

ACCADEMIA DELL'ARTE TUSCANY, ITALY

ADA SEMESTER PROGRAMS
PRE-DEPARTURE GUIDE

OVERVIEW

This document is a guide for students preparing to study at Accademia dell'Arte in Arezzo, Italy—it is edited on a consistent basis. Information that is pertinent to specific aspects of the study abroad experience, such as student life and academic criteria, will be further elaborated on in separate documents that you will receive from the respective offices.

We encourage you to contact the Director of Student Life in Arezzo prior to your departure regarding any questions you may have. Please write to Monica Capacci, Director of Student Services, at monica.capacci@dellarte.it or consult the directory in the back of this document for specific staff or faculty contact information.

PLEASE NOTE: Students are encouraged to travel during academic breaks. No meals will be provided for students during these times. Maintenance work is done in the residence halls and access to the academic portion of the villa will be limited as well.

While dates are always subject to change, please be aware that program participants will not be housed prior to the scheduled arrival date or after the date of departure.

CONTACT INFORMATION

Accademia dell'Arte (in Italy)

Villa Godiola

Loc. San Fabiano 9

52100 Arezzo

Italy

Tel: (011 39) 0575-294155

E-mail: monica.capacci@dellarte.it

PLEASE NOTE: E-mail is generally used as the central means of communication between Accademia staff/faculty and students. You are responsible for keeping up with Accademia mailings, updates, etc. Thus, it is important that you provide us with your primary e-mail account, and that you check frequently for information from staff regarding your program.

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REQUIRED DOCUMENTS

A valid passport is required for you to enter and leave the US and other countries. You should apply for a passport as soon as possible if you do not already have one. Approximately 6-8 weeks are needed for processing time, but be aware that the process may take longer, particularly during peak travel times. Complete information on application forms and how to receive a passport is available online at www.travel.state.gov. If you already have a passport, please check that it has not expired and that it will remain valid for at least 6 months before your planned return to the US.

PASSPORT TIPS

- As soon as you receive your passport, sign it and fill in the information on the inside cover. Your passport is not valid without your signature. Passports are valid for 10 years. Do not allow anyone else to use your passport or alter it in any way.
- Make 3 **color copies** of the information page of your passport. Keep one copy to travel with. Send the second copy to the Accademia dell'Arte US office to be kept on record and keep the third copy at home. If your passport is lost or stolen, it will be much easier to obtain a replacement with this information.
- Never pack your passport in your luggage. When traveling from country to country, keep your passport with you at all times. Always keep your passport in a safe place.
- If your passport is lost or stolen, notify the local authorities and the American Embassy at once.
- You will need to have your passport with you when exchanging currency.
- Bring a clear copy of your birth certificate with you. This will be useful if your passport is lost or stolen.

PLEASE NOTE: This information applies to US passports only. If you hold a passport from a different country, you will need to find information applicable to that region as policies and protocol differ.

TICKETS AND FLIGHTS

TRAVEL ARRANGEMENTS

Students are responsible for arranging their own overseas travel to and from the program. This provides participants with maximum flexibility.

We recommend reserving a flight that will arrive in either Florence or Rome. Airport pick up will be available on arrival day, at 4.00pm, from the Florence airport only, but transportation from Rome to Arezzo is fairly straightforward.

PLEASE NOTE: No matter what the travel arrangements are, students are required to arrive at the Accademia no later than 5:00 pm on arrival day.

Explicit directions for arriving to Arezzo may be found in the *Transportation* section of this document.

CONTACT INFORMATION

Please keep these numbers with you. It is particularly important to have them with you while traveling.

Accademia dell'Arte (Italy)

(011 39) 0575 294155 (landline)

24 Hour Emergency Phone

(011 39) 331 256 7876 (cell phone)

When calling in Italy omit the numbers in parentheses.

PURCHASING A TICKET

There are several kinds of tickets that provide different services or may have varying restrictions. Remember to shop around. Below is a list of some travel agencies you may contact for airfares.

Student travel agencies: Students can often take advantage of lower fares through agencies that cater exclusively to students. Although the fares are cheaper, these tickets tend to have restrictions.

STA Travel (www.statravel.com) and **Student Universe** (www.studentuniverse.com) are two very large student travel agencies that offer discounts to students. You must have an International Student Identity Card (they also sell ISICs) to purchase a reduced-rate ticket, but non-discounted tickets are available to anyone.

Please note that you can also purchase tickets from other local travel agents and consolidators. Keep in mind that most cheap tickets often have restrictions and you may encounter difficulty in changing your flight dates or time.

ADDITIONAL TIPS FOR TICKET AND FLIGHT

- Since overseas flights do fill up (especially at the cheaper rates), it is advisable to start the process of looking for a ticket as soon as possible.
- Confirm your reservation 72 hours in advance (both going and returning).
- Mark each piece of luggage with your name and overseas address (an American address does little good when your luggage is lost and you need it delivered to you abroad).
- Arrive at the airport at least 2 hours before the flight. Don't forget your ticket, or e-ticket confirmation, and passport.

WHAT TO PACK IN YOUR CARRY-ON

- Important documents: passport and visa, IDs, directions to your destination
- Phone numbers (program contacts and emergency numbers)
- One change of clothes (underwear, shirt, pants)

- Jacket or sweatshirt (planes get cold on long flights)
- A good book, magazine, travel guide or an iPod
- Any prescription medicines (including contact lenses and glasses)

TRAVEL BY RAIL

If you are interested in purchasing a EURAIL pass for travel in Europe, it must be purchased in the US before you leave for Italy. **We do not recommend passes unless you plan to travel extensively throughout Europe. Considering the intensive nature of your academic program, you might not find this option worthwhile for the program dates.** Students may choose to research EURAIL passes for travel before and/or after the program. Please visit www.raileurope.com or (especially for Italy) www.trenitalia.com (and click on English).

DUTY AND CUSTOMS

Know before you go! When returning home make sure that you do not bring items that are considered prohibited or illegal by the United States. Upon entry into the US you may be subject to a search, even if you have nothing to declare. You are responsible for knowing what is legal to bring to the US. Check the Customs and Border Protection website before leaving to study abroad (<http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/>).

TRAVELING IN ITALY AND GREATER EUROPE

We are happy to help you but we encourage you to read and research Italy and greater Europe prior to departure so you can ultimately have a more rewarding experience. Accademia dell'Arte does not directly endorse any specific publishing company but based on suggestions of previous students we recommend travel books and maps by the following providers:

- Lonely Planet Series
- Rick Steve's
- Let's Go Series
- Rough Guide Series

TRANSPORTATION

Accademia dell'Arte will provide airport pick up from the Florence (FLR) airport on arrival day only.

THE FOLLOWING TERMS AND CONDITIONS APPLY FOR AIRPORT PICK UP

One private charter bus will collect students at 4 pm from the Florence airport. This bus will arrive in Arezzo at approximately **5 pm**.

Students arriving before this time are welcomed to wait in the airport until the school charter bus departs. Our students come from several universities throughout the US and arrive independently at various times throughout the day. Since we are a small non-profit arts organization, we can only offer one airport transfer with a private charter bus. This late afternoon time is used to collect as many students as possible for said transfer.

Meeting point at the Florence airport: Once you collect your luggage and walk through the sliding doors you will see a small area with some chairs. An Accademia staff member will meet you there at 4:00 pm and take you to the charter bus.

If your flight arrives early in the day and you don't want to wait for hours, you can take a train to Arezzo. Trains run approximately every hour. If you choose this method of transportation you will be responsible for purchasing your ticket and will not be accompanied.

The charter bus is the only transportation option coordinated by ADA. Students arriving later than this scheduled time—whether in accordance with individual itineraries or as a result of unexpected delay—and students arriving into a different city are responsible for paying their own way to Arezzo without accompaniment.

If you miss the bus transfer because of a flight delay or if you decide to go to Arezzo on your own, please communicate your change of plans. Accademia staff is available by phone or e-mail to answer any questions or address any concerns both prior to departure and on arrival day, as well. Thank you for your understanding.

FROM ROME

Exit baggage claim and look for signs indicating **ferrovia** (train station). In the Fiumicino airport, this is located in Terminal C. The signs will take you through a series of escalators. Follow the escalators until there are none left to take. To your left you will see the gathering area for the small train station located at the airport.

Look for the booth called **biglietteria** (tickets), which should be on the far right when you enter the main part of the station.

Say “**per Arezzo**.” Usually ticket booth workers at the airport speak many languages, including English. They will normally supply you with at least two tickets. The first ticket is from Roma Aeroporto to (normally) **Roma Termini**, which is the **main Rome station**. There are many other smaller stations that you can transfer at, as well.

The duration of your train rides will be determined by the price of your ticket.

Do not forget to validate your ticket before getting on the train. You can do it using any of the small green and white boxes on the walls of the train station. You insert your ticket and the machine will stamp it with the date and time. Failing to do so might cost you up to €50.

Once in one of the Rome train stations look for the board that says “**partenze**” (departures). You need to correlate the **time** your train leaves with the one you find on the board.

PLEASE NOTE: The reason you need to correlate your time is because the departure board will reflect the final destination of the train, which might not necessarily be Arezzo. (**Binario = track**)

The Arezzo train station is small. As you exit, you should see a newsstand and waiting lobby area. Go outside—to your left there will be a taxi stand (the sign is **bright orange**). Taxis are white. When one pulls up, get in and say “**Villa Godiola—Accademia dell’Arte.**” Taxi fare should cost approximately €10. **Do not tip!** There is no tipping in Italy, as it is always included in whatever price you pay.

FROM FLORENCE

You can take a taxi from the Florence airport to the Florence train station. Cabs are lined up as you exit the airport—get in and say “**Firenze Santa Maria Novella—stazione.**”

The cost should be approx.. €23 for a 25 minute cab ride.

OR you can look for the bus service called **Vola in Bus**, which shuttles passengers between the airport and the station approximately every half hour. The cost is approx €6. You can purchase your ticket on board.

Then follow the above instructions in the Rome section for getting a train ticket and taxi service from the Arezzo station to Villa Godiola.

If you wish to plan your train journey ahead you can do so by checking the Italian railway system website at www.trenitalia.com.

CONTACT INFORMATION

Accademia dell’Arte (Italy)
24 Hour Emergency Phone

(011 39) 0575 294155 (landline)
(011 39) 331 256 7876 (cell phone)

When calling in Italy omit the numbers in parentheses.

WHAT TO DO IF YOUR FLIGHT IS DELAYED, REDIRECTED OR YOU MISS YOUR CONNECTING FLIGHT

If you don’t have a phone with you, please go to your airline customer service desk and ask to make a phone call. **It is very important that ADA is informed of any change in your travel plans.**

WHAT TO DO IF THE AIRLINE LOSES YOUR LUGGAGE

1. Report missing items to the proper authorities at the airport. Look for the lost luggage information desk in the baggage claim area of the airport in which you arrive.
2. Ask them to **deliver** your bag to:

Accademia dell’Arte
Villa Godiola
Loc. San Fabiano 9
Arezzo, Italia 52100

3. Give them the following phone contact information:
Cell 331 256 7876 (This is our 24 Hour Emergency Phone)

They will print out a page with your lost luggage information that will have your claim reference number. Do not lose this piece of paper. An Accademia staff member will need this document to help you follow up with the airline once you arrive on site.

