Duquesne University’s Italian Campus Program

MISSION STATEMENT

Duquesne University’s Italian Campus Program extends the university to Rome, the capital of the classical world and the seat of the Catholic Church. The program offers undergraduate students from Duquesne’s many schools a focused general curriculum that allows students to fulfill important requirements common to all. Students have opportunities to develop a global perspective, to fuel their intellectual curiosity through first-hand experience of historical and cultural material, to cultivate a deeper spiritual connection, and to grow into more mature and self-confident adults. The Italian Campus Program transforms students into citizens of the world.
Welcome Message from the Sisters of the Holy Family of Nazareth .................................................. 4
Information about the Italian Campus ................................................................................................. 5
Address of Campus, Emergency Contacts and Important Phone Numbers ........................................ 5
Administrative and Student Services Offices .................................................................................. 13-14
Campus Property and Information about the Building ........................................................................
Reception Desk .............................................................................................................................. 7-8
Student Rooms .............................................................................................................................. 6-7
Laundry Room ............................................................................................................................... 8
Student Kitchen ............................................................................................................................. 8
Dining Room & Meal Times ............................................................................................................. 8
Library ........................................................................................................................................... 9-10
Smoking Areas on Campus ............................................................................................................. 12
Visitor Sign-In ................................................................................................................................ 12
Quiet Hours .................................................................................................................................... 11-12
Room Inspections .......................................................................................................................... 7
Sign In/Out Log ............................................................................................................................. 8
Weekly Campus Update .................................................................................................................. 12
Academic Excursions ..................................................................................................................... 12
Cultural Activities and other Italian Campus Sponsored Excursions and Events .............................. 12
Computers and the Internet .............................................................................................................
Computer Lab ................................................................................................................................ 11
Study Room .................................................................................................................................... 11
Laptops and Wireless Access ......................................................................................................... 11
Classroom and Faculty Equipment ................................................................................................. 10
Phones and the Italian Mail System ................................................................................................
Landline Student Room Phones ..................................................................................................... 6-7
Required Individual Student Cell Phones ........................................................................................ 13
Sending & Receiving Mail .............................................................................................................. 12
Safety and Security ........................................................................................................................
Identification and Residency in Italy ............................................................................................... 15
Specific Safety Concerns ................................................................................................................. 16-17
Emergency Response Plan ........................................................................................................... 44
Medical Attention ........................................................................................................................ 17
Over the Counter Medicines in Italy ............................................................................................... 17-18
Alcohol 101 ..................................................................................................................................... 20-22
Transportation Information .............................................................................................................
Boccea Neighborhood (Battistini & Cornelia) ............................................................................... 23-25
Rome “Centro” (city/historic center) ............................................................................................... 23-25
Taxi Info .......................................................................................................................................... 25-28
Travel Information and Planning Guide .......................................................................................... 28
Appendix I
Amendments to the Duquesne Handbook ...................................................................................... 29
Sanctions for Violations .................................................................................................................. 32
Alcohol Agreement Policy .............................................................................................................. 35
Alcohol Discipline ........................................................................................................................ 37
Appendix II
Semester Calendar ........................................................................................................................... 40
Rooming List ................................................................................................................................... 42
Appendix III
Academic Culture & Standards ....................................................................................................... 44
On-Site Class Etiquette .................................................................................................................. 45
Class Schedule ............................................................................................................................... 46
Appendix IV
Returning Home Information Sheets & Check-Out Form ............................................................... 47
Appendix V
Local Customs ................................................................................................................................. 56
Interesting Articles to Read and Vocab .......................................................................................... 62
Copy of United Healthcare Card .................................................................................................... 66
A Message from the Sisters of the Holy Family of Nazareth

The Congregation of the Sisters of the Holy Family of Nazareth is an international congregation whose nearly 1600 members respond to the Church’s call to serve the family through their ministries on four continents and in fifteen countries around the world.

Blessed Frances Siedliska, Mother Mary of Jesus the Good Shepherd, founded the Congregation in Rome in 1875. She called her sisters to extend the Kingdom of God’s love among themselves and others through a variety of ministries which would give special attention to promoting religious family values. By living her vision, we are committed to creating communities of love and hope which celebrate the oneness of the human family.

The Generalate of the Sisters of the Holy Family of Nazareth has been in Rome, Italy since the founding of the congregation. For the past forty years the seat of the congregation’s administration has been located on a large tract of land located on Via Nazareth a few miles west of the Vatican in a suburb of Boccea. In this setting we house a novitiate, one of five novitiates in our congregation, where at the present time worldwide there are 64 women preparing for a vowed commitment to religious life. Also, sisters of all ages live here who either assist the leadership team of the congregation in various day-to-day tasks, pursue university studies, or perform various works of hospitality that aids in making all who enter here feel welcome.

During the 2001 International General Chapter meeting of the Sisters of the Holy Family of Nazareth, our worldwide leadership decided an expanded role for the Generalate property should be explored. After much investigation it was decided that one wing of the Generalate building could become an Educational/Spirituality Center for youth, families and religious.

This far reaching vision resulted in a substantial capital investment project involving renovation and reconstruction of accommodations both for the sisters living and working here, as well as providing a “home away from home” for those pursuing university studies or participating in spiritual and religious leadership programs. A major purpose of the Educational/Spirituality Center is to provide Duquesne University a Rome Campus for conducting semester long courses of studies, as well as summer academic programs. Through our partnership with Duquesne University it is our hope that you find our home to be your home. We look forward to having you with us. Welcome to our Family!
INFORMATION ABOUT THE DUQUESNE UNIVERSITY ITALIAN CAMPUS

Welcome to the Duquesne University Italian Campus, in cooperation with the Sisters of the Holy Family of Nazareth. The history of the Italian Campus Program begins with the spring semester of 2001 (in the Roman suburb of Vitinia). In 2004, the Italian Campus moved to its more permanent home in the Eternal City in the Boccea area of Rome at its current location with the Sisters of the Holy Family of Nazareth. During these past years, the Italian Campus Program has grown into an important academic and life expanding study abroad program for students of Duquesne University’s home campus in Pittsburgh.  We welcome you to Rome and to the Italian Campus!

Address of Campus
(Your Name)
Duquesne University Italian Campus
Via Nazareth, 400
00166 Roma
ITALY

Emergency Contacts and Phone Numbers
Director, Michael Wright
Assistant Director, Alana Sacriponte
Assistant Resident Director, Svea Owen
Duquesne University Administrative Office/Fax
Duquesne University Student/Parent Phone Line
U.S. Embassy in Rome
Salvator Mundi International Hospital
Rome Emergency Numbers
Rome Fire Department
Italian Country Code
Rome City Code
Taxi

Director of the Italian Campus, Michael Wright is responsible for all activities, academics and student life issues on campus during the semester. He is normally available during normal office hours in the Student Services Office area. You can reach him by phone or email for an appointment.

Assistant Director of the Italian Campus, Alana Sacriponte is responsible for all activities, student life issues, student accounts, and anything else pertaining to the Italian Campus property. She is available during normal office hours in the Student Services Office area. You can reach her by phone, email or stop in the office.

The Asst. Resident Director (ARD), Svea Owen, is a resident life administrator who is here to help with student life issues. They can be reached by cell phone (see above). For extreme emergencies in the night, Svea can be found in Room 283.
The Duquesne University Italian Campus occupies only a portion of the property belonging to the Sisters of the Holy Family of Nazareth. The Duquesne University Italian Campus consists of the following:

The **University Floor** (lower floor/piano -1) is complete with a patio area, reception area/desk, Student Services Office, ARD Workshop, two classrooms, a library, faculty lounge, student lounge, laundry room, student kitchen area, and two dining halls.

The **Mezzanine Floor** (piano 0) is between the University Floor and the two upper floors. This floor is **prohibited** to students, as this is the faculty apartment floor and guest quarters of the Sisters of the Holy Family of Nazareth.

The **Upper Floors** (piani 1 & 2) are the two residence floors of the Italian Campus. Students have full access to these floors. The 1st Floor has a small study room with use of a printer and the 2nd Floor is equipped with a computer lab.

The **Rooftop Terrace** (piano 3) is accessible only by Stairwell B and open from 09:00-00’00 (midnight).

Students may access the **Chapel** for Mass and /if needed for individual prayer. When entering the Chapel, remember this is a place of reverence. All outdoor gardens and property can be used for physical activity. However please remember this is the Sister’s property and to respect their use of it during times of prayer.

**All other buildings and rooms on the property not mentioned are off limits to students.**

**STUDENT ROOMS ON THE UPPER FLOORS**

- **Room Keys.** Every student will be provided with a room key to enter the main gate and reception door of campus. Please keep it on your person (as the room doors lock behind you). If you have lost/had stolen a key, please report it immediately to the SSO. There is a **replacement fee of €50 for the room key.** You are **never** to take someone else’s room key or enter someone else’s room without his/her permission. The SSO will not grant access to any room other than that of the student.

- **Room Phones.** All rooms are equipped with a phone. You may access an outside line by dialing “0” (only toll free numbers “numeri verdi”, which typically begin in “800” *wait for a pulse dial tone and then continue dialing*). These phones have the capability of directly dialing other rooms in the building (dial 4 + room number). To reach the front reception desk, dial “9”. When making international calls on this land line or from a cell phone you are required to dial international access codes (i.e. +1 or 001 for USA or +39 or 0039 for Italy). If you want to be reached on your phone in your room, a person calling from the U.S. should dial the following number: (011) 39.06.6152.1231. **Please note that this number will direct the call to the switchboard where the person will have to then dial 4 + your room number.** If the caller does not know your extension the front only receives calls during normal office hours from 09’00 to 17’00 (3:00 a.m. to 11:00 a.m. EST). A pre-paid phone card is recommended that provides you with a toll-free number option to use from your room on campus. EDI
CARD or EUROPA card is recommended and can be purchases for €5-€10 at any Tabbacchi store in Rome which is denoted with the “T” symbol on the front of the store (see image on right).

- **Bed linens.** The Sisters will change linens over the Sicily Excursion weekend. Please do not wash your own bed linens.

- **Walls/Furniture.** Hanging, taping, marking and applying objects to the walls as well as moving any furniture is PROHIBITED.

- **ROOM CLEANLINESS.** Students are responsible for cleaning and mopping their own rooms and bathrooms and taking their garbage out to the dumpster! Cleaning products (i.e. mops, brooms, soap, and dust pan) are available in the janitor closet on each residence floor. Garbage in the hallways will result in an automatic fine. There will be an announced room inspection halfway through the Maymester program. *If the following (4) things listed below are not completed, there will be a €20 fine per room. If problems exist between roommates about keeping the room clean, please talk the ARD during office hours or evening rounds.*
  1) Trash emptied, removed from room and taken to dumpster,
  2) Floor swept and mopped in bathroom and room,
  3) No wall hangings (as explained above)
  4) Clean sink, shower, toilet and mirror

- **Heating and Air Conditioning.** Each room is equipped with a thermostat. *Energy costs are very high in Italy and we ask you to be energy-friendly during your stay.* Close your windows when using air conditioning and heating. Turn off lights and air-conditioning when leaving your room. The air-conditioning dial should always be set at 22° and never adjusted. You may adjust heat/air with the settings located on the unit under your window.

