of shoes— you acquired on your trip to Italy.

Try to take light, hand-washable clothes because dry cleaning will be expensive and inconvenient. Getting laundry done adds to your expenses—save your money for books, espresso, gelatti. Jeans can get hot, and they require machine-washing. There are no washing machines at Santa Chiara. Even if jeans are your usual uniform, consider additionally taking along a pair of light, loose slacks that you can wash out by hand.

**During days spent entirely on campus at Santa Chiara shorts and T-shirts are fine for attending classes, working in the studio, or studying.** Wear anything you are comfortable in. Classes start early, and you may not be awake enough to worry about clothing. However, sometimes you will need to run into town between classes, perhaps to go to the bank. Make sure you do not leave Santa Chiara in your worst T-shirt and "holiest" jeans, shortest short-shorts, etc., because everyone in Castiglion Fiorentino will be out and about in town doing their morning business. The town will be busy with women shopping for the day's groceries, men taking care of banking business, people at work—and all these people will be "dressed"! Italians may stare at you if they believe you are dressed improperly for the occasion at hand, and then you will feel uncomfortable. Remember, you are temporarily a member of the Castiglion Fiorentino community, and are representing The University of Texas at Austin—and the USA! You never want to feel shabby or improperly dressed or out-of-place.

Students are asked not to wear baseball or "gimme hats" or shirts with UT logos, etc.

**On field trips, you are going to look at art; most—but not all—art in Italy is in churches.** In the United States, you go to museums or art galleries to look at art and no one cares how you are dressed. Many churches in Italy are important religious sites and are still used for religious services all day long. When going on field trips, be prepared to step quietly into a church without disturbing or offending those who go to the church to pray. Proper clothing is required in churches as a symbol of respect. For instance, in Rome, if you go to the Forum first and are wearing a tank top, bring a blouse or sweater along with you to cover up your shoulders when you enter a church. Make sure your skirts are not of the super-short, cut-to-the-navel variety. That kind of dress will offend those who are worshipping in the church you may visit on your field trip—if they will even let you enter in the first place dressed that way! Generally, modestly short, just-above-the-knee-length skirts are fine for women; bare shoulders and arms are actually a bigger problem than skirt length when trying to enter churches. Nobody in shorts gets into Saint Peter's—not men, not women. Guards are posted at entrances of certain churches to check the tourists over, and improperly dressed tourists are not allowed to enter. Avoid embarrassment and delay for the whole group by dressing properly.

Field trips take all day long. The most important thing is that you be able to walk long distances in comfort. Good walking sandals are appropriate day in, day out. The most important wardrobe investment you may wish to make before departure is a pair of high-quality walking shoes. It is true that many times Italians start at the shoes when "sizing someone up," rather than starting at the head and working down, as Americans do. You will notice that Italians do not wear cheap, low-quality, "disposable" shoes from discount chain shoe stores, as many Americans do. If you bring cheap shoes to Italy, you are likely to do so much walking that you may wear them out within the first two weeks and need to replace them! Bring shoes that are already well broken in.

Sometimes you will enjoy dressing up. In Castiglione, you are the guest of the town. Italians love pompous ceremonies and festive occasions. Be prepared to "dress up" for the mayor, who will pay an official visit. He is a very nice and elegant man, concerned about the students in his community. He may even invite the group to the town hall. The countess may come to dinner or to give a slide lecture. The UT group may mount an art exhibition, and you will want something special to wear for the opening. For those occasions, be sure to bring along one "dressy" article of clothing that makes you feel great when you wear it. The majority of clothes you pack, however, should be casual, not dressy.

And men, bring along at least one pair of slacks, not jeans, and a shirt with a collar and buttons! You will observe that most Italian men your age wear something other than the UT Austin uniform of shorts and T-shirts. It is a rare occurrence to see Italian men wearing shorts on any occasion other than when playing soccer. Older, conservative Italians, in fact, instantly make certain assumptions about the sexual preference of young men who wear shorts when shopping, sight-seeing, in bars, etc. Just be aware of this cultural difference.

You will get sick of your wardrobe while you are in Italy. That is just a fact of life for travelers. Do not try to compensate by bringing more stuff—remember, you will have to carry it! If you decide to bring one outfit that you plan to wear as a "uniform" on all field trips involving churches, that's fine. There is nothing wrong with being seen in the same outfit more than once. Your clothes may "get old" to you, but the new people who see you each day as you travel will not realize that you are wearing that "same old outfit."

### **3. SANTA CHIARA GUIDELINES**

#### **WELCOME TO SANTA CHIARA**

We look forward to having you participate in a positive and productive program at Santa Chiara this semester. We say participate because this is a key phrase for what we hope the program will represent. Your participation and the level of quality in this participation constitute the program's success. The academic setting at Santa Chiara is unique in providing "an open classroom" ; a link to the Italian environment, and the reason for which the program has been created. Exposure to the many facets of a cross-cultural experience and the inquiry into diverse ways of seeing is a most valid educational experience, as well as an excellent opportunity for personal growth. These aspects of the study abroad experience are challenging and for many people become life-changing experiences. The following information will help you prepare for your trip and answer many questions about the program, as well as outlining your responsibilities toward helping us keep the center functioning well for everyone. We will review this packet during the orientation meeting and we hope it provides helpful information to prepare you for your Santa Chiara experience.

#### **Purpose of the Program**

The original idea for the development of this program, an idea which remains the basic motivation today, was to offer students a cross-cultural experience which would enhance their historical consciousness and cultural awareness. Courses developed for "study abroad programs" are unique in that they address course content within the context of the Italian setting. Many faculty will involve local guest lecturers and community activities to enhance the connection and understanding of the Italian environment. Santa Chiara represents an opportunity to bring together the sharing of ideas and experiences with American students in an international setting.

#### **Santa Chiara**

Santa Chiara, the name given to this facility, was originally a girl's academy, operating from the 1930s until the early 70s. Although the old kitchen and other sections of the structure date back to the Renaissance and earlier periods, the main structure was completed in the 1930s. The facility consists of approximately 5,000 sq. meters: classrooms, studios, dining areas, and sleeping quarters. The day-to-day living space is completely self-contained. Take a moment and read a more detailed account of Castiglione Fiorentino - located in the Santa Chiara library.