PACKING SUGGESTIONS

PREVIOUS STUDENTS SUGGEST PACKING THE FOLLOWING ITEMS

1. **WARM SLIPPERS OR FLIP FLOPS.** The stone floors of the villa stay cool even in the hotter months.
2. **WARM WOOL SOCKS** for the dance studio.
3. **SWEAT PANTS AND CLOTHES APPROPRIATE FOR PHYSICAL WORK.** You will be in class most of the day and opportunities to do laundry might be few and far between.
4. **JAZZ SHOES AND/OR BALLET SLIPPERS AND/OR CHARACTER SHOES** (only if you already own them).
5. **BATHROBE**
6. **KNEE-PADS**
7. **STAGE MAKE-UP** (only if you already own it).
8. **COMFORTABLE WALKING SHOES**, as you will be doing a great deal of walking.

THEATRE STUDENTS: Please note that you are asked to bring at least one pair of solid black pants (that you can move in), as well as a solid black long sleeve shirt. No graphic t-shirts or pants will be allowed in class.

Laptops or iPads are a good idea so that you can enjoy some of your favorite music or DVDs from home. The campus has wireless internet service.

You cannot use American appliances in your rooms. Plugging in an American appliance can cause blown fuses, power outages and damage to the appliance itself. Laptops, digital cameras, video cameras and iPads can be used as long as they have internal converters and are used with adapters.

- Adapters *adapt* the plug prongs from the American version (flat prongs) to the Italian standard (round prongs) in order to get the plug into the outlet.
- They do not *convert electricity*.
- Adapters are used on appliances with internal converters.
- Usage of converters of electricity is *forbidden* because they will blow fuses.

We suggest you buy all the adapters you might need prior to leaving the US. The Office of Student Life staff can direct you to places in Arezzo where you can purchase hair dryers, hair straighteners, etc.

LUGGAGE

Do not plan to take more than you can carry yourself. Do a “trial run” and carry your luggage for 15 minutes. If that is not comfortable, decide what you can leave behind!

Huge suitcases are not practical, especially since you will probably want a small suitcase or backpack for weekend trips. Remember that your luggage should make your trip easier, not more difficult. Pack lightly!

Currently you can only take small amounts of liquids or pastes in your carry-on luggage—**no more than 3-ounce containers**—and they must be stored in a **clear plastic zip lock bag** (quart size).

PACKING TIPS

- **Roll your clothing when you pack.** You can fit more in a suitcase and your clothes will be less wrinkled.
- **Pack an extra bag in your luggage to use on your return trip home.** You will usually leave with more than you came with, and an extra bag folded flat in the bottom of your suitcase proves to be invaluable.

- **Be aware of airlines' weight and space regulations regarding luggage.** Airlines provide a limited amount of space for luggage and have specific regulations for overseas flight. Please be aware of the regulations as the airline may charge you extra to transport luggage that exceeds set limits.

HEALTH ABROAD

It is solely the participant's decision and responsibility, and not that of the Accademia, to determine, in consultation with his/her physician, whether his/her physical and mental condition permits them to participate in studying abroad. If any accommodation is required, the participant should submit appropriate documentation to Accademia dell'Arte prior to his/her participation in the program. Accademia dell'Arte may not be able to accommodate all individual needs or circumstances. We do have a school doctor who will be able to make on-site visits.

Studying abroad can be mentally and physically intense, thus we suggest that you get a good bill of physical and mental health from your physician and reflect upon your decision to study abroad.

The challenges of adjusting to a new culture are an important part of what you will be experiencing in Italy. Adjusting to a new environment can be especially difficult when you are away from friends, family and college faculty or staff that you know well. You will have days that are exciting and rewarding and also days where everything seems strange and exhausting.

Any information that you disclose regarding medical history will remain confidential with the appropriate members of the core staff on site. If you are living with a chronic illness, and especially if you are currently on any type of medication, we strongly encourage you discuss with us in order to better prepare support services during your stay with us.

Should you have health issues that are pre-existing or that spontaneously occur, please notify the Director of Student Services immediately.

ALL STUDENTS MUST HAVE ONE OF THE FOLLOWING IN ORDER TO PARTICIPATE IN OUR PROGRAM

1. **HEALTH INSURANCE THROUGH ONE OR BOTH PARENTS**
2. **STUDENT HEALTH INSURANCE THROUGH A UNIVERSITY-SPONSORED PROGRAM**
3. **INDEPENDENT STUDENT TRAVEL HEALTH INSURANCE**

Your American insurance will typically cover up to 80% of non-emergency visits abroad. This of course depends on what type of insurance you have. You will need to keep the Italian doctor receipts and fill out a claim form for third party reimbursement.

If you need to see a specialist (dentist, gynecologist, etc.) in a private office, you need to be prepared to pay **up front** from €30 to €100 (estimates), and then wait to get reimbursed.

Emergency room treatment is covered for emergency related issues only. This is not for someone who has the flu and does not want to pay a doctor for an office visit. If someone decides to use the Italian emergency room for non-emergency visits, they will be triaged, wait (at least) a few hours, receive treatment and then will need to pay, what is called a "ticket" of at least €18, depending on what services are rendered.

Participants are responsible, financially and otherwise, for any medical bills incurred as a result of medical treatment.

HOSPITALS

In the event that you are off campus and require emergency attention, seek out the nearest *pronto soccorso* (emergency room) located in front of all major hospitals. The doctors will be able to provide aid even if a translator is not available.

Emergenza Sanitaria

Ambulance – Medical
Emergency Service
Tel 118
service

San Donato

Via Cook James, 3
52100 Arezzo (AR)
Tel 0575 910628

Guardia Medica

Medical Emergencies
Tel 118
This is a 24 hour

If you need to go to the hospital during business hours, a staff member will assist you. Depending on the gravity of the situation, an ambulance may be called. If not, you are responsible for paying for round-trip transportation with a taxi (approximately €20 each way). If an emergency situation arises after normal business hours, you will need to contact emergency services.

You should carry your insurance policy number and medical information concerning allergies, medications, blood type, immunization history, eyeglasses or other prescriptions. A good place to keep this information is with your passport. For any chronic medical condition, it is advisable to wear a medic alert bracelet.

SCHOOL DOCTOR

Our school doctor is Dr. Albiani. His on-site visits can be scheduled through the Office of Student Services. He will be able to diagnose, treat and prescribe medications. Students will be responsible for purchasing and obtaining any prescription medication. Contact information of local pharmacies is listed below.

PLEASE NOTE: If you find that you need to see a specialist, you will be responsible for paying for transportation as well as the doctor's fees.

PHARMACIES

Farmacia Comunale

Via Dei Sette Ponti, 68
52100 Arezzo (AR)
Tel 0575 986220

Farmacia Centrale

Corso Italia, 120
52100 Arezzo (AR)
Tel 0575 21670

Farmacia Al Corso

Corso Italia, 73
52100 Arezzo (AR)
Tel 0575 20618

Farmacia Romanelli

Corso Italia, 261/263
52100 Arezzo (AR)
Tel 0575 20314

PRESCRIPTIONS

Regulations regarding the availability of medication differ from country to country. This means that certain medication—in a generic form or otherwise—may not exist or may not be offered in Italy. This applies to certain over-the-counter medications, as well.

Students who regularly take any medication should bring enough to last throughout the program, as well as the prescriptions themselves. It is virtually impossible to get medication mailed through customs.

Previous students have suggested filling a prescription for general antibiotics in the United States and setting it aside in the event that an illness manifests itself that you will need to treat (generally pertaining to severe Flu or Bronchitis). If you have a chronic illness that requires daily medication, please bring enough with you for your entire time abroad.

Get generic descriptions of the compositions of the medications you take from your doctor, just in case you lose your medication while you are here. This includes—but is not limited to—birth control, insulin and psychotropic medication.

Students are advised to bring a personal first aid kit and include Bactine and Neosporin for minor cuts and abrasions, and Imodium for temporary diarrhea.

In addition, we advise you to bring any standard medication with you. Suggestions include:

1. Ibuprofen
2. Tylenol
3. Advil
4. Motrin
5. Nyquil
6. Sudafed
7. Benadryl (pills and topical)
8. Bug bite topical ointment/insect repellant (the mosquitoes are here are intense 365 days a year)
9. Antibiotic topical ointment
10. Generic sleep aid
11. Over-the-counter yeast infection treatment (yeast infection medication requires a prescription in Italy)

We also recommend that you take a multivitamin and bring an extra supply of Vitamin C *. Your curricula will entail long hours of physically demanding work and Italian germs love to make their way into bodies that are not used to fighting them off!

* You should consult your primary care physician before taking any supplements. Italian food and water is naturally calcium-fortified and this might cause complications for some students taking certain kinds of supplements.

CONTACT LENSES

Please bring your current prescription written out by your eye doctor just in case you have to get new glasses here. Do not put any prescription medications or eyewear in your checked luggage.

INSULIN

Students who regularly take insulin, allergy or other shots, should pack a good supply of syringes; not all sizes are available abroad. Include a doctor's note with syringes as they can be construed as drug paraphernalia.

It is virtually impossible to ship medicine from the US to Italy. Many medications get held up in Italian customs for a variety of reasons and might not be released.

PLEASE NOTE: Accademia dell'Arte does not directly endorse any specific company/brand. Information provided is based on suggestions of previous students.

COUNSELING SERVICES

Counseling services are not available on site. We do, however have a list of psychiatrists and psychologists that we can recommend. Most appointments can cost anywhere from €100 to €180 per hour.

To see an English-speaking specialist you will have to travel to Florence, which is an hour train ride each way. It is the responsibility of the student to pay for their appointment and travel expenses.

Please inform the Director of Student Services or Program Director of any academic concern (such as a learning disability) or psychological concern (such as depression, anxiety or eating disorder) that you may have so that we may be better prepared to assist you during your time with us.

It is important to disclose your medical history and any current issues with our program staff. **This will not affect your application or admission to the program.** We want to be informed of your needs before you arrive in Italy in order to provide you with support, appropriate referrals and guidance. Please understand that in our small setting, we cannot duplicate the support services you currently may have.

SPECIAL NUTRITION REQUIREMENTS

If you are a vegetarian/vegan or have any dietary restrictions, you must note this on your Health Form and notify the Office of Student Life prior to your arrival.

You should describe your diet, specify what foods you avoid and include information concerning flexibility of dietary restrictions. Also, it is important that you note whether your dietary regimen is a personal choice or has been stipulated by your doctor.

PLEASE NOTE: ADA will respect and comply with every student's dietary needs to the best of our ability. However, extraordinary dietary requirements will require a supplementary payment contingent on a case-by-case basis.