- **Alarms.** Alarm switches are labeled in your rooms as well as a shower cord in your bathroom. If you accidentally hit a switch, please hold down the switch behind your room turn to turn off the red light outside your room. Contact an ARD if you need assistance.

**ITALIAN CAMPUS RECEPTION DESK**

- To enter and exit the building there is a keypad near the door of the reception desk and main Italian Campus entrance. You will need to enter the code [REDACTED] on the keypad to gain access at the front gate and [REDACTED] at the reception door. *(Please do not share these codes with anyone!!)* Always carry your room key, emergency card, DU card. Do not ever prop open this door and always check that it is securely closed behind you. **Leaving this door ajar jeopardizes our safety and the safety of the Sisters of the Holy Family of Nazareth, as well as the property of the Italian Campus and your personal property.**
- By Italian Law, all Duquesne University Italian Campus students must sign in and out of the guest book at the reception. This registry is also helpful as the staff will know if you are in the building or not. **All time is recorded using military time.**
- Students are prohibited from behind the reception desk. All other equipment in the reception desk (including the PA system and computer) is not for student use.
LAUNDRY ROOM

- The laundry room is equipped with two washing machines, two dryers, change machine, an ironing board and iron. Both the washer and dryer function on one euro coins and cost €2 to wash and €2 to dry (wash cycles generally run for 40 minutes and dry cycles for 30 minutes). Laundry detergent is provided by the Italian Campus. Contact an ARD if you need assistance. Please follow the instructions in the laundry room for how to work the machines.

STUDENT KITCHEN AREA

- The student kitchen is equipped with an electric range, a microwave oven, toaster, convection oven, refrigerator, freezer, electric water boiler, dishwasher, crockery and cutlery. All foods in the refrigerator must be in Tupperware-like containers with your name and room number, or else will be discarded.
- It is imperative that you clean up after yourself in the student kitchen. Do NOT leave dirty dishes in the sink or on countertops or fines or the closing of the kitchen will occur. Please place all dirty dishes in the dishwasher (it is run twice a day by cleaning personnel).
**DINING HALL & BOARD PLAN**

- The Board Plan at the Italian Campus is for Sunday Dinner through Thursday Lunch (during academic excursions, daily breakfast and one group meal is provided). The schedule is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>MAY</td>
<td>X</td>
<td>GROUP</td>
<td>19:30-20:30</td>
</tr>
<tr>
<td>15</td>
<td>MAY</td>
<td>7:00-10:00</td>
<td>13:00-14:00</td>
<td>GROUP</td>
</tr>
<tr>
<td>16</td>
<td>MAY</td>
<td>6:30-8:00</td>
<td>TICKET</td>
<td>19:30-20:30</td>
</tr>
<tr>
<td>17</td>
<td>MAY</td>
<td>7:00-10:00</td>
<td>13:00-14:00</td>
<td>Old Bear</td>
</tr>
<tr>
<td>18</td>
<td>MAY</td>
<td>6:30-8:00</td>
<td>TICKET</td>
<td>19:30-20:30</td>
</tr>
<tr>
<td>19</td>
<td>MAY</td>
<td>7:00-10:00</td>
<td>13:00-14:00</td>
<td>l’Isola Della Pizza</td>
</tr>
<tr>
<td>20</td>
<td>MAY</td>
<td>Take-Away 6:30</td>
<td>FLORENCE</td>
<td>19:30-20:30</td>
</tr>
<tr>
<td>21</td>
<td>MAY</td>
<td>SUNDAY</td>
<td>EXCURSION</td>
<td>19:30-20:30</td>
</tr>
<tr>
<td>22</td>
<td>MAY</td>
<td>7:00-10:00</td>
<td>TICKET</td>
<td>19:30-20:30</td>
</tr>
<tr>
<td>23</td>
<td>MAY</td>
<td>6:30-8:00</td>
<td>TICKET</td>
<td>19:30-20:30</td>
</tr>
<tr>
<td>24</td>
<td>MAY</td>
<td>7:00-8:00</td>
<td>TICKET</td>
<td>19:30-20:30</td>
</tr>
<tr>
<td>25</td>
<td>MAY</td>
<td>6:30-8:00</td>
<td>TICKET</td>
<td>19:30-20:30</td>
</tr>
<tr>
<td>26</td>
<td>MAY</td>
<td>7:00-10:00</td>
<td>13:00-14:00</td>
<td>l’Isola Della Pizza</td>
</tr>
<tr>
<td>27</td>
<td>MAY</td>
<td>SATURDAY</td>
<td>SICILY EXCURSION</td>
<td>X</td>
</tr>
<tr>
<td>28</td>
<td>MAY</td>
<td>SUNDAY</td>
<td></td>
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</tr>
<tr>
<td>29</td>
<td>MAY</td>
<td>MONDAY</td>
<td></td>
<td></td>
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<tr>
<td>30</td>
<td>MAY</td>
<td>TUESDAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>MAY</td>
<td>WEDNESDAY</td>
<td>6:30-10:00</td>
<td>TICKET</td>
</tr>
<tr>
<td>1</td>
<td>JUNE</td>
<td>THURSDAY</td>
<td>Take-Away 6:30</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>JUNE</td>
<td>FRIDAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>JUNE</td>
<td>SATURDAY</td>
<td></td>
<td>19:30-20:30</td>
</tr>
<tr>
<td>4</td>
<td>JUNE</td>
<td>SUNDAY</td>
<td>7:00-10:00</td>
<td>TICKET</td>
</tr>
<tr>
<td>5</td>
<td>JUNE</td>
<td>MONDAY</td>
<td>7:00-9:00</td>
<td>13:00 SPECIAL</td>
</tr>
<tr>
<td>6</td>
<td>JUNE</td>
<td>TUESDAY</td>
<td>6:30-8:00</td>
<td>TICKET</td>
</tr>
<tr>
<td>7</td>
<td>JUNE</td>
<td>WEDNESDAY</td>
<td>7:00-10:00</td>
<td>13:00-14:00</td>
</tr>
<tr>
<td>8</td>
<td>JUNE</td>
<td>THURSDAY</td>
<td>6:30-8:00</td>
<td>TICKET</td>
</tr>
<tr>
<td>9</td>
<td>JUNE</td>
<td>FRIDAY</td>
<td>7:00-10:00</td>
<td>13:00-14:00</td>
</tr>
<tr>
<td>10</td>
<td>JUNE</td>
<td>SATURDAY</td>
<td>7:00-10:00</td>
<td>X</td>
</tr>
<tr>
<td>11</td>
<td>JUNE</td>
<td>SUNDAY</td>
<td>6:30-9:00</td>
<td>X</td>
</tr>
</tbody>
</table>

**EXCURSION**
- No on campus meals provided during excursions

**GROUP**
- A group meal provided off campus

**TICKET**
- Use of provided ticket restaurant vouchers for meal off campus

Old Bear
- Meal Voucher provided (15€)

L’Isola Della Pizza
- Meal Voucher provided (15€)

**X**
- No meal provided on campus

**Take-away**
- Bagged meal provided

- The Dining Hall is closed outside of meal times, except for use of the water fountain.

**Changes in class schedules or other activities and events may cause a change in meal times which will be communicated to students through email, announcement on campus or in the Reception area.**
MEAL VOUCHERS: TICKET RESTAURANT & OLD BEAR RESTAURANT

- Old Bear & l’Isola della Pizza Meal Vouchers will be distributed to students during Orientation.

- Vouchers are only good at our partner restaurant, Ristorante Old Bear & Ristorante l’Isola della Pizza, near the Piazza Navona & Vatican. Please see the gift voucher for address and map.

- Each gift card is worth €15.00. If you spend more than €15.00 at the restaurant, you are responsible for the additional cost. If you spend less than €15.00, you will NOT receive any change back from the restaurant.

- The €15.00 voucher does NOT include gratuity. A €1.00 tip per person is customary.

- Each gift card is personalized with your name. You must show gift card to the wait staff before ordering, along with a form of identification (Duquesne student I.D. or a copy of your passport). The gift card is non-transferrable.

- Each gift card has the specific date when it can be redeemed. The specific dates on the gift card are non-negotiable.

- If you lose or misplace your gift card(s), you will NOT be provided with replacement cards.

- Ticket Restaurant vouchers can be used at many restaurants and cafes throughout the city, as well as some supermarkets! The Light Café next to the Cornelia Metro Stop is a convenient place to use them (open 24 hours and en route to/from campus to the city!) Look for the red circle logo at other establishment windows to see if they are accepted. Please note: you cannot get cash change back from the Ticket if not used in full.

ATRIUM

- The Atrium is located right outside the dining hall and acts as an extension of the dining hall during meal times. Outside meal times the Atrium is open 24-7 for student use.

CLASSROOMS

- Classrooms A and B are located on the University Floor. The Aula Magna (or Cinema Room) is located downstairs off of the Sister’s wing. Classrooms are only to be used during class times. Students are not permitted to use any equipment in any classroom unless given special permission by the staff or faculty.

LIBRARY

- There are two computers and a printer located in the library for the students’ convenience while they are doing research.

- Reference books are not to be taken out of the library. If you need to make photocopies, please see the SSO.

- No food or drink is permitted in the library (except for bottled water) and 24-hour quiet hours are in effect in the library.

- The Italian Campus Info Center is located in the library, where you can find Maintenance Forms, Travel Forms, handouts for classes as well as other miscellaneous items.
COMPUTER LAB
- Located on the second floor of the residence hall, there is a computer lab with four computers which are connected to the internet and one printer (Room #292). Food and drink (excluding bottled water) are prohibited in the computer lab. If problems arise, please contact the ARD on duty.

LIBRARY COMPUTER
- There are two computers and a printer available for student use in the library. Food and drink (excluding bottled water) are prohibited in the library. If problems arise, please contact the ARD on duty.

WIRELESS ACCESS
- The entire Italian Campus is equipped with wireless internet, including the University Floor, Residence Floors, and front outdoor patio outside of the Reception area. Those who wish to connect to the wireless must connect to the [DUROM] network and utilize the password: [italy2013]. Please be aware that the more people/wireless devices using the network simultaneously could result in a slower connection.

STUDY ROOM
- Located on the first floor of the residence hall, there is a study room with one computer connected to the internet and a printer (Room #192). Food and drink (excluding bottled water) are prohibited in the study room. If problems arise, please contact the ARD on duty. Please note that this space is to be used for study (individual or group study) and to respect others also utilizing this space.

STUDENT LOUNGE
- The Student Lounge is equipped with an electric piano and acoustic guitar, which can be used when there are no classes in session and before midnight. There is also a television with international satellite, which provides many programs, including news and sports, in English language. There are also many travel guides and leisure books that can be rented/taken out through the SSO. Please treat borrowed books with care as they have so generously been purchased or donated for future student use.