#### **UT Programs**

The success of our participating programs is the result of hard work and the support of your school's administration, faculty and students who have participated on the program. The UT program began when Professor Steve Daly brought the first UT group to the original center in the late seventies. The UT program now includes several departments and many new projects. To insure that the Center is financially viable and remains self-sufficient a precise student enrolment is necessary. The participation of several institutions at Santa Chiara guarantees that the enrollments will be sufficient to support the center.

#### **Other Participating Institutions**

Texas A&M University developed programming with Italart in 1982 and has developed year round programs at the center and also employes part-time administrative staff at the

center, Kansas State University (College of Architecture) began semester programming at Santa Chiara in 1991, Colorado State University has developed programs since 1986 and California Polytechnic Institute began programming in 1993. The basic services at Santa Chiara are similar for all participating students, however, each school's format may vary in the courses offered, number of faculty, specialized trips, lab requirements, etc. Program costs will also vary between schools due to these differences as well as diverse campus administrative needs.

**A Brief History of the Program** “ How did American Students end up in Italy” The program began in 1972 when Paolo Barucchieri, then faculty member at the University of Northern Colorado, brought his students from the Colorado campus to Italy, initiating the development of a resident study experience. The university supported this effort and with their support he located and developed the Italian study center. The original program site was a monastery in the Val d’Arno ( La Poggerina). The program continued under the direction of UNC until 1981. In 1982 TAMU (College of Architecture) initiated their participation at the “Poggerina” and became the primary institute (with year round programming) at S.Chiara. Programming continued at the original facility “La Poggerina” until 1989, when the property was sold. Following a lengthy search for an alternative program, contacts were made with the city administration of Castiglion Fiorentino. The community of Castiglion Fiorentino began the restoration of Santa Chiara (a project costing over two million dollars) specifically for our programs. It’s hard to appreciate how much energy has been invested into the development of this activity and the center. We hope it will have the same meaning for you as it has had for the hundreds of students and faculty who have participated in the program. Through the years many people have been involved in the Santa Chiara idea and its success is to the credit of many individuals and people like you.

### **Your Part in the Organization**

The idea for the development of studies in Italy was to provide a quality academic program and, at the same time, the opportunity to experience new settings, environments and ways of seeing. You will get the most out of this experience by being open-minded. The opportunity to visit the historic and cultural sites that have marked our Western heritage is enriching. This is a once in a lifetime experience. Living abroad and sharing this time of your life with other students in a small Italian community is an exciting and enriching experience. We have tailored the program around economy, wise use of resources and respect for the building and fellow participants and helping each other when necessary. Sharing of this idea is the key in making the Santa Chiara community a success for the time you will be part of this adventure.

### **Italart**

is a non-profit cultural association and is the legal entity responsible for the administration of the study center. Italart follows the guidelines determined by law for cultural associations, offering services to enrolled participants of the association and not to the general public. You will be a member of Italart during this semester’s residence at Santa Chiara. Professor Paolo Barucchieri is president of this association.

### **Faculty and Staff at Santa Chiara**

Your safety and well being is every ones concern at Santa Chiara. We rely on everyone to respect the program and university guidelines. All participating faculty and staff have the responsibility to make sure all students respect these guidelines. This insures that S.Chiara will be a pleasant and productive environment for everyone. On occasion, staff and perhaps faculty from another school may need to remind you of these guidelines, your respect of their requests is not only appreciated but expected. The resident coordinators ( former Santa Chiara students ) live in the building and are responsible for

general building supervision , assistance and will refer problems to the main office, faculty and director. Contact them if you have a special need when the office is closed.

**The Collection of art in the building includes works by former students faculty e guest exhibits**

### **Safety Procedures**

There may be moments when international tension requires that we all follow additional safety procedures in accordance with the State Department advisories , Italart Codes of Conduct, the university and local authorities. These advisories will be announced. You should consult the State Department website for information on countries you may plan to visit.

### **Office Assistance**

The administrative team of Santa Chiara has many roles to fulfill. Think of Santa Chiara as a complete campus in miniature, it is easy to realize how much attention must go into administering such a complex operation. We are happy to assist you with general information during office hours or even arrange appointments for any special needs outside of office hours. We are here to support you and also happy to discuss any problems you may have during the course of the semester. Please keep in mind that our office cannot provide the level of services offered on campus - but the hours scheduled will allow you the opportunity to obtain necessary assistance. We appreciate your patience on days that are particularly demanding.

### **Medical Assistance**

Emergencies are taken care of at the hospital in C. Fiorentino or in Arezzo. Should you need an appointment with an English Speaking doctor we will help you make an appointment. You will need to cover the office visit ( ranging from \$ 30.00 - \$55.00). Consult your insurance company concerning reimbursements. Registered nurses are available in C.F. to give injections.

**First-Aid Supplies** are located near the main office and in the kitchen. When the office is closed consult emergency procedures and contact numbers posted at main office.

### **Fax Service**

A fax service is available through the Santa Chiara office and shops in town. A one-page fax to the States will cost € 3.50, within Europe costs £ 2.50, and within Italy costs £2.00. For incoming faxes: we place a note on the fax message board you will be charged 0.50 per page for incoming faxes. COVER PAGES ARE NOT NECESSARY.

### **Damage Deposit**

You will be asked to pay a deposit for damages and key return. This will be returned at the end of the semester providing there are no damages or lost keys.

### **Library**

The library hours are posted and change according the each semester's schedule and student needs. Please observe these hours since we are not staffed to keep the library open for extended hours. The Santa Chiara library has a very good selection of books related to the courses scheduled at the center. Books may be checkout (a card is located at the back of the book) - please keep books for only a few days so that others have the opportunity to use them. NO BOOKS ARE TO BE TAKEN OUT OF THE BUILDING..... we have lost many books this way and must insist on this request. You are responsible for damages (rebinding) and lost books ( book replacement + shipping).

It has taken many years and extended resources to build the library - please help us maintain this important service.

### **Your Email Lab**

Each school has funded the installation of email service. Italart administers this lab on behalf of the university. There are precise guidelines for its use to insure that all students will have this service. Do not bring your own personal software, CAD programs or photoshop - you will not be allowed to use these computers for such work. Your professors will make arrangements to bring additional equipment for these types of work. The graphics store in town will download memory cards onto a CD for a small fee. The email labs are small and shared by several schools so your help in avoiding opening lengthy attachments and photographs will insure that everyone has time to check their emails. The computers are equipped with Windows /Office for word processing for class work. Since we do not live in an area where fast lines are presently available the Internet connections at Santa Chiara are slower than what you are accustomed to larger Italian cities or the US. The lab will be closed if not used properly.