SUBSTANCE ABUSE

One element of the philosophy of our programs is respect and care of the body, which is our primary instrument for our craft. As professionals, we expect the utmost maturity in behavior regarding choices that may ultimately harm the most important tool for your work. In addition, such behavior may ultimately harm the delicate rhythms of an ensemble and residential community.

Please note that although we recognize that you might be used to a certain drinking culture at your home university, we consider excessive drinking (drinking with the intention of getting drunk or blacking out/passing out) dangerous for your professional and personal well being. This does not mean that you cannot consume alcohol—that is ultimately your choice—but we ask that you do so responsibly and in moderation.

If deemed necessary, ADA reserves the right to intervene in a preemptive manner out of concern for the individual and the repercussions their destructive behavior might have on the overall group dynamic. If it is assessed that an individual is drinking excessively and such behavior is compromising their work at the Accademia, ADA reserves the right to ask the individual to leave the program with no reimbursement of expenses. If an individual exhibits physically damaging behavior due to irresponsible alcohol consumption (falling, tripping, alcohol poisoning) ADA reserves the right to expel them from the program with no reimbursement of expenses.

Drug use at the Accademia is not allowed and is grounds for expulsion from the program.

The bottom line is this: We will help you take care of yourself if you find yourself in trouble because of choices made regarding consumption of alcohol or drugs. Once you are safe and stabilized, we will hold you accountable for your actions.

It is also important for students to be aware of the State Department guidelines concerning areas to which you may travel. These guidelines prepare you for a safe trip abroad and are updated regularly by the US

Department of State. The guidelines can be obtained through the Overseas Citizens Services automated telephone information line (202-647-5225) or on the Internet at: <http://travel.state.gov/>.

IMMUNIZATIONS

Currently, travel to Italy does not require immunizations. It is the student's responsibility to be aware of new health information regarding the locations to which they plan to travel. The US Centers for Disease Control (CDC) and the World Health Organization (WHO) provide a wealth of information for travelers. Please review the pertinent information on their websites prior to your departure.

- US Centers for Disease Control (CDC) <http://wwwn.cdc.gov/travel/default.aspx>World Health
- Organizations www.who.int/en/

Routine shots are recommended if you are not up-to-date with shots such as, measles/mumps/rubella (MMR) vaccine, diphtheria/pertussis/tetanus (DPT) vaccine, poliovirus vaccine, etc. Ask your doctor if any vaccinations are recommended.

The Centers for Disease Control and Prevention currently **recommends Hepatitis B** as a precautionary vaccination.

PERMISSION FOR EMERGENCY TREATMENT

Participants must complete the Permission for Emergency Treatment form and the Health Information and Evaluation forms to enable the staff on site at Accademia dell'Arte to be of maximum assistance should the need arise during your study abroad experience. The information provided will remain confidential and will be shared with the program staff, faculty or appropriate professionals only if pertinent to your own well being. This information does not affect your admission to the program.

Important: Please note that mental health treatment is not as widely accessible in English in Italy as it is in the United States. In our admission process, we do not discriminate against individuals living with mental and emotional challenges. However, for your own welfare, we ask that if you have had any such problem that could affect your participation in the program you should consult with a mental health professional before you leave to discuss the potential stress or other adverse consequences of studying abroad.

FOOD AND DIET

Students should become familiar with the dietary customs and availability of food in the host country. Those who regularly take vitamins, or feel vitamin supplements are advisable, should take a supply to last for the entire stay abroad, since the specific brand may not be available or may be excessively expensive overseas.

SEXUALLY TRANSMITTED INFECTIONS (STIs +AIDS)

STIs are as common in Italy as they are in the states. Lack of adequate precautions and casual sexual behavior with persons you might not know well will put you in situations where the risks of contracting sexually transmitted infections could lead to serious complications. Students who suspect they may be at risk should see a doctor immediately. Please feel free to contact the Office of Student Life for more information and support.

LIVING IN ITALY

AREZZO (ah-RET-so)

The Accademia is located in the medieval town of Arezzo, just south of Florence, in the heart of Tuscany. Students will be living in Villa Godiola, a sixteenth-century villa housing our academic, residential and performance spaces.

Arezzo is a beautiful, small, pedestrian-friendly town with a population of around 92,000. The school is on the outskirts and is about a 20 – 30 minute walk from the center of the city. We are accessible by taxi 24 hours a day.

WEATHER

While Arezzo generally has a mild climate, expect a cold, damp winter and be prepared to layer clothing, even inside the villa, as the heating system is different from that in the states. Summer months are extremely warm, with a great deal of humidity toward the end of the season.

It is advisable to check the weather (using weather.com or a similar database) in order to most efficiently prepare.

CROSS-CULTURAL ADJUSTMENT

Experiencing a period of adjustment to a new place and culture is normal. When living at home there is the possibility to take for granted that everyone follows a similar cultural norm. Understanding that the culture in your host country is different is a first step to adjusting to life in the new place.

Upon arrival in a foreign country, you may experience an immediate sense of excitement. Inevitably the thrill of being in a new place wears off, and you may begin to feel frustrated or isolated with cultural differences. You may receive more information about this from the Office of Student Life.

Here are some tips on how to begin to adjust to the foreign culture:

1. **Relax** and realize that any experience of frustration and isolation is what is referred to as “culture shock.” It is a good sign that you have, in fact, realized that you are living in a foreign culture and are no longer willing to be “just a tourist.” You want to be seen and treated as a participant in the life of the culture. Accepting this challenge offers you a tremendous opportunity for personal growth and awareness of your own culture, as well as the opportunity to learn about the culture in which you are now living.
2. **Adapt** to the new situation by remaining open to learning. Observe those around you and practice your intercultural communication skills by being sensitive and paying attention to the differences in values and behaviors of those with whom you communicate.
3. **Don’t be hard on yourself** when you make mistakes as you learn to speak the language and modify your behavior and interpretations to coincide with those of the locals.
4. **Improve your language skills** and become familiar with the local traditions and customs. Acquainting yourself with your surroundings will stimulate understanding and sensitivity and counter feelings of criticism and judgment. Duolingo.com is a great free language practice site.
5. **Develop meaningful ways of coping** with the stress that is placed upon you by cultural differences.

Emergency numbers are listed in the *Directory* section of this guide. You may use school phones to call the emergency numbers, but cannot call cell phones directly from Villa Godiola lines.

Also, we highly encourage you to purchase a cell phone for your time in Italy in order to be contacted and/or to contact others in emergency situations. The accessibility of a cell phone will be extremely

important while traveling, particularly if you plan to travel abroad before and/or after the program. Please see the section on *Contact + Communication* in this document.

By day, you can generally walk in the historical center of Arezzo without any problems. Arezzo is a quiet residential town, so there are usually few people walking on the streets late at night. The road into town and back does not have a pedestrian sidewalk and is not consistently well lighted. It is for this reason as well that we suggest traveling in groups or pairs and taking taxis from one destination to another when going out at night.

Both women and men traveling alone may receive unwanted attention. When walking alone, you should exercise extra caution. Always ignore and avoid eye contact with any perpetrator who is bothering you. If they are persistent, turn to a police person or merchant and ask for help. Never accept rides from strangers.

In general, do not take risks that you would not take at home! Would you get into the car of a person you just met at a bar in town and go to their friend's party in the countryside? No? Then don't do it here!

Please report any incidents to the Office of Student Life immediately.

ENCOUNTERING INTOLERANCE ABROAD

Sometimes students going abroad are concerned about how they will be viewed and received in other societies. The concerns include issues such as ethnicity, gender, religion, nationality, sexual orientation and physical disabilities, as well as reactions abroad to US government policies and widely-held stereotypes about Americans.

CULTURAL DIFFERENCES

Culture shock is experienced by almost everyone traveling abroad, not only first-time travelers. Cultural differences may make you feel out of place at first. One thing that may discourage you in the beginning is the language barrier but, generally speaking, Italians are very helpful and will try to help you if you are trying to speak Italian.

You will also have the opportunity to meet Italians, interact with them and exchange ideas in a cross-cultural context. Many Italians want to practice their English just as much as you would like to practice your Italian.

It is important that students take time to think about how they will respond to attitudes and behaviors abroad that may be considered unacceptable in the US.

Although it's rare to experience problems, below are some guidelines to help you cope when you encounter hostility or intolerance abroad.

1. **Cultural differences should not be an excuse to endure verbal or physical abuse.** Physically move away from the source of the offensive behavior, confront the person or ask for support from others. It is important to trust intuition and obey instincts that send warning signals.
2. **Discuss the situation with study abroad staff, other Americans or a local friend to seek an understanding of the behavior.** Do not dismiss explanations offered for the behavior, but try to understand the historical, religious and cultural background of the society that allows for such behavior.
3. **Report serious or repeated instances of verbal or physical aggression to the study abroad coordinator at your host institution as soon as they occur.** All relevant details should be provided at that time.
4. **Turn hostile conversations around by asking questions or bringing up other subjects.**

5. **Be firm but polite when saying “no” to allow the other person to save face.** If this fails to deter, then be very direct and tell the offender to stop. A calm and serious tone is usually the best. Make sure your body language matches what you say. A giggle, smile or apology will undermine the message.
6. **Firmly say *no* to any unwanted invitation, and give address information only to people who can be trusted.**
7. **Respect the social rules and norms of your host country.**
8. **Don't go to a secluded area (or even be alone in a room) with someone whom you do not know well.**
9. **Learn as much as possible about your host country's language, religion and customs.** If possible, talk with people from the host country on campus, or students who have been on exchange in the country you will be visiting. Familiarity with a country's customs will earn you respect and help break down reciprocal stereotypes.
10. **Follow examples of culturally appropriate dress and demeanor.**
11. **Keep in mind that you cannot change the culture to suit you.**
12. **Decline offers that trigger anxiety and exit situations that make you nervous.**

LOST OR STOLEN ARTICLES

If something important is lost or stolen, please notify the Office of Student Life. You will have to go to the **polizia** or **carabinieri** station to file a police report in the **ufficio denunce**. The police will provide you with legal documentation denoting proof of your loss, which you will need when you request replacement of a credit card, driver's license, school identification card and other personal documents. If you have travel insurance, they might want a copy of documentation proving such.

Please bring a copy of your police report to the Office of Student Life if your keys were stolen in order to avoid a fine that would be deducted from your security deposit.

All non-US citizens will need to file a police report and then go to their corresponding consulate. Please follow up with the Office of Student Life for assistance.

FILING POLICE REPORTS

You will need to file a police report in the city in which the theft occurred. Unfortunately this is something that happens to many students and tourists consistently, so police and the citizens of this country are quite helpful in these times of crisis. Just find a police officer and explain your situation.

Only if your passport is stolen in addition to your wallet with other important information do we recommend going to Florence in order to “kill two birds with one stone” by filing your police report in the early morning and then heading straight to the American Consulate to apply for your passport (which requires your police report).