QUIET HOURS
- Quiet hours, which are strictly enforced, especially during exam periods, differ from home campus due to cultural differences in Italy and out of respect for the Sisters of the Holy Family of Nazareth. Due to the lack of carpeting and the extensive amount of marble, even the quietest sounds will be amplified. Please keep voices at an appropriate volume at night, especially when leaving or reentering campus. Quiet hours are in effect for all of campus property. Please note that the Sisters have requested that we be respectful on the weekends, as the Sisters will be using the gardens more during these days for meditation (and the entrance to campus is very close to these gardens). Courtesy hours are in effect 24 hours a day to help respect your fellow students and the Sisters. If courtesy hours are not
followed, or if an ARD is awoken during quiet hours for noise, an automatic write-up will occur and fine will be given.

<table>
<thead>
<tr>
<th>Regular Quiet Hours</th>
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</thead>
<tbody>
<tr>
<td>Sunday-Wednesday 21'00-07'00</td>
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<tr>
<td>Thursday-Saturday 00'00-07'00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Extended Quiet Hours</th>
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</thead>
<tbody>
<tr>
<td>Study/Exam Days: 20'00-08'00</td>
</tr>
</tbody>
</table>

VISITORS ON CAMPUS
• Students will be allowed one visitor at a time in the building. The student and visitor must leave an ID at the reception desk and sign in with the ARD on duty. All visitors must vacate the building/premises by 00’00 (midnight). **No overnight guests will be allowed.** Violation of this will result in possible dismissal from the program. Special circumstances should be brought to the attention of the SSO in advance.

SMOKING
• Smoking is strictly prohibited inside the building and on the grounds of the Italian Campus, except for two designated smoking areas: 1) Next to the handicap access ramp by stairwell A and 2) The rooftop terrace. Please smoke on the far side of the terrace so that non-smokers are not disturbed. Please dispose of cigarette butts in the receptacles provided.

WEEKLY CAMPUS UPDATE
• There will be a weekly campus update email sent to all students the beginning of each week (generally every Monday). This update is used for three purposes: 1) **General Academic Issues** including class updates, attendance, lectures, etc. 2) **Excursions & Cultural Activities** including academic group excursion, mini-excursions, cultural ambassador activities, as well as other preparations for a successful semester and 3) **Student Life Issues** including any discussion regarding Resident and Spiritual Life.

ACADEMIC EXCURSION
• There are three mandatory academic excursions in the Maymester: the Baroque Art Academic Excursion to Pompeii, Naples & Capri and the Cultural Applications Sicily Excursion to Palermo, Segesta & San Vito lo Capo. These excursions has been organized to complement your regular studies in Rome and is **obligatory.** Please note that some material covered during the excursions may/will appear on Midterm and Final exams for on-site classes.

OTHER ITALIAN CAMPUS SPONSORED EXCURSIONS
• The Italian Campus offers other day-long excursions (Art Day: Florence). **By signing up, you are signing a written agreement as financially responsible for the cost of the excursion. There are no exceptions. Fees for the excursions go directly to your Italian Campus Student Account.**
ITALIAN CAMPUS STUDENT ACCOUNT

- Each student has an individual student account at the Italian Campus, different than their general student account at home campus. The Italian Campus Student Account includes the following, among any other costs that can arise during the semester. There are a few items that are mandatory costs, but most are optional:

1. Book Fees (for additional printed course materials)
2. Gratuities for group meals and bus drivers for Academic Excursion
3. Other Italian Campus Sponsored Excursions and cultural activities
4. Monetary fines for violations of student code and conduct
5. Any/all customs fees for packages and deliveries received on campus (see section on Mail).
6. Late fees for failure to turn in important documents or provide required information to the Student Services Office (U.S. Embassy Registration, cell phone contact number, etc.)

Students will receive a bill at the end of the Maymester. They will have opportunity to review a hard copy of their bill and then proceed with online payment via credit card through PayPal. Each student will receive an email with payment information and must pay by June 9, 2017 to avoid late fees. Please note that a 4.5% credit card usage fee has been added to the total amount of each bill. *(If you have a preference to pay in cash, see Alana in the office).*

STUDENT CELL PHONE POLICY

In accordance with the Duquesne University Italian Campus Emergency Response Plan (ERP), each Italian Campus student is **required** to have a cell phone during the Maymester. Having a cell phone gives parents, family & friends instant access to the Duquesne student no matter where they are traveling in Italy or beyond. The cell phone also helps the Italian Campus staff keep in touch with the students while they are mobile and advise them in the case of an emergency. Your cell phone must always function. It should be charged with money on it, and you should be reachable at all times by call or text *(both Italian and US cell phones apply to the policy)*. These are the following two options for a cell phone while abroad:

1. A “rechargeable” Italian cell phone with SIM card, which can be purchased independently by the student in Rome during the first week (example providers are Vodafone, Tim, or Wind)
2. U.S. cell phone with an international plan bought from home (remember your phone must be tri or quad band to function in the EU).
3. **Note:** Please reference the *Local Customs* section for helpful words and phrases for purchasing an Italian cell phone or SIM card!

Student Services Office and ARD Workshop

The Student Services Office is located in the reception area on the university floor and is run by the Assistant Director, along with the Asst. Resident Director who has a workshop next to the general reception area. Weekly hours are **typically** as follows (with a lunch break during regular dining hall meal time): **MONDAY- THURSDAY: 09’00-17’00** (CLOSED FRIDAY-SUNDAY)

The Student Services Office and ARD Workshop are available to provide assistance or support to students for the following:
• **Student Academic support**- Questions, problems or concerns with scheduling, drop/add, withdrawals, weekly on-site class meeting points etc.

• **Sightseeing Advice and Services**- In the SSO you can find information regarding tourism in Rome & Florence (hotels, transportation, activities, etc.)

• **Photocopies**- The SSO can make photocopies (free of charge) for you during regular office hours. Please ask a staff member for assistance.

• **DVD rental**- Sign out DVD’s from our Library with an ARD during office hours.

• **Building Maintenance**- The SSO serves as an intermediary (when appropriate) between the students and the Italian Campus property, employees and management. Questions, concerns, or problems can be discussed with the SSO regarding any other issues above.

• **Guests on campus**- The SSO can register visitors during approved guest hours.

• **Student Accounts**- Students can pay the Assistant Director in the SSO during normal office hours (cash only).

• **Optional Excursions and Activities**- Students can sign up for all excursions and activities in the SSO.

• **Medical Attention**- The SSO can make appointments and/or accompany student to see a doctor.

**SENDING AND RECEIVING MAIL**

Mailing items from regular Italian mail is fairly reliable. For general cards and postcards it takes about a week to arrive to the United States. The Vatican has a separate mail system, which can sometimes take less time to arrive. Please remember to use the appropriate postage for which mail system you chose.

Italian mailboxes are red and usually hang on the sides of buildings and say *Poste*. There are two slots on the top of the mailbox “Per la città” (Rome and the Province of Rome) and “Tutte le alte destinazioni” (For all other destinations, including the US). It costs €2,30 to send a standard card or postcard to the US from Italy. The closest Post Office location to the Italian Campus is located near the Cornelia Metro stop on Via Gallioti.

All incoming mail will be available at the Reception Desk. Remember to remind family and friends to **never send cash via mail**, as theft in Italy is a problem. Some medicine can be **illegal to receive via post in Italy**. **All medications will be held for tax payment/destroyed if sent via post or courier services.**

Care packages that include something other than used goods will incur duty charges from the Italian government (this includes Food). **Students will be required to pay the duty charge before having**
their package released. Family and friends sending used items should be advised to denote “used” on the green custom form at the USPS to avoid these additional custom fees.

IMMIGRATION DOCUMENTS, SAFETY & SECURITY

US (or other) PASSPORT
Your passport serves as your only legal form of identification while in Italy (US Drivers License and other documents are not valid while abroad). The SSO will make photocopies of your passport to help facilitate replacement if stolen/lost. Replacing a passport can be expensive and time consuming, so we suggest while in Rome to simply carry a photocopy of your passport at all times. It is recommended to leave your actual passport on campus in a safe place. When traveling outside of Rome, however, you need to take your actual passport with you and safely guard it at all times.

DICHIARAZIONE DI PRESENZA (STATEMENT OF PRESENCE)
Italian Campus students will stay less than 90 days in Italy. The Italian Campus will submit immigration paperwork on your behalf to the police department, called a “Dichiarazione di Presenza” or Statement of Presence”. You will receive a photocopy of this document that you MUST carry with you at all times. This paperwork proves that you have taken all of the necessary steps to reside legally in Italy during your semester.

DUQUESNE UNIVERSITY ITALIAN CAMPUS ID (DU CARD) or INTERNATIONAL STUDENT IDENTIFICATION CARD (ISIC CARD)
Your DU Card or ISIC Card provides an extra form of identification as a student and must be carried with you to on-site classes and on all group excursions. Your card may enable you to receive discounted or free entrances during your travels.

US EMBASSY REGISTRATION
It is the responsibility of each Duquesne University Italian Campus student to register themselves with the State Department. This allows the US Embassy in Rome to know that you are here studying with Duquesne University and the period of time that you will be living in Rome. Please visit their website https://travelregistration.state.gov and fill out the form. This service for American citizens allows you to register and update your contact information, provides you with travel information, and securely stores your data behind Department of State firewalls, accessed by cleared personnel only.

The best way to stay safe abroad is to be more aware and learning as much you can about your host-country.

SAFETY & HEALTH ISSUES
It is easy to romanticize Rome and get caught up in its splendor and beauty. Because of this students can be lulled into a false sense of security. Remember that with your American accent you will stand out and could be a target. Rome is a metropolitan city like all others, and with that comes crime, including theft, muggings, violence against women, stabbings and other crime. It is important that all students have regard for themselves and the safety of others by being mindful and using your best judgment. Please read the following points regarding safety:
1. **Pick pocketing.** Petty theft is very common in Rome, especially in tourist areas and on public transportation. Do not carry anything extravagant with you. Always keep things out of your back pockets and to keep your backpacks and purses close to your body. **Always be attentive and aware of your surroundings and the people present.**

2. **Boccea/Valle Aurelia areas.** These areas are generally safe during the day time, however at night students should always be in groups (especially females). **It is recommended that if returning from the city center past midnight, students should always take a taxi.**

3. **Campo de’ Fiori and Piazza Navona.** These are generally safe areas; however there have been problems with theft and violence (stabbings) in the recent years, especially at night when bars/pubs close for the evening. It is important to always be aware of your surroundings, stay in a group, and **never** be intoxicated.

4. **General street crossing.** Traffic can be intimidating in Rome. If you are going to cross the street where there is a pedestrian light, wait for it to turn green or say *Avanti* before crossing. **Only cross the street in a cross walk.** When using a cross walk that does not have a signal, step out and walk confidently to the other side, do not second guess your actions or an accident may occur. **Always make eye contact with the driver and hold up your hand to make yourself noticed while crossing.**

5. **Via Nazareth.** Please be careful when walking on Via Nazareth. Always walk on the sidewalk and never on the road, as motorists speed on this street. When crossing the road you must always use the designated crosswalks. Students should not walk on this road at night, especially females, as they might be misconstrued as prostitutes. Please note that prostitution in Italy is legal and street prostitution is most prevalent in outlying neighborhoods of major cities, like the Boccea area. New bills are being passed to try and outlaw street prostitution and some places have local ordinances against it. Do not ever exchange money for sexual services.