### **Santa Chiara E-Mail Computer Use**

Your school has provided funds to develop a shared e-mail station. Italart has built and restored building space for this project and will administer these labs. The intention of this project is to provide you with e-mail service to keep you connected to home and the main campus.

#### **These computers are limited to:**

- (1) email access**
- (2) word processing for class assignments.**

These computers will be shared by many students this semester and future semesters. The intention is (as agreed to by each university and the center) to provide e-mail and word processing. The following guidelines will help us all enjoy this service at an affordable cost as well as protect the equipment and insure that this service will be in-place for fellow students at Santa Chiara in the future.

You may still need to use internet cafe's for extensive internet use, photo shop or CAD. This lab is not intended to be an all-inclusive service. The local Graphic Studio will download digital work, burn CDs, help with web designs, etc., and other requests during store hours at a reasonable cost. We will help you with information you may need regarding these services.

### **Enjoy the computers and remember the following basic guidelines**

- (1) Since these computers must be shared you must limit your time so that everyone has an opportunity to use them. Our server contract provides 250 hour per month.
- (2) You cannot install any software on the computers.
- (3) You cannot change configurations and set-ups.
- (4) Its not necessary to personalize the screens - they are happy the way they are.
- (5) You may not use the computers for photo shop, CAD, digital hook ups, etc. Postcards are still a good way to share sites with friends and family.
- (6) No food or drinks are allowed in the computer labs.
- (7) If there is a problem - DO NOT BE A TECHNICIAN. Report it to the office. We will call the technician and resolve the problems ASAP.
- (8) Do not print every e-mail .

- (9) Delete your e-mails once read since the computers cannot store all your messages. More stuff on the computers slow them down increasing the opportunity for the hard drive to crash.
- (10) Use disks to store your work. Once a week the computers will be “cleaned” and work on the HD will be deleted.
- (11) you may not use phone jacks to connect your laptops
- (12) Visitors or guests are not allowed to use the computers.
- (13) Report any misuse of computers. Help us keep this service working for everyone.
- The labs will be closed when guidelines are not respected.**

This solution is not intended to resolve extensive internet use for classes - you may still need to work at the library or the graphic office near the station for extensive internet needs. Priority is given to ;email and secondly projects.

Reminders:

- √ Absolutely no beverages or food in lab
- √ Do not save any documents
- √ Do not change configurations or set-up
- √ Do not download ANY programs on computer
- √ Report any problems to the office, Vanessa or Eric
- √ Respect the schedule

### **Getting Information to You - The Information Bulletin Boards**

#### **General Bulletin Board**

There is a very large bulletin board located outside of the theater where we will post general information on hotels, beauty shops, trains, art supplies, etc., useful to you during your stay.

#### **UT School Board**

Each school has a bulletin board for campus messages , scheduling, changes, and general Information.

#### **Events Bulletin Board**

Near the main office there is a board where current and weekly events and guests will be posted.

#### **Semester Calender and Field Trip Bulletin Board**

Near the main entrance a master calender for the semester is posted for your reference. Field trips sites and departure times are also posted on this board.

#### **State Department Notifications**

There is a notice board next to the main office where State Department notifications are posted and updated

#### **Fax & Phone Messages Board**

There is a message board next to the office door where you will find telephone messages left for you, as well as notification of faxes in arrival. You should check this daily for messages.

#### **Building Needs Notice Board**

Need something for your room. Burned out light, shower problem, etc ,list it on this board and we will get to it as soon as possible.

### Mail

Mail is delivered Monday - Saturday between 11:00 -12:30. Instructions for calculating the necessary postage are indicated on the mail desk in the main entry area. The Post Office is open Monday - Friday from 8:30 -18:30 and on Saturday from 8:30 -12:00. Remember to ask your families not to declare value on the packages sent to you - by doing so you are subject to customs charges which can be between 20%-30% of the declared value. **THE SUMMER SCHEDULE WILL BE POSTED.** There is also a MAILBOXES, ETC. in Arezzo. **CUSTOMS SURCHARGES. Remind your families that you will be charged duty based on the value declared**

### Building Safety

The character of convents like Santa Chiara ,with their high ceilings, terra cotta floors, glass doors, marble and stairs, are beautiful but require that you are more careful. Take notice of your surroundings so you are familiar with the various levels and floor surfaces that could be slippery. Please do not store bottles or other objects on your windowsills where they could fall and injure someone on the street below.

### The Main Entrance

The front door is always locked and should not be left open. You will have a key to this door - so please help us keep the environment secure for everyone and keep this door closed.

### Guests

Local guests are not allowed in the dormitory areas. The program is operated for enrolled students only. Occasionally we have guest's rooms available for visiting university guests, family and friends. Check with the office about arranging a room expenses are available upon request. There is also a local hotel and bed and breakfast establishments in Castiglion Fiorentino. **No overnight guests are to be invited to the center without consulting the office. No guests are allowed to sleep on couches in the building. Santa Chiara is not a hostel.** You are responsible for the expenses of your invited guests . There are youth hostels in Cortona, Arezzo and Florence. Introductions are a courtesy and make your guests feel at home. Please Remember to introduce your visiting families to the faculty and staff. Please respect the building quiet hours, which are from 23:00 to 8:00. If you want to entertain during late hours please use the student lounge- all guests need to be out of the building by 23:30. Please remember our Italian neighbors when you are returning to the building at night. Voices carry and the character of the medieval town does not buffer noise from the street - it's a very small consideration on our part toward a community that has extended so much to us.. It is important to remember that **"WE ARE WELCOMED GUESTS"** let's protect our relationship with the town's people by being thoughtful.

### Laundry

Change of bedding is provided once a week . You will be responsible to strip your beds on laundry day and leave soiled sheets and towels in your room. The cleaning staff will leave clean bedding and you will be responsible to make your own bed. Personal laundry, (three kilo per person of personal laundry combined with your roommates) is included in the program. Additional weight or wash loads may be purchased. The service is provided weekly by a laundry in Arezzo and takes approximately three days. Since the service is large scale, laundry must be combined with roommates so that machines are filled. You may hand wash small articles of clothing using tubs located near the drying area and hang outside on the covered terrace area. We would love to offer a more convenient laundry service, but the costs of installing an area with required building and safety codes is financially prohibitive at this time. **ABSOLUTELY NO DRYING**

OF CLOTHING IN THE BUILDING. Dry cleaning is available in town. Make sure that you check your pockets for pens and markers - the laundry service does not have time to check all the clothing and pens and markers can damage your clothing and the machines. In case you are missing something a lost and found basket is located in the main entrance.