IN FLORENCE

Carabinieri
Borgo Ognissanti 48

Consulate General of the United States

Lungarno Vespucci, 38
50123 Firenze, Italy
Tel (+39) 055-266951
Fax (+39) 055-284088

IN AREZZO

Questura – Police
Via Frà Guittone n.10

ADA makes every effort to maintain a consistent level of security on site. However, **ADA is not responsible for any items lost or stolen on campus.** The student body will be informed of any maintenance or other procedures that require entrance into residence halls and/or rooms. You are strongly advised to lock your rooms upon leaving them and to observe the security protocol regarding residence hall entries.

SEXUAL HARASSMENT

Accademia dell'Arte is strongly opposed to sexual harassment and such behavior is prohibited not only by our policy, but also by Title VII of the Civil Rights Acts of 1964 and Title IX of the Educational Amendments of 1972. Applicable law prohibits other types of harassment. Accademia dell'Arte will not tolerate actions and behavior that violates this policy.

Knowing how to identify harassment and where to report an incident can help to maintain a safe, harassment-free environment. If you experience sexual harassment, report the incident immediately to the Office of Student Life or any staff member whom you trust. They can help you to resolve the issue and provide counseling and guidance. Contact information is located on the last page of this handbook. When you call or e-mail, indicate that you are having a sexual harassment problem.

Sexual harassment issues may be particularly difficult to identify abroad, where cultural norms are often different than those in the US. A fair rule of thumb is to assume that sexual harassment consists of any unwanted sexual advances and/or behavior of a verbal, visual, written or physical nature in living arrangements and educational or work environments.

CRIME

It is important to be aware of your surroundings and attentive to whatever possessions, cash you are carrying, particularly when traveling in large cities.

Be alert and careful. Carry little cash and lock all doors; watch out for pickpockets. Do not leave personal belongings unattended. A money belt is essential while traveling. For additional protection, students can obtain a policy to insure their possessions before departure. Students should use logical precautions. For example, avoid carrying valuables, wearing expensive clothing or jewelry, revealing clothing or walking alone at night (men and women). Please behave the way you would in the US.

NEWS

We encourage you to read a good newspaper and one of the major news weeklies prior to leaving for the program (*Time*, *Newsweek*, and *The Economist*). Remember, you will be questioned constantly on American policy and American attitudes. Informing yourself through the newspaper will also allow you to hold conversations on current issues facing your host country.

MONEY

CURRENCY

The currency in Italy is the euro. It is important that you understand the currency conversion from US dollars prior to departure. You can check currency conversion rates online at www.xe.com.

EXCHANGING/ACCESSING MONEY

Major credit cards: Cash advances are available from most ATM machines all over the world for those who hold VISA, MasterCard or American Express cards. You will be charged an unknown interest rate on cash advances, thus we recommend withdrawing the largest amount possible (usually €250) each time so as to avoid being charged repeatedly. Please contact your credit card company for details.

Debit cards from your local bank: Cash advances are available from most ATM machines. Before you leave, contact your bank to find out exact international locations of machines connected to your card's network.

Exchanging American currency (USD) for Euros (EUR) will not offer an optimal exchange rate. Also, banks hold specific hours of operation and due to your academic schedule there may not be sufficient time during the week to exchange currency.

Traveler's checks are not suggested. In addition to inopportune hours, banks will apply a fee for exchanging traveler's checks. Shops do not accept traveler's checks.

MORE TIPS AND INFORMATION ON BANKING

- Ask your bank if there are any charges that may be applied.
- Some systems may require your United States account to be a checking account.
- Many overseas machines have only numbers on the keypads so do not memorize your PIN by letters. Some networks only accept 4-digit PINs. Shorten your PIN to enable you to use your card at the widest variety of locations.
- Tell your bank that you will be studying in Italy and for how long. Also tell them that you may be traveling to other countries during this time. This way, charges to your card in another country will not appear as suspicious action and prevent your account from being frozen.
- It is recommended to exchange \$200 – \$300 US dollars worth of money into euros before traveling to get you started.

SPENDING MONEY

You are the best person to determine how much you need to take with you abroad. Consider what your current spending habits are per week. Now double that because you will probably want to do twice as much as you regularly do considering that you are in a new environment.

Many students spend more than they anticipated. This is for a variety of reasons, but overall students are taking advantage of opportunities they may feel are once-in-a-lifetime and are also impulse-shopping with regards to excursions, clothes and the like. Also, some basic amenities are more expensive in Italy than in the United States.

CONTACT AND COMMUNICATION

IMPORTANT PHONE NUMBERS TO KEEP WITH YOU WHEN TRAVELING

24 Hour Emergency Phone

(011 39) 331 256 7876

CELL PHONES AND OTHER OPTIONS

Students have found purchasing mobile phones for their stay in Italy to be the most convenient way to keep in touch with their families. New phones are available at reasonable rates and once activated, students may receive calls for their entire stay at no additional cost. Basic cell phones may cost around €40-€60.

Most Italian cell phone carriers employ a pay-as-you-go plan. Once the phone is activated, you can add credit to your number at any tabacchi—a convenience store of sorts found throughout the town. This pay-as-you-go approach is particularly practical for students as you can easily track the amount of money you are spending on calls.

You may decide to rent a cell phone during your time here in Italy. Please understand that you will be entering into a contract with a third party provider, therefore ADA cannot be responsible for any problems between you and the cell phone rental party. You will need a credit card, to which they will bill your calling cycle monthly. If you choose this option, be sure to read the fine print!

Skype is also a highly recommended means of communication. You can download the program free of charge and thereafter chat with contacts or make Skype to Skype phone calls at no cost. This program also provides the option of adding credit to your Skype account via credit card, thus enabling calls from your personal computer to landlines and cell phones of non-Skype customers. Students will also have access to Skype on the Accademia communal computers.

PLEASE NOTE: Accademia dell'Arte does not directly endorse any specific company/means of communication. Information provided is based on suggestions of previous students.

TIPS FOR STUDENT CELL PHONE USERS IN ITALY

This advice is from the American College of Emergency Physicians, but is also recommended by many international medical associations.

Emergency physicians are recommending that people with mobile phones add "ICE" entries into their cell phone address books. This stands for "In Case of Emergency," and medical professionals are using it to notify the person's emergency contacts to obtain critical medical information when a patient arrives unconscious or unable to answer questions.

Medical providers, such as paramedics, nurses and doctors, are increasingly aware of this and are looking for these entries in mobile phone address books. By using the "ICE" designation first, they can immediately identify the appropriate number to call. It is recommended that people save at least two numbers and be sure that both people are familiar with their medical history. They can be saved as "ICE01 [NAME]" and/or "ICE02 Parents." In all cases, the "ICE" designation should appear before the name or designation. ADA recommends putting the numbers of the Student Life Coordinator and the 24 Hour Emergency Phone as "ICE" numbers.

ACCADEMIA TELEPHONE

There is one telephone available for student use 24 hours for the purpose of calling taxis. The taxi company phone number and instructions on how to make the call are posted on the wall by the phone.

MAIL

- **IF YOU WISH TO RECEIVE MAIL AT THE ACCADEMIA, USE THE FOLLOWING ADDRESS:**

YOUR NAME
c/o Accademia dell'Arte
Villa Godiola
Loc. San Fabiano 9
52100 Arezzo
ITALIA

- **PLEASE REMEMBER TO CHECK YOUR MAILBOXES OUTSIDE OF THE OFFICE OF STUDENT LIFE ON A CONSISTENT BASIS**
- **WE DO NOT HAVE AN OUTGOING MAIL SYSTEM IN PLACE, BUT THERE IS A POST OFFICE IN TOWN**
Poste Italiane
Via Guido Monaco, 34
Tel 0575 332411
- **MAILBOXES HERE ARE RED AND HAVE TWO SLOTS—PER LA CITTA (FOR THE CITY) AND PER TUTTE LE ALTRE DESTINAZIONI (EVERY OTHER DESTINATION).** The mailbox closest to the villa is located next to the tabacchi on the corner of Via Tarlati (at the first traffic light, where you would turn left to go to the scala mobile)
- **REMEMBER TO WRITE VIA AIRMAIL ON THE ENVELOPE YOU ARE MAILING.** The same should be done for packages that are to be mailed to you.
- **STAMPS FOR POSTCARDS AND LETTERS COST €2.20 EACH FOR MAILING TO THE UNITED STATES.**

RECEIVING PACKAGES

Airmail packages sent from the United States take about two weeks to arrive. Packages sent by sea take about three months. If family or friends send you a package with an insurance value stated on the documents, customs and value-added tax will cost you almost 30 percent of the amount declared. Do not have your family send you anything expensive; you will pay too many fees. The Accademia is not responsible for returning packages that arrive after your departure date.

Italian customs authorities do not accept *zero* as a declared value for shipped items. Make sure the declared value is somewhere between €20 – €30.

Please note: medicines, food, lotions, soaps and makeup cannot be cleared from custom.

SENDING THINGS HOME AT THE END OF THE SESSION

Students are responsible for taking care of the personal belongings they wish to ship home prior to the end of the program.

ADA staff is not responsible for the transport of any personal items left by students.

FACILITIES

Welcome to Villa Godiola!

Villa Godiola will be your home away from home. Our facilities require special care and attention—you are not the first, nor will you be the last student to live in our wonderfully restored Renaissance villa.

As a Villa Godiola resident, you are a member of a diverse artistic community living in a historic villa. Please show the utmost respect for your roommates, neighbors and community as a whole. The villa has been recently renovated, so please respect and treat with great care the building, grounds, furnishings and facilities. Please clean up after yourselves and leave each space the way you would want to find it.

Our campus is located in the hills of San Fabiano, just outside Arezzo. Both the center of Arezzo and the city train station are readily accessible and are approximately 20 minute and 40 minutes walks, respectively (although times differ with each student's pace). Three public bus lines run in our area and can be easily accessed at the bottom of our hill (a 5 minute walk). Taxis can be called from campus and a typical taxi ride to the train station costs about €10. The main road that leads to the villa is a two-way country road and has no pedestrian walk area, so use caution when walking on it. Be extra cautious when turning onto or out of the side street that leads to our campus. We provide fluorescent vests and flashlights for safety reasons when walking on these country roads at night.

Smoking is prohibited inside the buildings and in all outside communal areas. In addition to being an ADA regulation, this is also an Italian law. Please dispose of your cigarette butts properly in the ashtrays provided in the main garden outside of the villa.

It is essential that you keep your keys on you at all times, as residence hall entrances must remain locked for safety and security reasons.

LIMONAIA

This is a student social space found on the far side of the villa. Students are responsible for coordinating the use of this space and are expected to cooperate with one another in the maintenance of the area.

Windows and doors should always remain closed when the lounge is not being used. Please help to ventilate the space occasionally by opening the windows when you are in the space. You are always expected to leave the lounge in a clean and neat condition.

Please respect this space and honor the privilege of using it. If it is determined that the space is not being maintained properly or is being abused, access to the lounge will be restricted or prohibited.