6. **Drugs.** Each year 2,500 U.S: Americans are arrested abroad, 1/3 of these arrests for possession of illegal drugs. **Don’t do drugs abroad.** If you get caught doing drugs in another country you are fully subject to their laws (which are often more stringent than our own) and chances are good that you will spend time in prison, or worse. Being a U.S. citizen gives you **no special privileges.** The U.S. Embassy will not go out of its way to help you and Duquesne University can do nothing to intervene other than to call your parents and advise them to hire an international lawyer- fast and at their own expense. There are three key things to understand about this issue (drawn from a study of U.S. Americans in prison abroad by journalist Peter Laufer): 1.) Most nations adhere to the Napoleonic code, which presumes the accused to be guilty until proven innocent. 2.) Few nations grant bail between arrest and trial. 3.)The State Department will rarely intervene to aid an accused or convicted American for fear of upsetting relations with the host country

7. **Group Travel Form.** The Italian Campus requires you fill out a Group Travel Form and turn it in to the Student Services Office during office hours before you depart for any type of travel outside of Rome. The Form includes train/plane information, contact address/phone numbers at your destination. Remember that you must also have a working cell phone on you at all times.
If you fail to turn in a form as well as fail to answer your phone and if no one knows where you are for more than 24 hours, you will be reported to the police as a missing person and when you do reappear, the Director may choose to send you home.

8. **Campus security.** Please always make sure that the main gate and the main reception door entrance to campus is securely closed behind you when entering and exiting campus. These doors, including the emergency exits, must never be blocked/left open and it places the entire property at risk.

9. **Amendments to the Residence Life Handbook, Participation Agreement and Alcohol Policy.** Please read and familiarize yourself with adapted guidelines, regulations, and policies at the Italian Campus regarding general information.

10. **Emergency Response Plan (ERP).** In the case of a campus wide or student involved emergency, the ERP will be set into action. Please read the ERP document in the handbook, as more extensive training will happen during Orientation and throughout the Maymester.

11. **Medical Attention.** If medical attention is needed by any student, they must advise one of the staff members of the Italian Campus. We have an on-call doctor by appointment (€50/visit) who comes to campus. We also have an agreement with a private hospital for any other non-life-threatening emergencies at the Salvador Mundi International Hospital. U.S. health insurance is not accepted as a form of payment at Salvador Mundi unless hospitalized. Payment must be made in this case in cash or by credit/debit card. The receipt of the visit should be sent to your insurance company for a credit or reimbursement. **For life and death circumstances, students will be transported to the nearest hospital/emergency room.** Depending on the severity of the situation ER visits can cost from €300-€1,000.

12. **Counselor.** Any visits to our English speaking counselor are covered by Duquesne University. She can come to campus for a private, confidential visit. Please contact her directly to make an appointment and you can meet her in the Sisters reception area and they will show you to a private meeting place. Their contact info is:

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<th>Name</th>
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<tr>
<td>Dr. Carolyn Rathjen</td>
<td>340 364 9603</td>
<td><a href="mailto:carolynvrathjen@gmail.com">carolynvrathjen@gmail.com</a></td>
</tr>
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13. **Over-the-Counter Medicines in Italy.** In Italy, prescription medications can cost much less than prescriptions at home, while over-the-counter medications tend to be just as much as at home or more. Italians prefer to use effervescent medications that can be dissolved in water and consumed, suppositories, or injections rather than pills. When speaking to a Pharmacist, if you would like to have pill form of your medications you should request - “pillole”(pills) “compresse” or “pasticche” (tablets). Due to the physical size of Italian pharmacies, you have to ask the pharmacist for the product you are looking for, as there is not enough room to display all medications. Here are some common Italian brand names with their U.S. familiar equivalent. **(Remember that a fever in Celsius starts at 38°):**
**Flu & Fever Medicines**

**ActiDue Giorno e Notte:** This medication comes in pill form and has day time formula pills and night time formula pills, to help you sleep. (Drugs: Day-time: Paracetamol/Pseudoephedrine Night-time: Paracetamol/Dimenhydrinate)

**Tachifludec:** Another cold & flu medication with Tylenol-like medication, a decongestant, and Vitamin C. (Drugs: Paracetamol, Vitamin C, & Phenylephrine)

**Vitamina C (acido ascorbico):** This is regular old Vitamin C. You can get these tablets in any pharmacy and usually in different flavors. Get chewable tablets or “masticabile”.

**Zerinolflu:** This over-the-counter medication can be purchased in pill form, but works best in its effervescent form. Drop a small disk into a glass of water and let it dissolve before drinking. This form may remind you of Alka-Selzer at home. (Drugs: Paracetamol, chlorphenamine, & Vitamin C)

**Headaches & Minor Pains**

**Acetmetaphin** or Paracetamol: Like Tylenol: **Paracetamolo** (Italian brand name: Tachipirina)

**Aspirin:** Like Bayer: **aspirina** (Italian brand name: Bayer Aspirina C)

**Ibuprofen:** Like Motrin or Advil: **ibuprofene** (Italian brand name: Moment or Moment ACT)

**Diarrhea**

**Imodium:** You’re in luck! It’s the same in Italian.

**Sore Throat**

**Cough drops:** (Italian name: Le caramelle). Available in grocery store, usually close to the register. Halls & Ricola both exist in Italy & Benagol is a popular Italian brand.

**Tantum Verde:** A throat spray to help with irritated and inflamed throats. (Drug: benzydamine)

**Antihistamine Medication (Seasonal Allergies)**

**Claritin** – Claritin is available as a seasonal allergy medicine in all Italian pharmacies under the same name. (Drug: Loratadine)

**Zyrtec** – For allergies, available in pill form. (Drug: Cetirizine)

**Aerius** – For allergies, available in pill form – known as Clarinex in the U.S. (Drug: Desloratadine)

**Elocon** – an antihistamine cream for skin use. (Drug: Momtason topical)

**Laxative**

**Grani di Lungavita or Fibrolax** – This is an herbal form of a laxative that you can get in the pharmacy (or grocery stores).

**Dulcolax** – A stimulant laxative. (Drug: bisacodyl)
Alcohol 101

Why should I eat before and during drinking?
Food slows down the absorption of alcohol into the bloodstream and gives your body more time to metabolize the alcohol and get it out of your system. Foods that are high in protein or high in fat are especially effective. Beverages, such as water or anything carbonated, will result in increased absorption of alcohol into your bloodstream.

Do all drinks contain the same amount of alcohol?
Some drinks are stronger than others, but in general a 1 ounce shot, a 12 ounce domestic beer, a 12 ounce wine cooler, a properly mixed drink, or a 4 ounce glass of wine all contain about .05 ounces of alcohol. Some mixed drinks and some types of beer (imported, ice, malt liquor) contain more than .05 ounces of alcohol. Many times what seems to be one drink in a restaurant, pub or bar can often times be two drinks or more because of the size of the drink.

Are a woman and a man equally affected by the alcohol they consume?
In general, women will be more affected by the alcohol they consume than a man of the same size and weight. Women typically have a higher percentage of body fat than men and will absorb more of the alcohol they consume. Women also tend to have less of an enzyme, which helps to break down alcohol in the stomach. As a result, a woman can absorb almost a third more alcohol than a man when they drink.

How long does it take for the liver to process the alcohol contained in one drink?
It takes the liver about an hour to metabolize the amount of alcohol contained in a standard drink (.05 ounces of alcohol). Drinking coffee or taking a cold shower will not speed up the process. Only time can make a person sober.

How do I know if I’ve been ruffied?
Rohypnol (benzodiazepine - also called "ruffles" or the “date rape” drug) and GHB are two drugs that are often implicated in sexual assaults. They are odorless and tasteless (GHB can leave a slightly salty taste in a drink) and can be easily dissolved in a drink. When either of these drugs is administered, you can suffer from disinhibition, loss of consciousness, and the inability to remember events that took place while under the influence. You may have been drugged if you:

- feel more intoxicated than usual given the amount of alcohol you consumed
- wake up hung over, feeling “fuzzy,” experiencing memory lapses, and can’t account for a period of time
- cannot remember what happened after consuming your last drink
- feel as though someone had sex with you but you can’t remember any or all of the incident

If you think you may have been drugged, ask a friend to stay with you and take you to a hospital and contact a member of the Italian Campus staff immediately. At the hospital, request that the hospital take a urine sample to test for drugs in your system. If you believe that you were sexually assaulted, preserve as much physical evidence as possible. Do not urinate, shower, bathe, douche, or throw away the clothing that you were wearing during the incident.

What do I do if my friend is injured or has an emergency?
Peers should look out for each other and keep each other safe. If a student becomes incapacitated due to alcohol overuse, or if he/she is in need of medical attention, others are strongly encouraged to contact a local emergency/authorities and the Italian Campus staff immediately in order to protect the health and well-being of the affected student. Peers are encouraged to make the responsible choice to notify the program or emergency personnel quickly. The person (or persons) making the call will not be subjected to disciplinary action.

What does drinking in a culturally sensitive way mean?
We expect you to be mindful and observing all the time during your study abroad experience. Here are some helpful ways to understand how Italians use alcohol. We expect you to use alcohol in the same ways:

- Italians generally consume alcohol while eating: Italians have a deep cultural tie to alcohol, generally linked with the production and consumption of wine and hard liquors used as digestivi, a drink served in a shot glass that is sipped over conversation after dinner.
to help with digestion. You probably have already participated in a traditional *aperitivo* or “happy hour”, where Italians converse over a (1) cocktail while having finger foods before heading to dinner together. Wine will almost always be present at lunch or dinner, but many times wine at lunch is “cut” by adding water to it so that nobody will become tipsy. As you have learned already, Italians will pour each other’s wine and keep track of how much their friends are drinking, as being intoxicated is **taboo** in this culture.

- **After dinner**, if alcohol was not consumed during **dinner**, some friends will head to a local pub and have a beer or two together before parting ways for the evening. You should follow these same customs, as consuming an appropriate amount of alcohol while also drinking water and consuming food will keep you from becoming intoxicated.

- **Open Container Laws in Italy**: Although open containers of alcohol are only against the law after 10:00 p.m. in most Italian cities, **culturally** hard liquor should never be consumed in the streets. Although having a normal sized beer in a bottle/can (33cl) is common to drink in a piazza or in front of a bar while socializing, wine will **NEVER** be consumed directly from the bottle. Wine should be respected when drinking it and should be drunk from glasses in the company of friends.