### **Kitchen Supplies**

Please do not take utensils from the kitchen to your room. We cannot keep an inventory of supplies that will allow everyone to have glasses and silverware in their rooms and the dining room as well. You can purchase inexpensive utensils in the local markets for this purpose. You will be asked to bring a breakfast mug and your own travel “Swiss army type“ knife with you.

### **Santa Chiara Refreshment Cafe’**

You can purchase refreshments from the cafe’ located in the dining room. You need to purchase a CAFE’ CARD which costs € 10.00 and entitles you to this amount in refreshments. Please deposit your cans and bottles in the containers designated for collection. University policy has requested that the consumption of alcoholic beverages be limited to complimenting meals as customary in the Italian culture. The Santa Chiara café’ cannot serve anyone under twenty one. Excessive drinking and disruptive behavior is not acceptable and is contrary to the purpose of the program and university guidelines.

### **Banking Information**

The rate of exchange varies from bank to bank and the time the transaction is made. Banks charge a service fee per check for exchanging money, for this reason it’s recommended that you not order traveler’s checks in denominations of \$20.00. Wiring money is expensive, so you may choose to cash personal checks at the American Express offices you will need an American Express card to do this. You may also withdraw funds from VISA at one of the many banks who offer this service - look for the VISA card on the door. You will need your passport to change money or complete any banking operation. ATM machines are located all over Italy and in Castiglion Fiorentino several systems of bankcards are available.

### **Trains**

A general train schedule directory is located on the table near the office for your reference. Should you want your own personal copy - you can purchase one at most newsstands. We also keep a train schedule CD on the computers for your reference. The ticket window in C.Fiorentino is open Monday –Friday until noon. There is an automated ticket machine in the station where you can Purchase tickets. **Remember to validate train tickets in the yellow boxes before getting on the train..** You can also purchase tickets at the Tabacchi near the train station. If you don’t have the km ticket, you will pay € 10.00 in addition to the regular price of the ticket. You can make couchette reservations at the train station in Arezzo or the local Travel agency. We will go over these details in a separate meeting. **Strikes**, the trains are under the direction of different unions and strikes are common. They are obligated to announce when the strike begins and its duration. We will post information as it becomes available. If you are traveling and a strike occurs, be prepared for extra expenses (finding place to stay, food etc.). You should have with you “for an emergency “ money or credit card. Train strikes do occur occasionally and are generally posted 48 hours in advance. You should be aware of eventual inconveniences in the event a strike affects your travels.

### **Checking out and Weekends**

If you plan to travel on the weekend or will miss a meal, we ask that you complete the check-out list. This will help the kitchen plan for meals and provide important information regarding your travel plans.

### **Field Trips conduct, hotels etc.**

The field trips are an integral part of your academic and cultural program. You should not miss any of them. Your attendance is required and fulfills academic contact hours. The kitchen is closed on field trip days - no lunch is served. Please dress appropriately on field-trips and be on time. If the trip is organized by bus, it departs from Piazza Garibaldi. Plan about 10 minutes to walk up. If the trip is organized by train, plan about 25 minutes to walk down to the station. Maps to field-trip sites are available on the information table in the main entry. We have good working relationships with the restaurants and hotels we patronize, this continued collaboration depends upon your conduct.

### **Dormitories (Your Rooms)**

You are responsible for keeping your rooms in order. Rosella and Laura will clean your bathrooms 3 times per week and sweep the floors - other cleaning needs are your responsibility. To avoid attracting insects, we ask that you keep food stored properly and keep the floor free from clutter. To facilitate the restoration work in Santa Chiara within a very short time, prefabricated bathroom units were installed. These showers have a tendency to drain slowly so please clear your drain after each shower to avoid a build-up which may lead to the shower overflowing. We have had damage to the building due to showers leaking into halls and lower levels. You will be held responsible for any damage caused by carelessness \$\$\$\$\$. Please let us know if you are having problems with your shower and use the communal showers on the west end of the building until the problem can be resolved. There is a clipboard near the office door where you can report room problems or materials needed. When you leave for day trip/weekend, close windows. Storms can cause damage when windows and doors slam. You will be charged (deducted from your damage deposit) for moving furniture around in your room and /or taping items to the walls.

### **Energy**

is very expensive in Italy. We project the Santa Chiara budget based upon wise economical use of energy - in this way we can keep the cost of the program as low as possible. We ask that the studio areas close at 2:00 and if you are working alone in the studio please use only the lights directly above your work area. Please turn-off lights in your rooms when you leave as well as classrooms and other zones. Your cooperation will help keep Santa Chiara running well with a focus on activities and not electrical bills. We ask that the studio lights be turned- off between 19:00 - 21:00 - this period is the highest electrical demand of the day and if all the studio lights are on and the kitchen is in full operation we will have a power loss.

### **Heating (Fall and Spring Semesters)**

Italy follows energy laws that require certain heating schedules to be followed. We are required to follow a heating schedule not exceeding 13 hours per day from November until April (unless we are experiencing unseasonably low temperatures). Our schedule has been set to maximize the heating situation. You can help by closing doors and windows. The building will be comfortable if there are no drafts. You will need to shift your way of dressing and consider the seasonal temperatures and appropriate clothing.

## **Meals**

Your meals plan as provided in the program package has been outlined. The meals served at Santa Chiara are traditional Italian cuisine prepared by local women. They take very good care of us and do a wonderful job of providing home-cooked meals and not generic hotel food. We hope you take advantage of experiencing the culture and traditions through the Italian cuisine. You'll have many opportunities to fulfil cravings for "junk food" at many of the snack bars all over Italy. The meal hours are posted. Please be on time - the kitchen is not responsible to hold food for latecomers. On field trip days breakfast will be served 45 minutes prior to the announced departure time. Remember that breakfast and lunch are not served on Saturdays and no lunch provided on Sundays. You are responsible to clear your table following each meal and dispose of bottles in the proper collection areas. Please consult the office about special dietary requests. Should you have a very limited specialized diet it may be difficult for the Santa Chiara kitchen to meet your needs. The kitchen will accommodate vegetarian requests, however, please keep in mind that Tofu and other specialty items are not available.