The Limonaia is the only student common area open 24 hours a day and **this is the only area of the villa where storage and consumption of alcohol is allowed.**

GARDEN AND GROUNDS

You are welcome to enjoy the grounds to read, play, and sun or just relax. Remember to leave the area clean. Do not leave trash on the grounds or in the garden.

INTERNET POINT

COMPUTER USE

Priority of computer use is as follows:

1) academic project or research **2)** e-mailing **3)** general surfing

Students are not permitted to download applications, music or videos to the community computers. Personal documents that are saved to the lab computers will be removed.

PHOTOCOPIES + PRINTING

Students will be allowed to print and make photocopies only through the purchase of a campus printing card. Each card costs €8 and provides 50 copies, or sheets of paper. Printing cards may be purchased in the Office of Student Life.

We have wireless Internet throughout the main villa and residence halls, so bring your laptop! However, please keep in mind that you are living in a Renaissance structure in the hills of Tuscany and the Internet connection may not always be stable. Also, there are several Internet points in town.

LIBRARY

All recreational books are on an honor system. Enjoy them but bring them back for other students to use. All academic and reference texts are available on a check-out system in the Academic Library.

LAUNDRY

Coin-operated washing machines are available on campus for your convenience; be sure to budget wisely! Please be attentive to your washing cycle and respect your fellow students who are waiting to begin a wash cycle.

Coins may be purchased in the Office of Student Life for €3 per coin. Office hours of student life staff will be posted. It is important to plan ahead when doing laundry, as staff may not always be present.

PLEASE NOTE: Linen and towel exchange will be provided by ADA and will be further explained at orientation.

Italians do not normally use dryers because of the high utilities consumption and instead employ a hang-dry method. We provide one drying rack per room for drying your clothes. The hanging lines outside of the laundry facilities are to be used strictly for the linen service and can only be used by ADA staff.

You are responsible for purchasing your own laundry detergent; detergents and fabric softeners are available at local markets.

MENSA (DINING HALL)

At ADA you will experience Italian-style breakfast, lunch and dinner. Not only will you live as Italians do, but you will eat like them, too!

Meals will be served in the Villa Godiola Mensa from Monday breakfast through Friday dinner. We encourage you to travel on the weekends or try local cuisine on your days off.

THE MENSA IS ONLY OPEN AT MEAL TIMES FOR ONE HOUR

COLAZIONE (BREAKFAST)	7:30 – 9:00 AM
PRANZO (LUNCH)	1:00 – 2:00 PM
CENA (DINNER)	7:30 – 8:30 PM

PLEASE NOTE: Students are not refunded for missed meals. ADA students are not allowed to exchange meals with those not associated with the ADA.

PROTOCOL FOR MENSA GUESTS

Guests are welcome to eat on campus. Meal prices for guests are listed below. Students who are hosting guests are responsible—financially and otherwise—for their guest(s). As such, student hosts must ensure that their guest(s) are registered with Francesca Barbini, General Administrative Assistant francesca.barbini@dellare.it and that the appropriate amount of money for amenities provided to their guest(s) is delivered to the Administration Office the day the guest(s) will be present, or prior to said date.

For more information regarding guest prices and payment protocol, please see the section regarding guests of students in the *Residential Life* part of this document.

BREAKFAST:

INCLUDED FOR EACH OVERNIGHT GUEST

LUNCH AND DINNER:

€5 REDUCED PRICE FOR GUESTS WITH VALID STUDENT ID

€10 REGULAR PRICE

MENSA ETIQUETTE

1. **ARRIVE ON TIME TO MEALS.** This policy applies to lunch and dinner and is a matter of both efficiency and respect.
2. **BREAKFAST IN THE MENSA WILL DIFFER FROM LUNCH AND DINNER, BUT STUDENTS ARE EXPECTED TO FOLLOW ESTABLISHED PROTOCOL CONCERNING CLEANLINESS.** All of the accoutrements of an adequate breakfast will be available to students from 7:30 – 9:00 am Monday through Friday. Food will be placed on the Mensa counter and students are allowed to partake at their discretion.
3. **EACH STUDENT MUST CLEAR THEIR OWN DINING SPACE, DISPOSE OF REMAINING TRASH AND FOOD AND PLACE UTENSILS ON THE TABLE BESIDE THE KITCHEN AT THE END OF EACH MEAL.**
4. **LEAVE THE MENSA BY THE END OF THE SPECIFIED MEALTIME TO ALLOW THE KITCHEN STAFF TO CLEAN UP.** You are more than welcome to stay and chat with each other in the Mensa during meal times, but once you have actually finished eating, please place all your eating utensils in the appropriate clean up area so the kitchen staff can begin to clean.
5. **MENSA UTENSILS SHOULD NOT BE REMOVED FROM THE MENSA.**
6. **FOR YOUR OWN SAFETY AND IN ACCORDANCE WITH LEGAL REGULATIONS, STUDENTS ARE NOT ALLOWED TO ENTER THE KITCHEN AREA.**
7. **IF YOU WILL BE LATE FOR A MEAL, WILL MISS A MEAL OR WILL EXPECT A GUEST FOR A MEAL, YOU MUST INFORM THE STUDENT LIFE STAFF AT LEAST 24 HOURS PRIOR TO THE AFOREMENTIONED SCENARIOS.** This is particularly imperative as a member of a community. If it is known that you will be late for a meal, the kitchen staff can set aside a portion for you; if students will not be present at meals, an accurate count will ensure that excess food will not be wasted. Also, the kitchen staff likes to be notified in advance as to when visitors are expected for meals so that a special dish may be served.
8. **KEEP THE MENSA CLEAN AND IN WORKING ORDER.** This is particularly applicable during weekends, when the Mensa will be available to students for food storage and preparation. Maintain this area properly and be sure to clean up crumbs as ants will find their way to them.
9. **IT IS ADVISABLE THAT YOU EAT MEALS PREPARED IN THE MENSA DURING THE WEEK AND PRESERVE YOUR PERSONAL STORE-BOUGHT FOOD FOR THE WEEKENDS.** Keep in mind that the Mensa will be closed over breaks.
10. **WHEN CLASSES ARE BEING HELD ON THE WEEKENDS, MEALS WILL BE PROVIDED.** However, you will be responsible for your meals on the weekends when no classes are being held.
11. **STUDENTS WILL BE RESPONSIBLE FOR DISTINCT TASKS RELATED TO MAINTENANCE OF THE MENSA.** Students will participate in a core rotation system that delegates responsibility of various villa duties throughout the semester. Please refer to the section regarding community cores in the *Residential Life* part of this document for further information.

PROTOCOL FOR MENSA DISHES

1. **NO MENSA DISHES ARE TO BE REMOVED FROM THE MENSA.** This policy includes mugs. If you would like to partake in tea or coffee between meals or on the weekends, you must purchase your own mug.
2. **MENSA DISHES ARE TO BE USED SOLELY FOR SCHEDULED MEALS (BREAKFAST, LUNCH AND DINNER).**

RESIDENTIAL LIFE

General questions and concerns can be discussed with Office of Student Life staff during regular office hours.

A Guardian will be living at the villa and is available for reference. When you are in need of emergency assistance after hours, please inform the Guardian by calling the Emergency Phone.

- o 24 Hour Emergency Phone (331 256 7876)

COMMUNITY CORE RESPONSIBILITY ROTATIONS

In order to live and work together, students will rotate through specific community responsibilities that help to coordinate various aspects of day-to-day residential life while in this program. In the true spirit of ensemble and community, you will be responsible for working together on various levels of your living experience in order to learn from each other in a collaborative way.

This is a consistent element of residential life at the Accademia; however, the community core system varies each semester as feedback from students is evaluated. The Student Life Coordinator will supervise cores.

This semester you will be working in four cores, each with a very distinct set of tasks. The assignments and rotation schedule will be posted on the student information board. Terms of the rotation are subject to change.

1. FACILITIES CORE: ASSISTING WITH MENSA CLEAN-UP

- a. Mensa Duties
 - i. At the end of lunch and dinner, the following should be done:
 - 1. Return all water jugs to brown table where dietary restriction food is served.
 - 2. Oil/vinegar sets should be returned to the brown buffet under the bulletin board.
 - 3. Wipe down all tables with cleaner.
 - 4. Wipe down all trays with cleaner and restack under utensils.

2. CESTINO CORE: MANAGEMENT OF COMMUNAL TRASH AND RECYCLING

- a. Control of trash of the spaces posted on the student life board should occur every Thursday and Monday. A member of the core should initial the sheet to verify such.
- b. Collection of recyclable materials in the villa.
- c. Disposal of collected trash and recyclable materials in the municipal trash and recycling bins on San Fabiano.

3. EVENTS CORE: MANAGEMENT OF EXTRACURRICULAR ACTIVITIES

- a. Coordinate extracurricular events and/or excursions with the Director of Student Services.
- b. Assist technical coordinator with any setup/breakdown needs of spaces during the week.

4. BLOG CORE: MANAGEMENT OF WEEKLY BLOG POST

- a. Coordinate weekly blog post with the Student Life Coordinator.
- b. Each post will be based on a prompt provided by the Student Life Coordinator or a prompt of their own choosing and must be accompanied by two to three photographs.
- c. All posts are subject to approval by the Student Life Coordinator.

5. LIMONAIA CORE: MANAGEMENT OF THE SOCIAL SPACE AND REFRIGERATORS

Although everyone who uses the Limonaia should participate in the cleaning of this communal space, the Limonaia core group is responsible for seeing to it that this is done and/or getting the job done themselves.

- a) Clean up any spills, wipe down sticky places
- b) Return any moved furniture to its appropriate/original place
- c) Refrigerators
 - 1. Follow up with people's rank food;
 - 2. Throw away unlabeled or spoiled food;

Generally, see to it that the Limonaia looks as spotless and sparkling new as the condition in which it was found. It is imperative that the space is respected in order for the privilege of using the Limonaia to be extended for the duration of the semester.

HOUSING

All students participating in the program must live in ADA-sponsored housing and purchase the board plan in its entirety. While the Accademia dell'Arte cannot guarantee one standard of housing, all accommodations are of a high caliber.

Students are responsible for the daily maintenance of their rooms. Please keep your living area clean and report any maintenance issues to Riccardo, Campus Manager. Cleaning items are available for your use in each of the residence halls and in the Mensa. If they are not, please ask for them. ADA Student Life Coordinator runs end of semester room checks. If students' rooms do not meet acceptable standards of cleanliness and neatness, or if ADA property is missing or damaged, students may be fined accordingly.

***Please Note:** All rooms at the Accademia are cleaned and sanitized prior to the beginning of each program to be sure there are no parasites. Students will be responsible for all expenses related to bug extermination after the initial sanitization.

National quiet hours begin at 11 pm Sunday through Thursday and midnight on Friday and Saturday. Please show courtesy to your fellow students and respect for this national standard by keeping noise to a minimum after these hours. Please do not take showers, do laundry or speak on the school phones after this time.

Utilities consumption in Italy is more expensive than in the United States. It is for this reason that we kindly ask you to shut off all lights in unoccupied rooms and to regulate your water consumption. Remember to turn off heat when you leave the building over night.