- **The Consumption of Alcohol is “no big deal”**: In Italy, families introduce their children to alcohol at a very early age. A sip of prosecco with their birthday cake when they are five years old or a splash of wine to color their water so they can feel like they are participating with their families at lunch/dinner when they are ten years old is very normal in this society. Since alcohol is accepted by all, ubiquitous, and seen as a “special commodity”, there is not a rush to abuse alcohol. **Italians are also very in touch with how food and drink affect their bodies and are extremely careful to never reach a state of being out of control.**

- **Binge Drinking**: The new generation of young Italians is starting to have the same issues as we do in the United States with binge drinking, but binge drinking or “**drinking to get drunk**”, is NEVER socially acceptable in this culture. There is a constant conversation now in Italy about how to battle this new phenomenon that is creeping into their society and generally thought to be a plague from Anglo Saxon cultures. The American stereotypes of drinking, including, **“Thirsty Thursdays”, “Tailgating”, “Southside/Bar Crawl”, “Keggers” types of drinking, are extremely prohibited while studying in our programs abroad.** This type of behavior is dangerous for study abroad students for a myriad of reasons and seen as offensive by the Italian people.
Resources for students

✓ Our Italian Campus Counselor: Dr. Carolyn Rathjen’s contact information is below. Her services are made available to you to help you during your adaptation abroad. The services are free and are confidential. If you’re having issues with alcohol, peer pressure, understanding your limits, etc., she can be a great resource for you! Dr. Rathjen’s email: carolynvrathjen@gmail.com

✓ Article: “I’m so wasted: Reasons you shouldn’t binge abroad”: A great article about how limiting alcohol consumption abroad helps you have a more meaningful experience: http://www.goabroad.com/blog/2013/10/01/reasons-you-shouldnt-binge-abroad/ (a copy of this article is located in Appendix V of the Student Handbook under “Interesting Articles”)

✓ Alcohol & Your Body: A great resource for students studying abroad from Brown University about what is “a drink” and how to intelligently calculate your alcohol intake in order to keep yourself safe and within the rules of campus and society!: http://www.brown.edu/Student_Services/Health_Services/Health_Education/alcohol,_tobacco,_&_other_drugs/alcohol/alcohol_&_your_body.php

✓ Article: Drinking & Studying Abroad: A Cautionary Tale: A Study Abroad student in Italy’s recommendations about alcohol while studying in Italy and using it like the Italians do: http://www.gooverseas.com/travel-writing/drinking-and-studying-abroad-cautionary-tale (a copy of this article is located in Appendix V of the Student Handbook under “Interesting Articles”)
TRANSPORTATION INFORMATION

Students are encouraged to purchase a monthly public transportation pass or abbonamento which cost €35. The pass permits use of the subway system (Metro), buses, trams and other city trains (in the extended Rome area). Two important websites to help navigate the city are:

**www.atac.roma.it**

This website can help you arrive at any destination by entering your current address and the address of your desired destination. This site is in Italian, but can be changed to English by clicking on the top right hand corner. The “route planner” allows you to type in your street name (i.e. Via Nazareth) and the number (i.e. 400) as well as your desired street name/number destination. Click ‘public transport’. *See image on right.*

After having clicked ‘submit’, you will be able to see a map, along with specific directions on how to arrive to your desired destination in Rome. Just like other programs (like MapQuest or Google Maps) you can customize your search by fastest route or least number of transfers, etc. *See image on right.*

**www.muovi.roma.it**

This website can be accessed online and/or with your Smartphone with very accurate and current bus waiting times in Italian and English (click “Languages” for English under “Other”). Under “Public Transport” click on “Bus waiting times and routes”.

You can search by bus stop id (located on the bottom left hand corner on the physical bus stop sign) or name, line number, or address. If you are leaving the Italian Campus to head in the direction of the city center, you would type “75720” and click search.

Check the number of bus stops and minutes next to 906 (or whatever bus line number you have entered).
**BUSES TO AND FROM THE CITY CENTER/CAMPUS**

The Via Nazareth, where the Italian Campus is located, has only one bus line that runs to and from campus and the city center, the **906 bus**. The 906 bus runs seven days a week, but have fewer buses that run on Sundays and holidays. Students should plan on waiting for the 906 bus diagonally across the street from the front of campus at the yellow pole bus stop. Students should always plan on being at the bus stop at least 10-15 minutes before the bus is scheduled to come, as Rome city traffic is often unpredictable and can disturb above ground traffic, including public transportation. The weekly 906 bus (Monday-Friday) departs the head of the line at these following times (which should subsequently “suggest” the bus passing our campus stop “Nazareth-Barge” about 15 minutes following each listed departure from the bus terminal):

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**BUSES FROM THE BOCCEA AREA TO THE CITY CENTER**

There are numerous bus lines that pass through Boccea (Cornelia area) to different areas of the city center. In the beginning weeks while you are learning the public transportation and bus system, this can act as a helpful guide, sharing some of the important stops where the bus passes:

- **Bus #916** - St. Peter’s Square, Piazza Navona, Campo de’Fiori, Largo Argentina, Piazza Venezia
- **Bus #46** - St. Peter’s Square, Piazza Navona, Campo de’Fiori, Largo Argentina, Piazza Venezia
- **Bus #190** - **Only Sundays & Holidays** - St. Peter’s Square, Largo Argentina, Piazza Venezia
- **Bus #49** - Vatican Museums, Piazza Risorgimento, Piazza Cavour
- **Bus #46B** - St. Peter’s Square, Piazza della Rovere
- **Bus #791** - Villa Pamphili Park, Janiculum Hill, EUR

**LA METROPOLITANA or METRO- ROME’S SUBWAY SYSTEM**

The Metro system is mainly composed of two lines, **Line A and Line B**, which intersect at Termini, the main train station. The Italian Campus is located right past the end of **Line A - Battistini**, which is about a 15-20 minute walk. The Metro is open every day from 5:30-23:30 and on Saturday from 5:30-1:30.

**Termini Train Station** is located above the Metro system (above ground). Termini handles both national and international train routes, as well as a direct train service to the Fiumicino Airport. Much like other large cities, this center train station can also be unsafe, especially in the evenings/at night. Always keep track of your luggage and belongings here, and watch out for pickpockets!
Learning about Rome’s Public Transportation
Refer to your handbook, the websites listed and the map provided during orientation to learn about public transportation in Rome. Student reflections at the end of every semester communicate that they wish they had learned how to use the bus system earlier on in the semester. Buses are often less crowded and more pleasant as they allow the traveler to see more of Rome while traveling above ground. Take note of different areas and bus stops when you pass through for on-site classes or while exploring so you can return at other times and learn about the city. Taxis are wide spread in Rome and are inexpensive for quick jaunts, but using them as a primary source of transportation can become quite expensive.

TAXIS IN ROME
From the Rome Fiumicino Airport: Once you exit baggage claim at the Rome Fiumicino Airport, you will be approached almost immediately by people that ask you simply, “Taxi?” These men are licensed with the city of Rome but are very expensive private car drivers. You can just say, “No grazie” and exit the terminal. Once outside you will see the white city taxis lined up. The official rate from the Rome Fiumicino Airport into the center of Rome (including the Italian Campus) is €50,00.

In the city!: Roman taxis cannot be hailed. If you would like to get a taxi, you must go to a taxi stand or call for a taxi. The official vehicles of the taxi service in Rome are white with a taxi led top light display. The Rome city symbol as well as the taxi license number are both clearly displayed on the front doors of the car and inside the vehicle (left rear door). Before starting your journey, check that the meter is switched on (situated above the dashboard or in the middle console by the driver).

To the Italian Campus: Most taxi drivers know where we are located and know Via Nazareth. But, if a driver happens to be confused by Via Nazareth, you can also tell them Via di Acquafredda, the main street that Via Nazareth connects to. Taxi fares to campus from the center are usually no more than €20,00.

GETTING A TAXI FROM THE CITY CENTER
Roman taxis cannot be hailed. If you would like to get a taxi, you must go to a taxi stand or call/text for a taxi (Information about rates and how to call or text for a taxi are in the following pages).

Read through this list about how to successfully get a taxi from a taxi stand anywhere you are in the city:

- **Get a taxi from an official taxi rank.** It lowers the chance that you’ll wind up in unregistered taxis, which are notorious for not playing by the rules. *Never get in a car that is not an official TAXI!*
- **Calling a cab for a pickup? Know what to expect:** The cab will be a registered taxi and will arrive with a few euros already on the meter. That’s not because the driver’s cheating you. It’s because,
in Italy, drivers start the meter from the moment they get the call… no matter where they are.

- **Try to have small change on you.** Don’t get in a cab with just a €50 bill, and the more coins you have on you, the better. Cab drivers should, but don’t always, have lots of bills and coins to create change with.

- **Don’t take a ride from a driver who approaches you.** In general, if someone is hawking a cab, they’re trying to take advantage.

- **A negotiated flat rate… is usually an elevated rate.** Unless you know the city very well, you’re not going to come out ahead. Plus, generally speaking, legitimate taxi drivers won’t try to set a rate with you in advance, unless it’s for a long distance.

- **Make sure the meter’s running.** The driver says it’s “broken”? Ask him to let you out of the car. Ninety-nine percent of the time, the “broken meter” is a ploy to make money.

- **Know your destination address… in Italian!** Rome is a confusing city, and not every driver knows every hotel or restaurant. Have the address, too. To be on the safe side, write it down. In Italian.

- **And make sure you’re specific.** If you say “Vatican,” your driver could drop you anywhere around the small country — if you want, say, the Vatican museum entrance, you have to say it! Ditto, in Rome, for “Borghese” (which could mean the large public park… or the Borghese museum).

- **Know about how much your fare should cost, but don’t be too paranoid.** There could be extra charges. *See the current fares listed below!*

- **Feel like you’re getting the “scenic route”? Don’t panic.** Yes, the driver might be taking advantage of you. But many streets in Italy’s cities also are one-way and winding, meaning it’s hardly ever possible to take a route that feels direct.

- **A small tip’s okay, but not necessary.** Italians don’t tip taxi drivers like Americans do — at most, they’ll round “up”, like telling the driver to keep the change when they hand over €10 for a €9.50 fare. But if the driver gives you help, like with your bags, consider tipping €1 or €2.

### GENERAL TAXI FARES

- **FIXED FARES**
  
  Initial fixed charge on weekdays (from 6.00 am to 10.00 pm): € 3,00
  Initial fixed charge on weekends (from 6.00 am to 10.00 pm): € 4,50
  Initial fixed charge at night (from 10.00 pm to 6.00 am): € 6,50

- **CONCESSIONARY FEES**
  
  A 10% discount on the sum indicated by the meter:
  - for rides to Rome’s public hospitals;
  - for women travelling alone between 10.00 pm and 6.00 am
  - on Friday and Saturday, for young people leaving clubs *(only certain taxis!)*
• **EXTRA CHARGE**
  - the first piece of luggage is free of charge, then any “additional pieces” will cost € 1,00 per bag (max 35x25x50);
  - from the fifth passenger on (vehicles carrying more than 4 people): € 1,00
  - radio taxi call charge: € 3,50
  - charges are shown on the meter at the end of the ride. Extra charges (additional baggage or passengers, radio taxi call, etc) may be added to the sum shown on the meter at the end of the ride.
  - taking a taxi from the Termini Train Station: €2,00

• **FIXED AIRPORT FEES (PER RIDE AND NOT PER PERSON)**

  **Fiumicino Airport**
  - from Fiumicino Airport to the fixed-rate-zone (inside the Aurelian Walls) and vice versa: € 48,00
  - from Fiumicino Airport to Tiburtina Station and vice versa: € 55,00
  - from Fiumicino Airport to Ostiense Station and vice versa: € 45,00
  - from Fiumicino Airport to Italian Campus (costs are by meter, around approx. €50)