## **THANK YOU FOR NOT WEARING YOUR HAT IN THE DINING ROOM**

### **Public Telephone located in the Building**

The Italart office phone cannot provide personal phone service to all the students present in the building, for this reason a public pay phone has been installed in the Center and is available 24 hours a day. Please remember it is for everyone's use, be considerate! We recommend that you use an international phone credit card offered by the various companies. Instructions are posted near pay phone. It's a good idea to set-up a schedule of days you'll call your families so they know when they'll hear from you. Your families may leave messages during the office hours - we will post messages on the phone/fax board. For emergencies your families may leave messages on the answering service or contact the university office. Cellular phone rental is available locally or you may choose to share the cost of purchasing a phone you're your roommates. This has become a popular practice by students. Please contact the office for additional information.

### **Types of Phones in Italy**

The scatti phone usually located in bars - operates by registering the call on a meter, which you then pay for. The office phone is a scatti phone and may be used during office hours for brief calls. Public phones take coins and special SIP (telephone company) cards which can be purchased at bars, Tabacchi and Post Offices. Keep in mind calls are all metered by distance therefore even from Arezzo you will need at least €1.00 to call Castiglion Fiorentino for a brief message. To call from Florence you need at least € 5.00. To call international operators you'll need only € .50. You may also purchase international prepaid phone cards. These cards have a pin number that you will give to the operator when you access their toll free number. A computerized voice will provide you with a designated number of minutes of telephone use determined by where you are calling. When dialing 800# you should dial 880.

### **Studio People**

Studio clean up is the responsibility of each participating school. Each school will create their own schedule for clean up. Dumpsters for trash are located adjacent to the church. If you tape things on the wall and remove the paint - the class will be responsible to repaint the studio at the end of the semester. Studio work is only permitted in studio areas. Keeping the studios in good order is expected. The photo lab may be used on a monthly bases. There is a lab fee required to use this studio. Please ask in the office if you have questions. Drafting tables should always be covered by cardboard to protect the services. Closed containers are required for turpentine storage so that fumes do not disturb the environment. Turpentine is NEVER disposed in sinks. This damages the

pipes and septic tanks. Containers are available for turpentine and oil disposal. Do not leave valuables in the studio areas; we cannot be responsible for missing items. If you have any questions ask the office or resident coordinators.

### **The Santa Chiara Tortoises**

Santa Chiara has a family of tortoises living in the courtyard. They hibernate in the winter but in the summer months they will be out and about. There are turtle boards placed in some of the doorways to avoid the turtles from falling - please help keep these boards in- place. They love to be fed - so if you feed them make sure it's only raw fruit and vegetables without oil, sauces, salt and pepper. In respect to other animals, for health regulations we cannot have animals in the building and particularly the food services area. Please do not adopt animals for Santa Chiara and do not feed animals which wander on the property; this gesture does not help the animal unless you are willing to take the animal back to the States with you and provide a caring home.

#### 4. GENERAL INFORMATION

##### WHAT TO PACK

***REMEMBER WHEN PACKING—  
YOU MUST BE ABLE TO CARRY ALL OF YOUR LUGGAGE OURSELF!***

- Plan for comfort and practicality, not fashion.
- Pack only what you can comfortably carry. You will be carrying your own luggage through long corridors in airports, train stations, etc. If in doubt, try carrying your packed bags up a flight of stairs and see how it goes—you may need to edit.
- Plan your wardrobe to be interchangeable—e.g., colors and pieces that you can wear in a variety of combinations.

##### Basic Necessities

###### Luggage:

One bag to check through and one carry-on bag to fit under seat. If you must bring a large piece of luggage, then bringing a smaller, empty one for short personal excursions is recommended. If it's large, you still must be able to carry it yourself. The best type of bag for under the seat is canvas, with a shoulder strap and large zipper. Bags must meet airline measurement standards for international travel. All luggage must be lockable. If lock is opened with key, the keys must be available in case of security or customs inspections.

Money belt or pouch to be carried under your clothing *around your waist*. Belly pouches are handy but not secure. If you use one of these, plan on another location for valuables.

Backpacks (especially on frames) used as luggage have two big disadvantages: (1) they are extremely awkward to handle; (2) carried on the back, they are very vulnerable to theft—either pickpocket or cut-and-take. *However, you may wish to pack a day pack, satchel, or book pack in your luggage to bring on field trips for carrying your guidebooks, sketchbooks, etc.*

Purses: If you intend to carry a purse it will be important to have one that is made of durable materials (like heavy leather or heavy canvas) with a shoulder band over 1 inch in width and adjustable to fit over your head, with the strap across our chest. Besides being heavy-duty, your purse must have a zipper or strong Velcro closure to avoid pickpocketing. Women may wish to carry a daypack or book bag instead of a purse during field trips—but you will constantly have to be aware of security, if you carry your money and passport in it.

**Passport:** *You are running out of time if you don't have one yet!* Please make two photocopies of your passport. Leave one with a friend or family member you can call or contact and take the other with you to be stored separately from your original. (This is to ease replacement if your passport is lost or stolen.)

**Cash (en route):** A small amount of American currency (not more than \$50 in small bills, \$10s or less). \$50-100 in eurodollars is convenient but not absolutely necessary. Your bank should be able to obtain lira for you, but give them a few days' notice.

**Traveler's Checks:** Should be a mix of small and large denominations. Depending on your plans, you'll want at least \$800, considered here as necessary "extra" money. (Does not include shopping and fancy dining.)

**Credit Cards:** Optional, but convenient (good in case of emergencies). Make sure you understand how to get cash advances overseas before you depart. You may need a PIN number.

If you are an American Express cardholder, you can cash personal checks at American Express offices in large cities (like Rome).

Pulse cards and similar bank cards work at automatic teller machines in some large cities. *You will need a PIN number.*

**International Telephone Calling Card:**

**Optional, but strongly recommended. You will need a PIN number.**

Helpful Suggestion: Have all your PIN numbers changed to the same code so that you only have to remember one password while you are in Italy. Don't write it down on anything you carry in your wallet or passport. Memorize your PIN number as a numeric, not alphabetic, sequence. The phones and ATMs in Europe don't have the letters over the numbers on the keypads!
--

### **Toiletries–The Necessities**

Soap and wash cloths

Toothbrush, toothpaste

Shampoo/creme rinse/conditioner (You may want to start off with travel-size mini-containers; replacements can be purchased as needed in Italy—or purchased together and shared with roommates.)