By law, heat may not be turned on until November 1 and then must be shut off in April. In addition, heat may only be on a maximum of eight hours a day. Expect winter indoor temperatures to be significantly cooler to what you are accustomed to in the states. Layer up!

Arezzo's—and the villa's—sewer system dates back to the Renaissance, so please be gentle with your toilets, sinks, showers and bidets. Tampons, sanitary napkins and other heavy paper goods may clog your toilet as well as the plumbing in the rest of the villa. Accumulated hair in drains can also cause major plumbing problems. If your actions or negligence lead to problems with plumbing in your residence, you will be billed for repairs.

Please ventilate your room at least once a week by opening the windows. You are reminded that the green shutters on the outside of your windows should be latched either open or shut, in order to keep them from banging in the wind. In addition, if you find that your rooms are hot please try closing your shutters in order to keep the sunlight out and leave the windows open to let the breeze in.

Each student will be issued one set of linens (each set is comprised of one comforter, one duvet cover and one fitted sheet), one medium towel and one small towel. The down comforter must be used in conjunction with the duvet cover.

Please note – when linens and towels are exchanged maintenance staff will check for permanent stains (usually caused by hair dye). Students will be billed for the replacement of ruined bed sheets and towels.

The Program Assistant and Student Life Coordinator will conduct room inventories at the beginning and end of the semester.

KEYS

Each student is issued one set of keys. If you lose your keys, please report it to the Office of Student Life immediately. Lost keys will result in a fine of €50, depending on the type of key. If your keys are stolen, please present your police report to the Office of Student Life in order to have the security fine revoked.

Lockouts will result in a charge of €10 per lockout.

ROOM AND KEY SECURITY DEPOSIT

All students must pay a Housing Security Deposit **prior to arrival at the ADA**. Submit check for \$150 USD to:

Accademia dell'Arte
P.O. Box 251505
Little Rock, AR 72225-1505

At the end of the term this amount is reimbursed—via a check mailed to your permanent address in the US—with applicable deductions for student life fines and damages accumulated throughout the program.

PROVIDED AMENITIES

ADA provides the following to each student during their stay at Villa Godiola:

- 1 comforter
- 1 duvet cover
- 1 fitted sheet
- 1 pillow case
- 1 pillow
- 1 medium towel
- 1 small towel

As should be expected, housing at the Accademia will vary greatly from that of American institutions. While it may be possible to find acceptable substitutions for individual needs, you will be responsible for acquiring such amenities. It is best to bring with you any specific amenity you consider to be essential. The following are a few examples:

FLAT SHEETS—We use the European standard. The duvet cover acts as the barrier between your body and the comforter. If you feel you will need an added sheet, you must bring your own.

DISTINCTIVE/SPECIALIZED PILLOWS—If you currently have (or anticipate) a condition that will necessitate such an amenity, you will be responsible for providing it.

LARGE BODY TOWELS + SMALL HAND TOWELS—These may be available at certain markets in the area, but it is advisable to bring your own.

VAPE INFORMATION

In the later spring and summer the mosquitoes become a problem, so we have purchased the VAPES to help offset the annoyance of these insects. We provide the actual VAPE and you are responsible for purchasing the appropriate vapors insert. The following are instructions for using your VAPE.

1. Check if there is a liquid or paper insert (depending on the model) in the actual VAPE. The VAPE essentially works the same as a GLADE Plug-In.
2. If not, purchase the correct one at a store in town. The EUROSPAR near the train station should carry these items.
3. Insert the liquid or paper into the VAPE, and plug in.
4. If a light does not come on, there should be some type of button to turn on. This button is usually a white push-button or a flip switch.
5. To ensure your VAPE inserts last a while, we recommend you only turning them on when you are in the room.
6. Again, let us reiterate that we provide the VAPE and you provide the inserts. If there was one in there when you first use it, the insert was left over from a previous student.

DAMAGES AND CARE OF RESIDENTIAL FACILITIES

Living together in a community can be a delicate thing. We all have to be responsible for the spaces that we use. Sometimes—whether intentional, through negligence or by accident—damages occur. The Office of Student Life will follow up with the student(s) responsible and/or the entire student body. We expect you to be accountable for your actions.

PLEASE REMEMBER:

- **YOU CANNOT STORE FOOD OR DRINKS IN YOUR ROOM.**
- **YOU CANNOT EAT OR DRINK IN YOUR ROOM.** Please abide by this guideline, as failure to do so will not only affect the sanitation of your space, but that of your peers, as well. Also, the villa is located in the country and thus it is all the more important to deter insect activity.
- **DO NOT USE TAPE OR STICKY TACK TO HANG POSTERS AND PICTURES IN YOUR ROOM.** Refer to the technical coordinator for proper instructions on how to hang things on your walls.
- **LEAVE YOUR ROOM AS YOU FOUND IT AT THE BEGINNING OF THE SESSION.**

COMMUNITY DAMAGES AND FINES

In the case of a community infraction, the responsible person(s) will have the opportunity to step up and claim responsibility. If no one claims responsibility, the fine will be divided equally among all members of the student body.

This policy is not limited to the destruction of villa facilities or Accademia property, but is applicable to any scenario in which the result requires supplemental maintenance on the part of ADA staff or any situation that is detrimental to those who live and/or work at ADA.

Examples from past semesters include damage in communal areas, quality of life fines (excessive noise after hours, vomit in common area spaces) and fire safety fines (tampering with emergency devices [i.e. fire extinguishers and alarmed doors], smoking in prohibited spaces).

PLEASE NOTE: Charges are contingent on the damage incurred and are imposed at the staff's discretion.

GUESTS OF STUDENTS

In accordance with Italian anti-terrorism laws, no unregistered guests are permitted on campus overnight for any reason. Student hosts are required to register their guests in the Office of Student Life and pay for amenities (meals, bed space) provided to their guest(s) on the day their guest(s) will be present, or prior to said date. Overnight guests are charged €20 per person per night. This includes breakfast, and guests are charged accordingly for any lunches or dinners consumed on campus.

Daytime guests are allowed on campus from 9 am to 11 pm on weekdays and until 1 am on weekends. Guests must be accompanied by their student host at all times. Unregistered guests are not permitted to be in residence halls.

Students who are hosting guests are responsible—financially and otherwise—for their guest(s). This means that the student host will be accountable for any outstanding payment incurred by their guest(s), including but not limited to bed space, meals or fines due to damages as a result of the guest(s)'s actions.

All payments on site must be in cash and in the currency of the euro (EUR). Credit cards, checks or payment in American currency (USD) will not be accepted.

Failure to comply with ADA guest regulations will result in immediate probation status in our program.

PREVIOUS EXAMPLES OF NON-COMPLIANCE

1. Letting a friend who is traveling through Europe crash in your bed during the day
2. Hosting a guest and hanging out with them in the Limonaia, then going off to bed and leaving them to continue to hang out with other students past permitted hours
3. Letting family and friends sleep on the floor of your room or in your single bed with you
4. Allowing friends to sleep in your roommate's bed while your roommate is out of town

If we have free bed spaces and you are interested in having friends or family members stay at the villa, you must notify the Office of Student Life two weeks in advance so that the appropriate administrative procedures may be completed in accordance with Italian law.

HOUSING PRICES FOR GUESTS

ADA STUDENTS AND STUDENTS WITH ID CARDS

- €20 PER BED SPACE, BREAKFAST INCLUDED
- €5 FOR EACH LUNCH OR DINNER

OTHER GUESTS

- €30 PER BED SPACE, BREAKFAST INCLUDED
- DOUBLE ROOM – €60
- SINGLE ROOM – €35
- €10 FOR EACH LUNCH OR DINNER

For further information, please contact Francesca Barbini, General Administrative Assistant at francesca.barbini@dellare.it

PLEASE NOTE: There is always limited bed space. Please plan ahead.

APPLIANCES AND VOLTAGE

Do *not* use American appliances in your rooms. Plugging in an American appliance can cause blown fuses, power outages and damage to the appliance itself. Laptops, digital cameras, video cameras and iPods are okay to use if they have internal converters and are used with adapters.

- Adapters *adapt* the plug prongs from the American version (flat prongs) to the Italian standard (round prongs) in order to get the plug into the outlet.
- They do not *convert electricity*.
- Adapters are used on appliances with internal converters.
- Usage of converters of electricity is *forbidden* because they will blow fuses.

ELECTRICAL EQUIPMENT

Items such as a laptop computers, camera chargers and iPod chargers will need adapters. The plug prongs in Italy are round, with the electricity flowing at 230v in 50Hz cycles. You will need to purchase an adapter prior to leaving the US.

Items such as hair dryers, hair straighteners, etc. may be purchased in town.

FIRE SAFETY

Candles, incense and cooking devices are prohibited in all rooms. If such Items are found, they will be confiscated.

CHECK OUT

All students are required to check out by 10am on the scheduled day of departure. Please arrange your travel plans accordingly. Failure to check out by 10am will result in a fine.

STUDENT LIFE

Staff members live in close proximity to the villa and are on call should emergency situations come up. Also, the Guardian/Student Life Coordinator will be living at the villa and will be a point of reference for students.

As students of Accademia dell'Arte it is expected that you are here to study and train as well as to contribute to a generally cooperative atmosphere that is an essential component of artistic activity, particularly in the sphere of performing arts. These expectations are in place to ensure that we live and work together cooperatively.

While living in Arezzo you are a representative of Accademia dell'Arte and as such we expect that your personal interaction in Italy reflect well upon the institution. In addition, the starting point of your personal journey is to contribute positively to the community environment at the Accademia itself.

TRAVEL EXPECTATIONS

You are encouraged to travel on the weekends and discover the culturally-rich environment of Italy. There are a plethora of notable cities and sites that are easily accessible by bus or train from Arezzo. Travel guides in the library are available for reference.

It is mandatory to inform the Office of Student Life when you will not be residing at the villa and fill out the Overnight Stay form.

Students are not permitted to rent or operate motorized vehicles of any kind—cars, scooters, motorcycles, etc—while you are in Arezzo. You will probably find, as do many Aretines, that public transportation and your own two feet are the most efficient means of getting around.

You will notice that many Aretines use bicycles to get around. It is fairly easy to acquire a bicycle if you choose to do so, but ADA is not responsible for damage to your property, or for physical harm that may be incurred during the use of a bicycle.

RECREATIONAL ACTIVITIES

ADA has a grass field in which you can play soccer in your free time. There is also a public park within a ten minute walk that has various facilities for tennis, basketball, soccer and the like. There are hiking trails in the hills around Arezzo as well.

ACADEMIC LIFE

Accademia dell'Arte is an international arts center in the heart of Tuscany and has a curricula immersed in the process of producing performance art in Europe today. The Accademia's curricula—and the sense of community facilitated by those involved with the institute—reflect our desire to cultivate creativity and enthusiasm for the artistic process and individual development.

The structure of this program differs greatly from that of a standard American university's curricula and while the training may at times seem demanding, this experience is likely to become a point of reference in your personal and artistic life for years to come.