  **Ciampino Airport**
  - from Ciampino Airport to the fixed-rate-zone (inside the Aurelian Walls) and vice versa: € 30,00
  - from Ciampino Airport to Tiburtina Station and vice versa: € 35,00
  - from Ciampino Airport to Ostiense Station and vice versa: € 30,00
  - from Ciampino Airport to Italian Campus (costs are by meter, around approx. €50)

**INFORMATION ON HOW TO CALL FOR A TAXI**

Follow these steps to successfully call for a taxi:

- Dial taxi number (06.3570 or 06.6645)
- Wait for an operator to respond.
- When operator responds, you reply:

  Buongiorno (or buonasera depending on time)  BWON ZHOR-NO  or  BWOH-NAH SEH-RAH
  Vorrei una macchina  VOR-EH OO-NAH MACK-E-NAH
  in Via Nazareth, 400  IN VEE-AH NAZ-AR-ET, QUATTRO CHEN-TOW

- They will then put you on hold with music playing in the background.
- Stay on the line and wait for a BEEP and the music to stop.
- They will announce how many minutes it will be until the taxi arrives.
- Be sure to wait out at the gate if you are calling from campus *(you start paying as soon as the taxi accepts your request!)*

**INFORMATION ON HOW TO TEXT (SMS) FOR A TAXI**

Follow these steps to order up a taxi via text message (SMS) from your cell phone:

- Text your current address (where you want to be picked up) and send the message to the number:  
  **366 673 0000** *(Example message: roma via nazareth 400 (do not include any commas or other punctuation))
• You will then receive an sms (text message) with a response from Radiotaxi, which indicates that they have received your request and are looking for the closest taxi. *(Example message received: “È stata attivata la ricerca del taxi. Attenda un SMS di conferma. Grazie”)*

• You will then receive a second sms (text message) which will provide you the information about the taxi on the way (including the specific name of the taxi and how many minutes until it arrives). *(Example message: “È in arrivo Rovigo 60 in 3 minuti. Grazie”)*

• Remember that if you send a message for a taxi you are then committed to taking the taxi or paying the fare accumulated upon its arrival.

**HOW TO REQUEST A TAXI WITH THE ‘IT TAXI’ APP**

You can download this app from the App Store on your smartphone.

Follow these steps to request a taxi through the app:

• Create a profile with your cell phone number (Must be an Italian number!) and credit card information. The app stores your credit card information and allows you to pay for your fare through the app with your card.

• To request a taxi, simply enter in your address or use the location arrow to use the address of your current location.

• Hit the ‘confirm pickup address’ button. Note that there are options to request for a time in the future, request an English speaking driver, and request a car for more than 4 people.

• Once you have included all pickup information, hit the ‘request’ button.

• You will then go to the ‘List of Trips’ page under the menu where you will see the name of the taxi that has been dispatched to you – ex. Bologna43. **This name is on the door of the taxi and is how you will know that it is your requested taxi!**

• When you have arrived at your destination, select ‘pay the taxi trip’ from the menu. You will insert the fare, choose your credit card, and hit pay! A receipt will automatically be emailed to you.
FLORENCE ART DAY PLANNING

Budget Hotels and Hostels

www.tripsandcruises.com
Tripsandcruises.com is owned and operated by Classic Travel and Tours in Pittsburgh, PA. They are the official travel agency of the Duquesne University Italian Campus. They have a link on their website called “Hotel Discounts”. Click on this link to see standard hotels at discounted prices. You must book on the website and pay up front. There is a charge for canceling or changing your reservation. Also, you can look up normal priced hotels and air tickets in the main menu of this website.

Check out these sites for hostel listings in almost any location in Europe. There are also budget hotels listed on these sites as well. You can book your hostel online by paying a small deposit by credit/debit card, and then paying the balance in cash when you arrive. Remember to book early!

www.tripadviser.com
Trip adviser is a hotel search engine with reliable feedback from travelers. It is a good way to find and or book accommodations based on recommendations by people who have stayed there.

Train Time Tables

www.trenitalia.it
This is the official website for the national trains in Italy. The site is helpful in travel planning. You will also find information about upcoming train strikes here.
Note: It is possible to reserve electronic tickets online but only if you have a compatible credit card. Do not rely on online purchasing to book tickets. English translation on website.

www.italotreno.it
A new high-speed train company in Italy offers discounted ticket prices to major cities like Florence, Venice, Salerno, Naples, Bologna and Milan (among others). The trains leave from the Rome Ostiense and Rome Tibertina stations only.
Note: It is possible to reserve electronic tickets online but only if you have a compatible credit card. Do not rely on online purchasing to book tickets. English translation on website.

Helpful Hints in Travel Planning

Always research Hotels vs. Hostels. Hostels and Hotels come in many shape and forms. We have found that many times you can stay in a hotel and split the cost between three or four people for just a few euros more than a hostel. In a hotel you have many more amenities, no lock out times, breakfast, etc. The cheapest hostels usually are for rooms of 10-15 people. You have to share bathrooms and lock up your bags for security!

Use your travel guides! There are many helpful hints in travel guides that will help you take advantage of your time and money. Lonely Planet and Let’s Go are designed especially for young travelers on a budget. They will often give you great information on hostels in cities. They also give helpful information on museum openings and availability. Many times they will tell you when museums will be open for free and other helpful information.
APPENDIX I

AMENDMENTS TO THE DUQUESNE HANDBOOK
STUDY ABROAD PARTICIPATION AGREEMENT
SANCTIONS FOR VIOLATIONS
ALCOHOL AGREEMENT POLICY
EMERGENCY RESPONSE PLAN (ERP)
1. **Alcohol** - (page 17)
The drinking age for the Italian Campus Program is 18 years of age. No person under 18 years of age is permitted to consume, transport, possess, or be in the presence of alcoholic beverages.

All students of legal drinking age are responsible for their actions while drinking alcoholic beverages which include being intoxicated while being in public. Any student may be cited by a university official for public intoxication. It is to the university official's discretion whether or not a student may be considered publicly intoxicated. Public intoxication includes, but is not limited to, endangering the safety of other students or him/her. See attached Italian Campus Alcohol Agreement for more detailed information.

Since by U.S. law it is illegal for persons under the age of 21 years of age to transport alcohol in the United States, starting today we will no longer be able to check-in alcohol for students under the age of 21 to take back to the States. Students that would like to ship alcohol home from Italy can still do so, as there is no federal law not allowing a minor to ship from a different country where they are legal to purchase alcohol and ship it to someone that is of age in the United States. The legal consumption and purchase age is 18 years of age, and in agreement with Italian law this continues to be the rule at the Italian Campus Program. **No alcohol is allowed on the actual Italian Campus, except for special events when alcohol will be provided by the Italian Campus staff. All alcohol purchased for gifts, etc. must be checked in with the Student Services Office.**

10. **Drugs**
The Italian Campus strictly prohibits the distribution, possession, or use of controlled substances. Students illegally possessing illicit drugs or paraphernalia, distributing or using a controlled substance will be dismissed from the Italian Campus program immediately. In specific cases involving marijuana, the enforcement policy has been clarified to state the detection of the odor of marijuana can constitute a violation. Duquesne's policy is that NO drug paraphernalia is allowed on campus in Rome. This now includes hookahs. The definition of drug paraphernalia by Duquesne University is any object made or purchased for the express use of using drugs or smoking marijuana. It does NOT matter if the paraphernalia is used or unused; they both constitute a drug violation. More details available in the Residence Life handbook online.

20. **Illegal Entry and Exit** – (page 26)

No student may enter or exit the Italian Campus residence in any way other than that designated. Anyone found illegally entering or exiting the building or grounds may face judicial action.

21. **Judicial Process** – (page 26)

There are two changes in this policy: First, there will be three people involved in the handling of the Judicial Process. They are:

- Dr. Douglas Frizzell  Vice President for Student Life
- Michael Wright  Director of the Italian Campus program
- Roberta Aronson  Executive Director, International Programs

Second, under Living/Learning Center Suspension: A student may lose their privilege to maintain enrollment in the program and be asked to return home. All violations of policy and judicial hearings
will be recorded and kept on record at Duquesne University upon the return of the student to Duquesne University home campus.

45. Smoking Policy – (page 34)

Students are not allowed to smoke in any area of the Italian Campus, except for the designated areas, the rooftop terrace and outside the handicap access emergency door (located off of stairwell A). Students in violation of this amendment will face a fine by the Italian Campus and may face a Rome City Ordinance fine.

50. Visitation – (page 36)

All students must adhere to these amended upperclassmen policies:
1. Residents may not sign in any guests between 00’00 and 08’00.
2. All guests must leave the building by 00’00.
3. Resident students may not have overnight guests in their rooms. Residents that break this rule could be subject to dismissal from the program and monetary fines.

Signing in a Guest – (page 38)

All residents must sign-in guests with an Assistant Resident Director.

Semester Withdrawal and Refunds

Students attending the Italian Campus Program are on a different semester calendar than the students on the main campus. Therefore, the published refund schedule does not apply. Please refer to the Financial Policies form for more detailed information.

Legal Issues

The undersigned acknowledges and understands that should he/she fall into legal problems with any foreign nationals or government jurisdictions of the host or visited countries, he/she will attend to the matter personally with his/her own personal funds. The university does not guarantee what, if any, assistance it can provide under such circumstances. Illegal activities place not only the individual but the group and the program in jeopardy; therefore, all participants in Global Campus programs must agree to the conditions of participation as stated herein and in The Duquesne University Study Abroad Participation Agreement. Any participant is prohibited from using illegal drugs during the term of the program. U.S. citizens in a foreign country are subject to the laws of that country. The U.S. Embassy cannot obtain release from jail for a U.S. citizen, but can only aid in obtaining legal assistance. The Italian Campus Program has adopted the policy outlined below for dealing with illegal activities of any sort and for illegal drug use:

The consequences of illegal activities/drug use during the program include:

- Immediate expulsion from the program
- Total forfeiture of all fees paid to the program
- Loss of all course credit, and
- All costs related to any of these activities will be the responsibility of the student.

________________________________________  ___________________________  ________________
(Signature)                                    (Print Last Name)                           (Date)

My signature is my agreement to abide by all the policies in the Duquesne University Residence Life Guidebook and all the amendments outlined above.
SANCTIONS FOR VIOLATIONS OF ITALIAN CAMPUS POLICIES AND PROCEDURES

Listed below are approved sanctions for violations of Residence Life policy and procedure. Please note that the following information is intended to provide a guideline for students. Discretionary and/or punitive sanctions may be deleted or added at the discretion of the Resident Director. In extreme or repetitive cases, as well as in violations that could result in a sanction above LLC suspension, students may be referred to the Director of Judicial Affairs for judicial proceedings.

The judicial process will begin within seven working days from the time of the incident. A student failing to comply with the given directives will face additional judicial action. In addition, a student failing to comply with an assigned sanction will face additional sanctioning and fines along with the required compliance with the initial sanction.

It is the responsibility of all resident students to make our residence halls and campus a safe place to live. If you observe any violations of the University Code of Conduct of Residence Life Handbook, it is your responsibility to notify a resident staff member. Failure to do so may result in your being held responsible for the consequences.

More information concerning the judicial process can be found in the Student Handbook and Code of Student Rights, Responsibilities and Conduct.