Deodorant

Disposable razors

Brush/comb, pins, rubber bands, clips, etc.

Shaving cream

Tampons (you can buy Tampax in Europe, but bring an advanced supply with you!)

Contact lens solution

Any special medication (All prescriptions you may require must be *in originally labeled bottles or containers*. An additional paper copy of the prescription is recommended.)

Birth control, i.e. birth control pills (must be in originally-labeled container); prophylactics are obtainable in Europe.

### **Clothes–The Basics**

*In late summer when you arrive, temperatures range from 80°-90° F in daytime, down to 50°-60° at night.*

*In the fall, temperatures range from the low 30s at night to high 50s in daytime. It usually doesn't snow in our area, but it could.*

Underwear—at least one week's supply. Your hand-washed laundry will be hanging out to dry on the laundry porch where everyone can see it, so consider this when packing your underwear if you are easily

embarrassed by such things!

Lightweight two-piece long thermal underwear (or undershirt and leggings for women)

Socks

Two pairs jeans-pants—a warm pair of pants (wool, flannel, corduroy, etc.) is recommended for when cooler temperatures arrive in late fall.

(Women) A dress and two skirts (you may want to bring one long and one short skirt for variety) for cathedral tours and dinners out.

(Men) Two pair dress slacks for cathedral tours and dinners out.

Long-sleeved blouses or shirts

Three to four short-sleeve shirts or tops

Two sweaters—one light and one heavy

Lightweight jacket or wind breaker

A ski-coat or equally warm insulated coat that is long enough to cover your *derrière*—if you don't want to haul a winter coat with you when you depart in August, remember you could always purchase one in Italy and wear it back.

Warm gloves, a scarf, a knitted or Polarfleece-type cap or hat

Walking shoes—two pairs, both *comfortable to walk in* (suggested: tennis shoes and substantial regular shoes)

Swimsuit and bathing cap (required for men and women at pool) and pool towel

Two pair shorts. (Women: While short shorts are OK on campus, they are frowned upon culturally outside the building.)

One robe, nightshirt, or other nighttime cover-up—the stone building may be colder at night than you anticipated.

Flip-flops or sandals for local use

### **Optional Gear—things you may wish to add (remember—you're carrying all this stuff!)**

Small collapsible umbrella or rain poncho

Band-Aids and antibiotic ointment (to cover blisters from all your walking)

Make-up (bring the minimum—but cosmetics are generally more expensive in Italy than in the US)

Lip balm, sun screen, moisturizer, lotion

Contact lens solution and maybe even an extra pair of contacts or glasses

Woolite

Hair drier (with adapter)—try to do without, or buy a cheap drier in Italy and share with roommates

Camera and film (lead film pack if using high ASA film). Film will be more expensive in Italy.

Wristwatch with alarm or travel alarm

Sunglasses; sun hat, headscarf or bandana

Address book

Italian-English pocket dictionary and/or phrase book

Guidebooks or maps of major cities: Rome, Florence, Venice

(*Art Flashmaps* are particularly helpful; available at Bookstop and Travel Fest)

Calculator for currency conversion

Sketchbook and basic art supplies like pens, pencils, small brushes—nothing big like paper, or flammable, like paint or solvents

*Replacement batteries for every single thing you bring that uses batteries.*

If you are prone to these troubles, something for stomach upsets, Aspirin or Tylenol and over-the-counter cold and allergy medications *in original, labeled containers*

Pump-type or stick insect repellent

Binoculars

**Remember:**

1. *Don't* take valuable jewelry. In fact, if you take jewelry at all, it should be only what you wear all the time—rings, etc. (Remember metal detectors at airports.)
2. If you need an extra piece of clothing, you can buy it in Italy.
3. Pack liquid and powders in plastic bags (e.g., Zip-lock bags)—in case of leaks.
4. Remember BATTERIES—for your Walkman, camera, wristwatch, anything you bring which requires them!
5. *Label all luggage inside and out* with the destination and your name.
6. *Carry passport on person* (preferable in a safe accessible location), not in luggage.
7. Take this list with you as a checklist to use when repacking.

**Two Important Rules:**

1. Take *less* luggage/clothing/etc. than you think you will need.
2. Take *more* money than you think you'll need.

**On the Plane:**

We'll be on the plane and en route for a *long time*, and you'll find that you'll get hot and *very cold* as the atmosphere in the plane changes. Some suggestions:

1. Dress in layers—it will be hot when we leave, so plan to change into, or put on, a long-sleeve shirt, sweater, etc., as needed.
2. Wear comfortable, non-binding clothes. (You'll be sleeping in them!)
3. You'll want to freshen up periodically, so include toothbrush and paste, lip balm, lotion, and contact lens equipment in your carry-on bag.
4. It is recommended that you pack, in your carry-on bag, at least one change of underwear in case your luggage is lost. Pack anything you couldn't live without for a few days in your carry-on.
5. Bring something to read that is not demanding—a mystery novel, light fiction, science fiction, etc.
6. You may want to bring some Dramamine.

**Students are asked to bring these additional items with them to Italy:**

UT ID Card

The Information Packet

## LUGGAGE AND PHOTOGRAPHIC EQUIPMENT

### Luggage

You must be able to carry your luggage the equivalent of two city blocks by yourself *and* be able to lift your luggage to the overhead racks you will find on trains. As we will encounter many stairs, the portable, wheeled carriers are often more trouble than they are worth. *Make sure your luggage can be locked.*

International baggage restrictions allow two pieces of luggage (plus one overhead). The larger of these two shall not exceed 70 pounds in weight or 62 inches of combined length, width, and depth. This equals a bag 30"x20"x12". Keep in mind that you would not be able to carry two bags at 70 pounds plus an overhead bag, purse, camera, etc.

You may take a maximum of three bags—two to check and one to carry on. The maximum permissible weight per bag is 70 lb. The size restrictions listed below refer to the number of inches obtained when you add together the height, length, and width of a given bag.