PLEASE NOTE: All academic scheduling is subject to change without notice.

COMMUNITY AND ENSEMBLE WORK

Your attitude, cooperation and flexibility will make the difference in the quality of your experience abroad, both in and outside of the Accademia dell'Arte.

Given the size of this community, cooperation from each member is necessary if the program is to function smoothly. Lack of cooperation from even one student can make the experience less successful for the entire community of students, artists, teachers and staff.

Thus, you must be certain that whatever plans you make for the weekend, including independent weekend excursions to other cities in Italy or Europe, will not prevent you from meeting the obligations of the program. You are engaged in an intensive program of study and your academic obligations come first.

Our program is an ensemble-oriented, conservatory-style study abroad program committed to providing quality performing arts training for young artists. We look for students who are passionate and dedicated to their craft, and who understand the commitment, self-discipline and professional approach necessary to create and maintain quality artistry.

As a member of this artistic collective, you are expected to participate in a proactive and positive way to overall academic, residential and social aspects of life here. Our program requires a special commitment on the part of every individual member.

You will be treated as a paraprofessional in the academic context, and will be held to the rigorous standards of professionalism in our fields. Tardiness is not only unacceptable, but is disrespectful to you and fellow artists who are ready to work and create. Lack of full commitment to the work is a waste of your time and ours. We expect you to come ready to work. You will be held accountable for behavior that reflects otherwise.

ACADEMIC DIFFERENCES

Because this is a conservatory-style training program, the in-class hours are probably longer than you would be used in your home university. You will be working roughly 6 – 7 hour days, 5 days per week, with occasional evening sessions.

Where it has been impossible to arrange certain workshops during the weekday, we have been obliged to schedule these sessions on a Saturday or Sunday. We try to compensate for these particularly demanding periods of study by adding an extra rest day during the week; however, given that we are collaborating with artists who lead very full independent artistic careers, we have to work around their availability. When possible, we also benefit from their artistic engagements by sitting in on rehearsals and watching their latest creations.

This is a physically and emotionally rigorous program that requires stamina, endurance and commitment. We expect you to rise to the many challenges you will meet here in order to grow, not just as an artist but also as a person. What follows are general guidelines students are expected to follow.

RULES CONCERNING CLASS ATTENDANCE

1. **STUDENTS ARE REQUIRED TO BE ON TIME FOR ALL CLASSES.** Failure to do so will result in grade reductions. Be prepared to be held accountable for your actions.
2. **PERSISTENT TARDINESS WITHOUT PERMISSION WILL RESULT IN A GRADE REDUCTION.** For example three or more instances of lateness without permission in any given calendar month will constitute a persistent infringement.
3. **STUDENTS MUST COME TO CLASS PREPARED TO WORK.** This may mean coming in **some minutes** beforehand for your personal warm-up.
4. **ABSENCES WILL TYPICALLY BE EXCUSED FOR:** observance of religious holidays, documented cases of illness or emergency, and other appropriate exigent circumstances.
5. **STUDENTS MUST RECEIVE APPROVAL FROM THE PROGRAM DIRECTOR OR DIRECTOR OF STUDENT SERVICES PRIOR TO ANY ABSENCE.** Each student must receive direct consent from the Program Director or Director of Student Life concerning absence from a scheduled ADA obligation. Approval from the faculty or staff member instructing the class or directing the event will not suffice. Failure to communicate will be considered an unexcused absence and will result in a significant lowering of your grade. (see Class Attendance Policy on page 35)
6. **STUDENTS MUST RECEIVE APPROVAL FROM THE PROGRAM DIRECTOR PRIOR TO ANY ABSENCE.** Each individual student must receive direct consent from their program director in writing concerning absence from a scheduled ADA obligation; approval from the faculty or staff member instructing the class or directing the event will not suffice. Withstanding consent, an absence will still result in a reduction of the student's grade.
7. **UNDER NO CIRCUMSTANCES ARE STUDENTS PERMITTED TO MISS A SCHEDULED CLASS DUE TO RECREATIONAL TRAVELING.** While you are here your academics are your priority and when making travel plans for breaks or weekend excursions, you must schedule arrivals and departures around your academic agenda. Furthermore, it is imperative that you permit enough time upon your return to allow for adequate rest and preparation for your classes; substandard performance due to academic negligence is disrespectful to your instructor and peers and will not be tolerated.
8. **STUDENTS WHO ARE LATE FOR A CLASS WILL NOT NORMALLY BE ALLOWED ENTRY TO THAT CLASS.** Faculty may permit late entry at their discretion and will report any instances of tardiness or absence to the Program Director on a daily basis.

PLEASE NOTE: Accademia dell'Arte reserves the right to dismiss a participant from a course and/or program (without reimbursement) for failure to comply with academic guidelines and protocol.

RULES CONCERNING IN-CLASS ETIQUETTE

1. **STUDENTS ARE EXPECTED TO OBSERVE A HIGH STANDARD OF PERSONAL HYGIENE.** This includes showering regularly and keeping finger- and toenails clean and at a reasonable length to avoid potential injury to self or others.
2. **STUDENTS MUST DRESS APPROPRIATELY FOR ALL CLASSES.** Wear loose-fitting, comfortable clothes in which you can move energetically. Shorts, jeans and belts are not permitted.
3. **TEE SHIRTS SHOULD BE FULL-LENGTH AND COVER ALL CENTRAL BODY. SMALL, MIDRIFF-REVEALING TOPS AND LOW-CUT LEGGINGS ARE DISCOURAGED.** Short or long-sleeves are acceptable so long as the armpit area is covered.

4. **BRING EXTRA SWEATSHIRTS TO CLASS AS YOU MAY NEED TO DRESS WARMER AFTER A STRONG PHYSICAL WORKOUT.**
5. **BE PREPARED TO WORK BAREFOOT.** A light pair of dance or jazz shoes may be useful.
6. **HAIR SHOULD BE TIED BACK AND OUT OF YOUR FACE AT ALL TIMES.**
7. **STUDENTS SHOULD REMOVE ANY JEWELRY, INCLUDING WATCHES, RINGS AND EARRINGS, BEFORE CLASS AS THESE OBJECTS MAY IMPEDE YOUR MOVEMENT OR HURT SOMEONE.**
8. **STUDENTS ARE NOT TO BRING CUPS OR FOOD INTO THE STUDIO.** Plastic bottles or thermoses will be allowed.
9. **STUDENTS SHOULD INFORM THE PROGRAM DIRECTOR OF ANY PRIOR MEDICAL CONDITION THAT COULD AFFECT PERFORMANCE IN CLASS.** Similarly, if you are injured during or outside of class, inform the program director and appropriate staff/faculty member.
10. **STUDENTS SHOULD EXPECT TO RECEIVE GRADES BASED ON PARTICIPATION, INITIATIVE, ATTENTION, COMMITMENT TO IMPROVEMENT AND WORK ETHIC.** This is a conservatory-style program and grades will be issued for the work you do with us. As students will be studying under European faculty, it is important to note that European instructors are traditionally more critical than their American counterparts.

Theatre students: Please note that you are asked to bring at least one pair of solid black pants (that you can move in), as well as a solid black, long sleeved shirt.

PLEASE NOTE: If you are experiencing difficulty in classes for whatever reason, please communicate this to the faculty member teaching the class, as well as the Program Director. We believe it is essential to maintain close contact between faculty and students. If difficulties that emerge are articulated as soon as possible, we may negotiate them in a spirit of discussion and collaboration.

ASSESSMENT CRITERIA

Accademia dell'Arte is affiliated with Hendrix College and therefore aligns itself with Hendrix's guidelines for assessment. The grading system is divided into five letter grades: A, B, C, D and F (Fail). There are no + or – moderations possible.

Once Hendrix College has accepted the grading proposed by the Accademia, a transcript will be issued and sent to the appropriate department at your home institution. In addition to awarding a letter grade, instructors will complete a written assessment regarding your work. Student assessments written by Accademia faculty will not be forwarded by Hendrix College, but will be mailed to students' personal addresses between two and four weeks after the program.

While each course unit has its own criteria for assessment, the conservatory-style courses have three general elements of evaluation: on-going evaluation, in-class presentations and journal entries/assignments. Where several modules constitute one course, each module is weighted separately; these grades are subsequently moderated into one grade for the whole course.

WRITTEN ASSIGNMENTS

All written assignments must be submitted in **hard copy form**. Electronic versions of assignments sent via e-mail will not be accepted.

Assignments must be submitted **before or on the initial deadline set by the instructor**. Only in an extreme circumstance resulting from factors beyond a student's control will assignments be accepted after the end date of the academic program. **The student will have three days from the program end date to fax a hard copy of the assignment to the Administrative Assistant to Undergraduate Studies.**

A student must receive approval from the Program Director in order to submit assignments post-program.

CLASS ATTENDANCE POLICY

The Accademia dell'Arte maintains a strict policy regarding absences to uphold the academic and artistic experience for all students. The policy is outlined in the following way:

- Only **excused absences** are allowed (see list of typically excused absences on page 33)
- Absence for sickness or injury must be communicated **prior to class time** to either the Director of Student Life or the Program Director.
- **Missing more than 10% of a course requires the student to:**
 - Arrange an agreement with the professor regarding further participation or make-up work
 - **Note that refusing or neglecting to arrange an agreement or adhere to said agreement will reflect on the student's grade and/or result in disciplinary action.**
- Any student that misses **20% or more of any course - regardless of reason -** will be awarded an **INCOMPLETE** for that course.

GRADING SYSTEM

You will be issued a letter grade for each course. Accademia dell'Arte does not issue pass/fail evaluations. If your home institution offers this option, you will need to communicate with the appropriate individuals at your school that you will be receiving a letter grade and will be responsible for understanding your home institution's grading scale regarding translation of letters to the pass/fail option.

DROPPING A COURSE

Students participating for credit will not be allowed to drop a course. If a student chooses to no longer participate in a course, a letter grade will be issued that reflects this choice.

CREDIT TRANSFER

Students are responsible for understanding the credit transfer system that relates to his or her home institution. Accademia dell'Arte will assist in any way possible to ease credit transfer issues, but it is up to students to communicate this need to the academic coordinator as soon as possible.

ACCADEMIA DELL'ARTE NONDISCRIMINATION/ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

Accademia dell'Arte is committed to a work environment in which all individuals are treated with respect and dignity. Accademia dell'Arte has developed this policy to ensure that all its employees and students can work in an environment free from unlawful harassment, discrimination and retaliation. Accademia dell'Arte will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Equal Opportunity

It is the policy of Accademia dell'Arte to ensure equal opportunity to employees and students without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law. Accademia dell'Arte prohibits any such discrimination or harassment.

Definitions of Harassment

Sexual harassment is defined for purposes of this statement as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education
2. submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. the conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive learning or work environment.