1. **Violation: Alcohol**

   Includes possession on campus, presence and public intoxication in an area where alcohol is being used in violation of campus policy and/or local law. Students should note that the laws of public intoxication as well as the use of alcohol for minors do apply to those of the legal drinking age (18) and will be enforced as necessary.

   *Sanctions:* **First Offense:** Depending on severity, mandatory meeting with the Director, monetary fine (€25 - €50), 1st or 2nd “Strike”, constitutes the signing of a probation contract. **Subsequent Offenses:** Depending on severity: monetary fines, parental notification, signing of probation contract, or dismissal from program. See Alcohol Agreement Policy for more detailed information on probation and warning procedure.

2. **Violation: Marijuana and Other Illegal Drugs**

   Includes possession of illicit drugs or paraphernalia, distributing or using a controlled substance. In specific cases involving marijuana, the enforcement policy has been clarified to state the detection of the odor of marijuana can constitute a violation.

   *Sanctions:* **First Offense:** - immediate dismissal from Italian Campus program.

3. **Violation: Smoking**

   *Sanctions:* **First Offense** - €25 fine for smoking in any area other than those designated for smoking and/or possible fine from municipality - warning by Director / Assistant Resident Director(s). **Subsequent Offenses** – Meeting with Director, increased fines.

4. **Violation: Having non-registered guests on campus**

   *Sanctions:* Meeting with Resident Director, sanctions will be given as determined by the severity of the situation, and include possible notification of Vice President for Student Life
and/or parents, possible fine and notification of legal authorities, and possible dismissal from the program.

5. **Violation:** Trespassing on convent grounds/quarters not open to students

   **Sanctions:** Meeting with the Director, discretionary sanctions, and/or monetary fines.

6. **Violation:** Illegal Entry (Including climbing in/out of windows or balconies)

   **Sanctions:** Possible dismissal from the program. Restitution for damages will also apply if appropriate.

7. **Violation:** Setting off security alarms

   **Sanctions:** Fine of €100, plus any governmental city ordinance fines, meeting with Director, possible notification of Vice President for Student Life and/or parents, notification of legal authorities, and possible dismissal from the program.

8. **Violation:** Tampering with Fire Alarms/Sprinkler Equipment

   **Sanctions:** Fine of €100 plus any governmental city ordinance fines, meeting with Director, possible notification of Vice President for Student Life and/or parents, notification of legal authorities, and possible dismissal from the program.

9. **Violation:** Vandalism

   **Sanctions:** Restitution for damages, fines, and possible dismissal from the program.

10. **Violation:** Throwing Objects off of Terrace or out of Windows

    **Sanctions:**
    - First Offense – warning by Director/Assistant Resident Director(s).
    - Subsequent Offenses – removal of audio equipment (if appropriate), discretionary sanctioning, monetary fines (€20). More serious sanctions, including an increased fine of €30, will be in effect during exam periods.

11. **Violation:** Lewd Behavior (public urinating, indecent exposure, spitting, inappropriate language, etc.)

    **Sanctions:** Meeting with Director, restitution and possible notification of parents and Vice President of Student Life.

12. **Violation:** Noise

    **Sanctions:**
    - First Offense - warning by Director/Assistant Resident Director(s).
    - Subsequent Offenses - removal of audio equipment (if appropriate), discretionary sanctioning, monetary fines (€20). More serious sanctions, including an increased fine of €30, will be in effect during exam periods.

13. **Violation:** Fighting

    **Sanctions:**
    - First Offense – Meeting with Director, possible monetary fines, and or dismissal from the program.
    - Subsequent Offenses – Dismissal from the program.

13. **Violation:** Harassment

    **Sanctions:**
    - First Offense - discretionary sanctioning.
    - Subsequent Offenses - discretionary sanctioning, possible dismissal from program, possible University expulsion.
14. **Violation:** **Weapons** *(Includes items such as BB guns and sling shots)*

*Sanctions:* Confiscation, discretionary sanctions, possible dismissal from program, possible University expulsion, and possible judicial action.

15. **Violation:** **Failure to comply with rules of computer usage / damage of computer equipment**

*Sanctions:* Discretionary sanctions and/or monetary fines, possible restitution of computer equipment when applicable.

16. **Violation:** **Damage or misuse of laundry facility/equipment**

*Sanctions:* Discretionary sanctions and/or monetary fines, possible restitution of laundry equipment when applicable.

17. **Violation:** **Failure to have a working cell phone on yours person**

*Sanctions:* Students will be fined in the amount of €25 and are responsible for meeting with Director.

18. **Violation:** **Failure to Attend Meeting/Judicial Hearing with Director**

*Sanctions:* Notification of parents and/or Vice President of Student Life, monetary fine and meeting with the Director and possible expulsion from program.

19. **Violation:** **Food/Drink in Library and Computer labs**

*Sanctions:* Possible warning and subsequent €5,00 fine for each offense.

20. **Violation:** **Cohabitation**

*Sanctions:* To be determined by Director of Italian Campus Program and possible dismissal of Italian Campus Program.

21. **Violation:** **Failure to Comply with Imposed Sanctions**

*Sanctions:* Additional fines and/or discretionary sanctions, possible dismissal from program.

* If for any reason a student is suspended from the University housing, there will be NO credit made on room and board charges.
1) **You must be 18 to purchase alcohol in Italy:** The drinking age for the Italian Campus is 18 years of age. No person under 18 years of age is permitted to consume, transport, possess, or be in the presence of alcoholic beverages. Students under the legal drinking age are absolutely prohibited from consuming alcohol, and may be expelled from the Duquesne University Italian Campus program without recourse or refund if they violate this rule.

2) **You are never to be drunk/intoxicated:** You are still at Duquesne University, even though you are in Italy! You are still bound by the Duquesne University Residence Life Handbook (http://www.duq.edu/Documents/residence-life/_pdf/Residence_Life_Handbook.pdf), which is clear on its policy of never being intoxicated: “All students of legal drinking age are responsible for their actions while drinking alcoholic beverages, including being intoxicated while being in public. Any student may be cited by a University official for public intoxication. It is to the University official’s discretion whether or not a student may be considered publicly intoxicated. Public intoxication includes, but is not limited to, endangering the safety of other students or the self. All alcohol policy violations will result in disciplinary action and/or educational programming by Duquesne CARES.”

3) **The Italian Campus is a “dry campus”:** As clarified in the “Amendments to the Duquesne University Residence Life Handbook for the Italian Campus” (pg. 28, Student Handbook), “No alcohol is allowed on the actual Italian Campus, except for special events when alcohol will be provided by the program. All alcohol purchased for gifts, etc. must be checked in with the Student Services Office.”

4) **You are responsible for YOU!** Each Duquesne University Italian Campus student is individually and personally responsible for complying with all legal requirements of the nations where they are located, the rules and regulations of Duquesne University and the Italian Campus Student Handbook. Any and all consumption or usage of alcohol by an Italian Campus student is wholly the student’s own personal responsibility. Each student is responsible for knowing the country’s laws, Duquesne University’s rules, and the Italian Campus rules before using or consuming alcoholic beverages. As an Italian Campus student I understand and agree that the Italian Campus will not assume any responsibility whatsoever should I, or other students, choose to consume alcohol, and I understand that alcohol is a legally controlled substance, which can cause serious health consequences and unacceptable behavioral manifestations.

5) **You are an Ambassador:** The Italian Campus’s good standing, acceptance, and reputation in Italy is adversely affected if and when Italian Campus students manifest bad behavior, are arrested or otherwise involved in civil or criminal proceedings where alcohol use is implicated. The Italian Campus reserves full discretion to prohibit the use of alcohol by specific students, and/or all students, to establish curfews or to establish conditions for such use or consumption while enrolled in the Italian Campus program, whether such use is on Italian Campus sponsored premises or otherwise.

6) **You are expected to use alcohol in a culturally sensitive way!** Through constant observation and mindfulness, you are expected to mimic good Italian social behavior when it comes to alcohol. The American stereotypes of binge drinking (drinking to get drunk), such as “Thirsty Thursdays”, “Tailgating”, “Bar Crawls” and “Keggers”, are extremely prohibited while studying abroad at the Italian Campus and is considered offensive behavior by the Italians.

7) **The Italian Campus will provide alcohol as part of our programs:** The Italian Campus acknowledges that the culture of Italy may promote the consumption of alcohol from time to time: whether
wine, beer, liquor or other beverages. When the Italian Campus deems it to be appropriate, the Italian Campus will provide occasional social or program access to alcoholic beverages on a strictly optional basis. On such occasions each student remains wholly and individually responsible for complying with applicable rules irrespective of usage by others, and no student is required to or expected to consume alcohol.

8) **When we travel together:** On Academic Excursions, our hotels and the places we stay become our “Italian Campus” while we are away from Rome. The same rules will apply as if you were at campus. On these excursions, **alcohol is ONLY allowed when provided by the program** as part of group meals or other structured activities.

9) **Three strikes, you’re out!**: Please refer to the language in your Italian Campus Student Handbook regarding how strikes work with regard to discipline. **Consequences for prohibited uses or abuses of alcohol are at the Italian Campus’s sole discretion, including without limitation, probation or immediate dismissal from the Italian Campus program, without recourse or refund.**

The Italian Campus does not act *in loco parentis*, and a student’s responsibility for complying with alcohol consumption rules is not reduced in any way whatsoever whether or not the Italian Campus may, or may not act as an alcohol “policeman”. **Warning:** the most severe consequences may be applied by the Italian Campus to any violation of applicable rules, whether or not such rules were previously enforced, and irrespective of how they were previously enforced.

10) **Probation and Dismissal from the program:** Students who are placed on probation at the Italian Campus will be provided with an Italian Campus Probation Contract. This contract outlines behaviors that will result in immediate expulsion from the Italian Campus program. In addition to the signature of the offending student, the Probation Contract requires the signatures of the Director and the student’s parents. Two sessions with the Italian Campus Counselor is also mandatory under probation. Copies of the Probation Contract will be forwarded to the Vice President for Student Life on the home campus. If a student is dismissed from the program, they will return immediately to the United States (or their home country) at their own expense.

11) **You are bound by this agreement, even when you are not on campus, in Rome, or are traveling throughout Italy/Europe on your own:** I understand and agree that the Italian Campus’s policies apply to me whether I consume alcohol on or off the Italian Campus premises, so long as I am enrolled in the Italian Campus program.

12) In consideration of my enrollment in the Italian Campus program, I hereby accept all the above conditions, and I agree to conform to all applicable rules and regulations. I understand that even one violation of such rules and regulations may result in my immediate dismissal from the Italian Campus program without refund or recourse, or other severe penalties, at the Italian Campus’s sole discretion.

13) I hereby agree to hold harmless, indemnify and defend the Duquesne University Italian Campus program, its employees, agents, and representatives from any claims, costs including attorney’s fees, actions, arbitrations, lawsuits, and otherwise, arising out of or in connection with use or consumption by me of alcohol while I am a participant in the Italian Campus program and/or utilizing facilities provided by the Italian Campus.