- (1) the largest may not exceed 62";
- (2) the medium sized bag may not exceed 55"; and
- (3) the smallest (carry-on) bag may not exceed 45".

Purses must be of substantial construction with a heavy duty shoulder strap and zipper. *Do not bring an open purse. Purses must zip closed.*

Please see the "What to Pack" section in this handbook.

### Photo Equipment

#### Photo Equipment

35mm cameras should be equipped with "guitar" type shoulder straps and be carried without film, as they will be inspected. A small camera is recommended over a big camera.

Film: Usually only high speed (ISO 1000+) is affected by airport carry-on luggage x-ray machine, but it is a good idea to carry all film in a lead-lined film pouch. You should take film with you since Kodak film is 20-30% more expensive over there. Ektachrome can be processed in Italy but Kodachrome cannot.

**DO NOT PACK YOUR FILM IN YOUR CHECKED LUGGAGE.** The x-ray machine used on checked luggage is strong enough to penetrate lead bags, and will destroy any speed film.

For professional caliber cameras, be sure you have with your camera proof that it was purchased in the United States prior to your departure (so you are not assessed an import duty when you return to this country). If you no

longer have your receipt for it, you may obtain proof by taking your camera to the customs office at an airport to register it, and obtain a receipt/proof of ownership. Note that any receipt must show the camera's serial number. You should call ahead to the airport to make sure that you know the proper office to go to before wasting lots of time and parking money. 35mm cameras should be equipped with "guitar" type shoulder straps and be carried without film, as they will be inspected. A small camera is recommended over a big camera.

Film: Usually only high speed (ASA 400+) is affected by airport radar, but it is a good idea to carry *all* film in a lead-lined film pouch. You should take film with you as Kodak film is 20-30% more expensive over there. Ektachrome can be processed in Italy but Kodachrome cannot.

Be sure you have with your camera proof that it was purchased in the United States prior to your departure (so you are not assessed an import duty when you return to this country). You may obtain proof by taking your camera to a post office, having it registered, and obtaining a receipt/proof of ownership. Note that any receipt must show the camera's serial number.

**Customs Declarations:** When you return to the United States you will need to complete a Customs Declaration. A copy of one is provided below, so you will know in advance what will be expected.

**INSERT PASTE-UP HERE**

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**Sample Costs for Miscellaneous Items in Italy - Prepared 04/02**

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Round-trip fare Firenze	⊠ 11.06
Round-trip fare Arezzo	⊠ 1.45
Hair cut and style	⊠ 30.00
Sandwich	⊠ 1.50 - ⊠ 2.0
Soft drinks	⊠ 1.30
Juice	⊠ 1.55
Cappuccino	⊠ 1.03
Café	⊠ .77
Bottle Water	⊠ 1.00 (per liter)

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Lunch in family type trattoria	⊠ 10.00 - ⊠ 30.00
Hotels (double room in two-star)	⊠ 57.00 - ⊠ 80.00

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Letters (up to 20 g.)	⊠ .77
Postcards	⊠ .77

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Museums (most state museums)	⊠ 6.00
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Kodak color film (100 ASA/36)	⊠ 3.00
Ilford Black-and-White (ASA 400/36)	⊠ 3.25

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**TIME CONVERSION**  
(Europe is on military time.)

1 am	1:00
2 am	2:00
3 am	3:00
4 am	4:00
5 am	5:00
6 am	6:00
7 am	7:00
8 am	8:00
9 am	9:00
10 am	10:00
11 am	11:00
12 am	12:00
1 pm	13:00
2 pm	14:00
3 pm	15:00
4 pm	16:00
5 pm	17:00
6 pm	18:00
7 pm	19:00
8 pm	20:00
9 pm	21:00
10 pm	22:00
11 pm	23:00
12 pm	24:00

**CURRENCY CONVERSION**  
(Approximate exchange value on April 17, 2004—  
the rate of exchange changes daily.)

<u>\$ (US)</u>	<u>Euro</u>
.50	0.42
1.00	0.83
2.50	2.08
5.00	4.15
10.00	8.30
15.00	12.50
20.00	16.60
50.00	41.50
100.00	83.00
250.00	208.00
500.00	415.00

## STUDY IN ITALY READING LIST

Here are some suggestions to keep you busy in the weeks before departure:

### Some Classics:

Barzini, L. *The Italians*, 1964.

"—a full-length portrait featuring Italian manners and morals from a native and respected journalist. Witty, anecdotal."

McCarthy, Mary. *The Stones of Florence*, 1959.

"—perceptive, enlightening observations."

### Travel Literature to Shorten Yearning Hours While Sitting at the Pool:

Facaros, D. and Pauls, M. *Tuscany and Umbria*, 1989. Codogan Guides, \$13.95 pbk  
—Informative text with "Further Reading List."

Field, C. and Kauffmann. *Hill Towns of Italy*, 1988. \$19.95 pbk

"—beautiful photography—you will get impatient to go and see for yourself. Sensitive text."

Morton, H. V. *A Traveller in Italy*, 1982 pbk.

"—travelling with a well-educated uncle; readable, delightful."

### Mysteries for the Plane:

Cornelisen, Ann. *Any Four Women Could Rob the Bank of Italy*. Penguin, \$5.95

Gash, Jonathan. *The Vatican Rip*. \$3.95. "Check it out."

### For Those of a Literary Bent:

Forster, E. M. *A Room with a View*.

Of course you have seen the movie!

James, Henry. *Italian Hours*. Ecco, \$10.95

"—exquisite pictorial impressions written during James' trips to Italy in the 1870s."

### Art History/History:

Borsook, Eve. *Mural Painters of Tuscany*, 2nd ed. 1980.

Borsook, Eve. *The Companion Guide to Florence*, 1988 ed.

Brucker, G. *Renaissance Florence*, 1969.

Cole, Bruce. *Italian Art 1250-1550*, 1987. \$19.95.

Hook, Judith. *Siena*, 1979.

Masson, G. *The Companion Guide to Rome*, 1983.

Pick up some art and architecture books and turn pages to become reacquainted with names other than those of the "giants."