To constitute sexual harassment, it is essential that the behavior be unwelcome. Examples of sexual harassment include, but are not limited to, the following:

1. physical harassment, including rape, assault, unwelcome touching
2. direct or implied threats that submission to sexual advances will be condition for employment, work status, promotion, grades, academic status or letter of recommendation
3. direct proposition of a sexual nature
4. subtle pressure for sexual activity
5. a course or pattern of conduct, particularly comments of a sexual nature or sexually explicit questions, jokes or anecdotes, which embarrass or humiliate a student or employee.
6. A course of pattern of conduct that causes discomfort or humiliation to a reasonable person at whom the conduct is directed, including one or more of the following:
 - a) unnecessary touching, patting, hugging or brushing against a person's body
 - b) remarks of a sexual nature about a person's clothing and/or body
 - c) remarks about sexual activity, sexual prowess or sexual deficiencies
 - d) repeated or unwanted requests for dates
7. sexually degrading or vulgar words to describe an individual
8. leering, whistling, touching, pinching, brushing the body, suggestive or obscene comments or gestures;
9. gratuitous display of sexually suggestive objects, pictures, posters or cartoons
10. verbal abuse of a sexual nature

Harassment on the basis of any other characteristic also is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of:

- His/her race
- Color
- Religion
- Sex, sexual orientation, gender identity or expression
- National origin
- Age
- Disability
- Marital status
- Citizenship
- Genetic information
- Any other characteristic protected by law or that of his/her relatives, friends or associates

The Accademia dell'Arte specializes in instruction of Physical Theatre and Dance. Students should be aware that physical contact with other students and faculty will be a part of their training at the Accademia. Effective teaching and work in the drama disciplines may involve students to simulate acts such as crying, kissing, dancing, flirting, threatening, dueling, and/or fighting. It is not possible for a written code of conduct to cover every contingency in this area. ADA Theatre pedagogy, however, is always constrained within ethical boundaries, summarized as follows:

- There is never a valid reason for a teacher to suggest, under any circumstances, actions that would, if performed, violate any law or ADA policy.
- No student can ever be required - by the teacher or by another student - to touch or be touched by another student in a sexual area, to simulate sexual activity with another student, to remove essential clothing, to utter words or sayings the student finds blasphemous, or to perform an act contrary to the student's religious or moral beliefs. Nor may a student be requested, under pressure, to perform any of these actions; a simple denial by the student, needing no further explanation, is all that is ever required. No retaliation of any kind may be taken upon a student refusing to perform any such actions.

- Ethics in the studio classroom depend, above all, on each instructor's unwavering good-faith commitment to avoid any abuse of the power inherent in his or her position, and a commitment to educate students toward the highest standards of theatre art without ever compromising any person's moral integrity or individual liberty.

Reporting an Incident of Harassment, Discrimination or Retaliation

If a student feels uncomfortable for any reason with the nature of the activities or behavior of others in or outside the classroom, they should discuss their concerns with their Program Director (if the incident occurs in the classroom), or with Student Services Director, in the event that they do not feel comfortable speaking with their Program Director, or in the event that the incident occurs outside of the classroom.

In addition, Accademia dell'Arte encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Accademia dell'Arte recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Accademia dell'Arte encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Any behavior should be reported that:

- Has the purpose or effect of creating an intimidating, hostile or offensive environment
- Has the purpose or effect of unreasonably interfering with an individual's performance
- Otherwise adversely affects an individual's opportunities.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Responsive action may include:

- Verbal warning – documentation of offense is kept on file at ADA
- Written warning – documentation of the offense is sent to home institution
- Loss of housing privileges with no reimbursement of expenses and documentation of offense sent to home institution.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action. These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or academic-related social activities or discussions.

POLICIES AND REGULATIONS

PROGRAM REGULATIONS

You will be expected to conform to Italian behavioral standards that, as mentioned before, are more rigid than ours. This will be discussed further during orientation.

Again, your attitude, cooperation and flexibility will make the difference in the quality of your experience abroad both in this program and with integrating into the Arezzo community in general.

If problems arise within the group, it is your responsibility—first and foremost—to address your issues or concerns with the individual(s) directly. When you are professionals in the field, you will alone will accountable for addressing and resolving issues and we encourage you to begin honing the skills necessary for such encounters. We will support you when we see that you take initiative to address and resolve problems first.

Furthermore, as a member of a community, you are expected to participate and cooperate in whatever way necessary for the greater good of the group.

STUDENT DISCIPLINARY POLICY

ADA believes that most conflicts can be resolved when individuals are brought together to seek solutions to differences through open and honest communication. All students are encouraged first and foremost to work through their issues with the parties involved. If this fails, students may discuss their issues with Office of Student Life staff, who will help to mediate and resolve the issue.

If student conduct is in question, a member of the Office of Student Life staff will intervene, meet with the student(s), discuss the situation and attempt to facilitate a prompt and amicable resolution to the issue.

At the discretion of the Office of Student Life and/or Program Director, students may receive formal warnings regarding the continuation or repetition of proscribed conduct, place students on disciplinary probation and/or community service.

Any person found to be in violation of ADA regulations will be subject to:

- Verbal warning
- Probation with community service
- Loss of housing privileges with no reimbursement of expenses

Any of the above actions may be accompanied by documentation of the offense(s) sent to the student's home institution.

Immediate Suspension: If Director of Student Life Monica Capacci considers a student's behavior to be an imminent threat to the individual's or other students' physical or emotional health and safety or well-being or if said behavior poses a threat to school property, maintenance of public order, or the effective continuation of the educational process (failure to adhere to the honor code of the community, excess absences), the Founding Director reserves the right to immediately suspend the student from the program.

THE STUDY ABROAD STANDARD

The Study Abroad Standard * applies to **all** students attending Academia dell'Arte. It states:

Students attending ADA are expected to show the program, both within and without, such respect for order, personal honor and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the program.

The Study Abroad Standard can be applied to a variety of situations. Actions that are in violation of it include:

- Physical assault or posing danger to others
- Damage and/or attempted damage to school or public property
- Theft, including theft of program and/or non-program property
- Forgery or plagiarism
- Sexual harassment or other sexual misconduct
- Misrepresentation in seeking financial aid, ADA housing or other program benefits
- Misuse of university computer equipment or e-mail
- Behavior under the influence of alcohol or drugs which poses a danger to self or others, or reflects negatively on the program
- Sending threatening or obscene messages to another student via e-mail, phone or voice mail

There is no common penalty that applies to the violations of the study abroad standard. Infractions could lead to penalties ranging from a formal warning and community service to expulsion. In each case, the nature and seriousness of the offense, the motivation underlying the offense and the precedent in similar cases is considered.

* Adapted from the standard at Stanford University.

CONDUCT ABROAD

Misconduct abroad can be defined as:

Any action in which students jeopardize their own welfare, that of fellow students, or of the program; unauthorized absence from the host institution; failure to comply with the mores of the host community; participation in any activity forbidden by the host university, or violation of the laws of the country or regulations governing the host university.

As guests in a foreign country, it is inappropriate for students to interfere in the domestic affairs of the country. Involvement in demonstrations or meetings which host country university or governmental authorities declare illegal may result in interruption of academic schedule and loss of time, personal injury, and open manifestations of hostility and violence to students (either as random targets or as representatives of the US), and could jeopardize the present or future existence of exchanges in the host university and/or country.

Americans in a foreign country are subject to the laws of that country. The American Embassy can only aid in obtaining legal assistance and does not have the power to issue or obtain a release from jail for an American citizen. If a student is arrested for involvement in an illegal activity, the US government can seek to ensure only that the student is not discriminated against; that is, the student receive the same treatment as would a national of the host country who is arrested and charged with the same offense.

Please note that the American practice of bail, or temporary release from mandated detainment, does not exist in Italy.

A student's signature on the Honor Code and Participation Agreement testifies to the fact that he or she has read, and will abide by, the rules and regulations of Accademia dell'Arte. Inappropriate conduct abroad is a direct violation of these contracts and can result in a student's dismissal from the program.

ALCOHOL AND DRUGS

The use or possession of any quantity of marijuana, cocaine or other illegal drug is totally prohibited to participants throughout the program. This prohibition applies not only while you are in the company of fellow participants, but also when you are alone or with people not associated with the program. Students

should take responsibility, both individually and as a group, for assuring that Accademia dell'Arte rules regarding drugs are strictly observed. If any student becomes aware that a fellow participant is violating this policy, the student should report the violation to the Program Director immediately. Accademia dell'Arte has adopted the following policy regarding illegal drug use:

Immediate expulsion from the program, immediate return to the United States, total forfeiture of all fees paid or due to the program, and the loss of all course credit.

RIGHTS AND RESPONSIBILITIES

Students are expected to:

- Be responsible for all information contained in Accademia handbooks and guides, as well as materials concerning fees and program details
- Attend all orientation, community and academic meetings
- Pay all fees and all personal expenses incurred while studying abroad
- Arrange for and complete all academic work within the allotted time period
- Participate in travel, sightseeing, and individual contact with citizens of the host country without allowing these activities to interfere with the successful completion of the academic program
- Respect the reasonable wishes of their hosts when living in a private home
- Obey all laws, police regulations and practices of the host country. American laws and diplomatic representatives will be able to offer little or no help to a student arrested and/or convicted of crimes, drug-related or otherwise
- Arrive and depart pre-arranged program accommodations per specified dates and times

HELPFUL WEBSITES

Student Travel Agencies

STA Travel

Phone: 212-627-3111

www.statravel.com

Student Universe

www.studentuniverse.com

State Department Travel Information

Overseas Citizens Services

Phone: 202-647-5225

Health Information

CDC Traveler's Hotline

Phone: 404-332-4559

International Society of Travel Medicine

Phone: 770-736-7060

Fax: 770-736-6732

Travel Medicine, Inc.

Phone: 1-800-872-8633

www.travmed.com

US Passport Information

www.travel.state.gov/passport_services.html

www.embassy.org/embassies/index.html

International Calling Card

AT&T Direct Service (Worldwide card)

Phone: 1-800-222-0300

www.att.com/traveler

HealthCare Abroad

Phone: 1-800-237-6615

Weather Worldwide

www.weather.com

Association for Safe International Road Travel

Phone: 301-983-5252

Fax: 301-983-3663

E-Mail: asirt@erols.com

www.horizon-web.com/asirt

Magellan's (America's leading source of travel supplies)

Phone: 1-800-962-4943

Time Out: A guide to the World's Cities

www.timeout.com

Country Profiles

www.geopedia.com

Universal Currency Converter

www.xe.net/ucc

www.oanda.com

Eurail

www.eurail.com or www.raileurope.com

Italian Rail

www.trenitalia.com

Hostelling International

www.ihf.org

Insurance Companies

HTH Insurance

<http://www.hthstudents.com>

Accademia dell'Arte group access code: DUL-7465

TravelGuard International

Call the Accademia US office for information.

Phone: 501-227-5063

Hinchcliff International Group Services

Phone: 1-800-242-4178

www.hth.students.com

Medchoice International

Phone: 800-331-3047

Fax: 202-367-5076

E-Mail: medchoice.dc@seabury.com

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