STUDENTS: COPY THIS PAGE AND LEAVE IT  
WITH YOUR FAMILY AND FRIENDS

# **PHONE AND ADDRESS LIST**

## **Study in Italy Program**

### **The University of Texas at Austin**

#### **For Students at Santa Chiara Campus**

International Comparative Studies Services and Development  
Castiglion Fiorentino, Italy

Phone: 011 (International Code)  
39 (Italy Code)  
5 (Area Code)  
75657470 (Local Number–Santa Chiara)

Fax: 011 (International Code)  
39 (Italy Code)  
5 (Area Code)  
75680191  
To receive a fax, you are charged L2000 per page by ITALART.

Mailing Address: ITALART (Santa Chiara)  
Via San Guiliano #6  
Castiglion Fiorentino  
(Arezzo) 52043  
ITALY

**ITALART Director:** Paolo Barucchieri  
**ITALART Asst. Director:** Sharon Jones

#### **UT Summer 2004 Faculty**

Smilja Milovanovic, Ground Director, School of Architecture  
Joyce Rosner, School of Architecture  
Ann Johns, Department of Art and Art History  
Janet Kastner, Department of Art and Art History  
Cory Gavito, School of Music

#### **UT Fall 2004 Faculty**

Smilja Milovanovic/ David Heyman, School of Architecture  
Lawrence McFarland, Department of Art and Art History  
Vanessa Paumen, Department of Art and Art History  
Mark Garrison, French and Italian Department  
Rob Fulton, Humanities

**Travel Agent**

Stephanie Emory  
Royal Pioneer World Travel  
5300 Bee Cave Rd., Bldg. #1, Ste. 200  
Austin, TX 78746  
Phone: 512-651-3031  
Fax: 512-651-3042

**UT Austin**

Ken Hale, Chair  
Department of Art and Art History  
The University of Texas at Austin  
Austin, TX 78712-1285  
Phone: 512-471-3382  
Fax: 471-7801

The impact of the events of September 11 have initiated a list of safety precautions suggested while attending the program in Italy at Santa Chiara. Both the U.S. State Department and the Italian authorities have indicated that precautions should be followed as in all times of international tension. Because of this, all UT students enrolled at the center should follow these precautions outlined in the U.S. State Department Worldwide Cautions and Public Announcements. In addition, we recommend that all:

1. Students traveling outside of the territory of Arezzo should be with another student.
2. Students should carry all emergency numbers (provided) with them. It is highly recommended that students travel with someone who has a cell phone.
3. Students should carry the telephone numbers of US embassies in the countries to which they travel.
4. Students must complete the Santa Chiara check-out sheet when traveling outside of C. Fiorentino.
5. Students should avoid and not linger at places where Americans might frequent or at large crowded events in major cities (ex. Oktoberfest, US fast food chains, etc.).
6. Students should avoid wearing shirts with obvious American logos.
7. Students should call the school or faculty if they are delayed in returning to the school from traveling.
8. Students should report any unusual person, event, or object to the authorities.
9. Students should keep their families informed of their travel plans.
10. Students should consult the Santa Chiara office, faculty or State Department website if they have any questions regarding the status of a country they want to visit.

I have read and understand that the above measures are being enacted as safety precautions. I also understand that, ultimately, it is my responsibility to take precautions about my own safety, especially when traveling on independent trips.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Santa Chiara Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Coordinator Signature

\_\_\_\_\_  
Date

## AGREEMENT FORM

I have read the *Terms of Participation, Required Standards of Conduct, and Program Guidelines* for the **Study in Italy** program and agree to abide by these terms and guidelines. I understand that I am responsible for my own health, safety, and behavior on this trip. I understand that by accepting admission to this program I am making a commitment to observe and obey the appropriate rules and regulations, law and customs of the University, the host country and the "Study" program. I also understand that violation of those rules and regulations, laws and customs may result in immediate expulsion from the program.

Name Printed \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Director's Copy**

**RELEASE, WAIVER AND INDEMNITY AGREEMENT**  
**Study in Italy Program**  
**Summer 2003**

Release executed on (date) \_\_\_\_\_ 2003,  
by (name of participant) \_\_\_\_\_ of  
(street address of participant) \_\_\_\_\_,  
City of \_\_\_\_\_, County of \_\_\_\_\_,  
State of Texas, referred to as releasor, in favor of The University of Texas at Austin,  
Department of Art and Art History, the **Study in Italy** program, The University of Texas  
System, and all officers, representatives, and employees thereof, referred to as releasees.

Releasor is seeking permission to participate in the **Study in Italy** program.  
Releasor acknowledges and understands the hazards inherent or to be anticipated while  
the participant is en route to or from, or participating in, the **Study in Italy** program, First  
Summer Term, Summer Session 2000. Releasor voluntarily chooses to participate with  
full knowledge of these risks and hazards.

**RELEASE/WAIVER:** In consideration of (name of participant)

\_\_\_\_\_ being permitted to participate as described above, releasor, for himself/herself and his/her  
personal representatives, heirs and next of kin, hereby covenants not to sue, releases,  
waives, and discharges releasees from all liability, to the releasor, his/her personal  
representatives, assigns, heirs and next of kin, for all loss or damage, and from every  
claim, demand, action or right of action, of whatsoever kind or nature either in law or in  
equity, on account of injury to the person or property of, or resulting in death of the  
releasor, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR  
OTHERWISE while the releasor is for any purpose participating in the activity described  
above.

**INDEMNITY:** Releasor agrees to indemnify the releasees from any loss,  
liability, damage or cost releasees may incur due to the participation of the releasor in the  
**Study in Italy** program, WHETHER CAUSED BY THE NEGLIGENCE OF  
RELEASEES OR OTHERWISE.

Releasor expressly agrees that this release, waiver and indemnity agreement is  
intended to be as broad and inclusive as permitted by the laws of the State of Texas and  
that if any portion of this agreement is held invalid, it is agreed that the balance shall,  
notwithstanding, continue in full legal force and effect.

This release contains the entire agreement between the releasor and releasees and  
the terms of this agreement are contractual and not a mere recital.

RELEASOR HAS CAREFULLY READ THIS AGREEMENT, FULLY  
UNDERSTANDS ITS CONTENTS, IS AWARE THAT THIS IS A RELEASE OF  
LIABILITY AND A CONTRACT BETWEEN THE PARTIES HERETO, AND HAS  
SIGNED OF HIS/HER OWN FREE WILL.

\_\_\_\_\_  
Signature of Releasor

\_\_\_\_\_  
Name and Address of Witness

\_\_\_\_\_  
Printed Name of Releasor

\_\_\_\_\_  
Signature of Witness