14) I further understand that I shall not be entitled to participate in the Italian Campus program unless I agree to this agreement:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>
Alcohol Discipline - “ Strikes” in the Italian Campus Program

Students that attend the Italian Campus program are bound by the rules stipulated in Duquesne University Residence Life Handbook, the Italian Campus Student Handbook, the Amendments to the Duquesne University Residence Life Handbook for the Italian Campus, the Participation Agreement, the Alcohol Agreement and also the laws of the country of Italy.

As stated in the Italian Campus Alcohol Agreement (no. 8), “Consequences for prohibited uses or abuses of alcohol are at the Italian Campus’ sole discretion, including without limitation, probation or immediate dismissal from the Italian Campus program, without recourse or refund.” This means that for situations where a student becomes a danger to himself/herself or has endangered the life someone else, he/she can be dismissed from the program without any previous “strikes”.

1st Strike – “Probation”
A 2nd strike will generally be given as a second offense, after a student has already received a 1st strike. What happens?

- If on an Academic Excursion, the offending student will be escorted back to Rome by an ARD (at your expense).
- Mandatory meeting with the Director of the Program.
- Requirement to meet two times with the Italian Campus Counselor.
- A counseling fee of €300
- A Probation Contract will be drawn up. The contract outlines behaviors that will result in immediate expulsion of the program. The student will have to sign the contract, in addition to the Director of the program, a witness (staff member), and your parents.
- The probation will be communicated to the Office of International Program and the VP of Student Life.
- Completion of assignment designated by the Director.

2nd Strike – “Expulsion”
Expulsion from the program happens when either a student breaks their probation or if a student has caused danger to himself/herself or has endangered the life of someone else. What happens?

- Mandatory meeting with the Director of the Program.
- Airline ticket will either be changed or a new ticket will be purchased to send student home (at student’s expense).
- The parents of the offending student, the Executive Director of International Programs and the VP of Student Life will receive notice of the student’s impending return home.
- A Judicial Affairs hearing will happen at Duquesne University’s home campus in Pittsburgh upon return, where further sanctions will be determined.
EMERGENCY RESPONSE PLAN

(STUDENT GUIDE)

Students should always have in their possession the following items:

1) Original Copy of U.S. Passport (copy ONLY if in Rome)
2) Dichiarazione di Presenza (copy of paperwork)
3) Emergency Contact Card

Common Accidents and Occurrences

A detailed section of contacts, addresses, phone numbers, and maps is available in the Student Services Office to keep staff and students aware of where they can seek medical attention in the case of an accident. This information includes local doctors, hospitals, pharmacies, legal assistance, legal authorities, insurance providers and the U.S. Embassy.

Students may seek medical attention on their own, but are asked to report any illness or accident to the Resident Director as soon as possible after the visit. Any serious crime happening against a student OR legal action being taken against a student must be reported immediately to the Resident Director.

Emergency Response Plan

The Emergency Response Plan consists of a four-layer “Safe Place” action plan in conjunction with a divided contact list. The contact list consists of students carrying cell phones and of students with whom they are in constant contact with. This contact list is divided between the Director, Assistant Director and Assistant Resident Director of the Italian Campus. The staff members are responsible for contacting the students they are assigned and will give instructions of the “safe place” meeting location.

Students can expect contact from either the Resident Director or one of the Assistant Resident Directors. Three separate ways of communication will be attempted: a) Telephone call to cell phone or contact number left on Travel Forms b) An SMS will be sent out with a brief message to all student cell phones c) An Email will be generated to all Italian Campus students with a message and some instruction. Students will be asked to respond to the email acknowledging that they received the message.

1) Students in Rome – If an emergency happens in Rome, students are instructed to try to make their way back safely to the Duquesne University Italian Campus. If returning to campus is dangerous or non plausible, students should seek out a safe location.

2) Students outside of Rome (other Italian cities or foreign) – a) If an incident happens in the location where the student(s) are visiting, they should contact the Resident Director or an Assistant Resident Director, and if plausible, return safely to the Duquesne University Italian Campus. b) If a student hears that there has been an emergency in Rome, students should stay in their current location and await contact from either the Resident Director or an Assistant Resident Director.

*A practice drill will be conducted with both staff and students at the beginning of each semester. Amended 15/01/2005
APPENDIX II

MAYMESTER 2017 CALENDAR
MAYMESTER 2017 ROOMING LIST

*To receive in Rome.
<table>
<thead>
<tr>
<th>Room</th>
<th>Name</th>
<th>Nickname</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>299</td>
<td>Bechtold, Hailey</td>
<td>Claire</td>
<td>ARD</td>
</tr>
<tr>
<td>299</td>
<td>Garver, Molly Lee</td>
<td>Lee</td>
<td>ARD</td>
</tr>
<tr>
<td>299</td>
<td>Belcher, Margaret</td>
<td>Anne</td>
<td>ARD</td>
</tr>
<tr>
<td>299</td>
<td>Hartsook, Allison Rae</td>
<td>Rae</td>
<td>ARD</td>
</tr>
<tr>
<td>295</td>
<td>Boss, Jessica Gavin</td>
<td>Catherine</td>
<td>ARD</td>
</tr>
<tr>
<td>295</td>
<td>Cash, Hayley Maslar</td>
<td>Marie</td>
<td>ARD</td>
</tr>
<tr>
<td>295</td>
<td>Goodma, Hunter</td>
<td>Nicole</td>
<td>ARD</td>
</tr>
<tr>
<td>290</td>
<td>Lalor, Catherine Je</td>
<td>Jean</td>
<td>ARD</td>
</tr>
<tr>
<td>290</td>
<td>Marrero, Victoria</td>
<td>Marie</td>
<td>ARD</td>
</tr>
<tr>
<td>289</td>
<td>Scott, Maria Lucas</td>
<td>Jennifer</td>
<td>ARD</td>
</tr>
<tr>
<td>289</td>
<td>Lucas, Rachel Renee</td>
<td>Renee</td>
<td>ARD</td>
</tr>
<tr>
<td>288</td>
<td>Sheridan, Kimberly</td>
<td>Jordan</td>
<td>ARD</td>
</tr>
<tr>
<td>288</td>
<td>Wicobroda, Taylor</td>
<td>Ann</td>
<td>ARD</td>
</tr>
<tr>
<td>286</td>
<td>Storm, Holly</td>
<td>Evelyn</td>
<td>ARD</td>
</tr>
<tr>
<td>286</td>
<td>Whitewood, Abigail</td>
<td>Jeanne</td>
<td>ARD</td>
</tr>
</tbody>
</table>
APPENDIX III

ACADEMIC CULTURE & STANDARDS
ON-SITE CLASS ETIQUETTE
MAYMESTER 2017 CLASS SCHEDULE
ACADEMIC CULTURE AND STANDARDS

Just like at home campus, there is no single “standard” or classroom culture abroad, each professor will run his/her classroom his/her own way and your job, as the student, is to adapt to their expectations and teaching style. Having said this, there are some general statements that can be applied to most classroom settings outside of the United States. Here are some of the most prevalent that are likely to affect the classroom “culture” you will experience and to which you must adapt. Almost all of the professors at the Italian Campus are Italian or of other non-US backgrounds.

1. Learning is YOUR responsibility, not your professor’s. It is much less common abroad for a faculty member to seek you out if you work is deficient, your attendance is unsatisfactory or your understanding of content inadequate. Faculty abroad expect that you will ask for help if you need it- and if you do not then you should be prepare for the consequences.

2. Assessment (i.e. graded papers or exams) is less frequent and therefore each grade counts- a lot. In the U.S: we are accustomed to frequent assessment and feedback. You normally receive a paper with lots of comments. A first paper is usually returned before the second exam is given. This is NOT always true abroad. If you feel uncertain about how you are doing, make a point of sitting down with the professor to ask where you stand, and NOT just at the end of the semester before final exams.

3. Unlike in the US where assigned readings are often discussed in class, faculty abroad frequently provide students with a list of required readings and also some supplemental “recommended” readings to further illuminate some of the themes emerging in class. However, these readings may never be discussed explicitly nor are you assigned homework designed to demonstrate you understanding of the readings. Be forewarned: whether or not readings are discussed, if they are assigned they are fair game for exams. You are expected to do the readings, to understand them and to incorporate them into your thinking about a particular topic. If you feel that you are not “getting” it, ask questions.

4. In most societies, classrooms are run more formally that in the U.S. (there are a handful of exceptions) and the division between student and professor is more marked. Unless/until you are told otherwise, here are a few basic “don’ts” about classroom etiquette on campus.

- Don’t eat or drink in class.
- Don’t dress more casually than is acceptable for the culture (no pajamas/slippers, etc.)
- Don’t shout out an answer without being called upon.
- Don’t interrupt another student while speaking, even if you disagree.
- Don’t put your feet up on desks or other chairs.
- Don’t address your professors by their first names without being invited to do so.
- Don’t assume that original opinions are equally rewarded on exams and papers. Find out whether you are free to develop your own ideas or if you must demonstrate understanding and ability to apply the professor’s own ideas or themes.

LEARNING OR PHYSICAL DISABILITIES

If you have a physical or learning difference that requires accommodation, you should disclose this to the Italian Campus staff so that you can receive similar accommodations while in Rome. The Director/Assistant Director can inform your professors when you begin your classes.
On-site Class Etiquette

These items will help you, as the student, and your professors to be in harmony on behaviors that are acceptable at your on-site classes in the city of Rome. The guidelines have been designed to help you understand cultural differences in classroom etiquette and to help us be good ambassadors of Duquesne University, Pittsburgh, and USA while you are studying in the center of Rome. Always remember that you are more than a tourist, you are a student of Rome!

- **Getting to class**: Make sure that you are on time! You must learn to budget the correct amount of time to arrive to your meeting points by the beginning of class. If you are late, you run the risk of missing the group and thus, having an unexcused absence. Meeting points and times are included in all of your syllabi and are announced at each weekly campus meeting.

- **Footwear**: Usually it takes about an hour to get to an on-site class and an hour to return; plus, your classes are three hours a week. This means that there are many hours of walking involved in the on-site classes. Make sure that you wear footwear that will help your feet through an intense semester of walking! Flip-flops are not acceptable at on-site classes.

- **Dress**: Your dress should be appropriate and respectful. Remember that for many of your on-site classes you will be visiting churches in Rome. There is a dress code for most churches in Rome which requests that shoulders be covered and pants, skirts, and shorts should come to the knee. This requirement is for both men and women.

- **Telephones**: Your cell phone should be switched off during class or silenced. It is unacceptable to make or receive calls or SMS (text message) during class. If there is an emergency or a special circumstance, please speak with the professor.

- **Eating and Drinking**: Eating and drinking is not allowed. There will be a break during each class where students will be able to purchase a snack and eat during the break. The only exception to this rule is water. Please keep it in your backpack, as you are not allowed to take water into many sites.

- **Respect for the Monuments**: As you will be studying at very interesting museums, churches and monuments, you must respect the art. Please make sure that you do not use flash with your photos when paintings and/or fresco are present. Always check at the entry of the site to see if photos are allowed. DO NOT lean or touch pieces of art or statuary. Only sit when there are benches or chairs available for the group. Leaning on statues or sitting on the ground will quickly attract the attention of a custodian who will come and ask you not to sit or lean!

- **Visitors**: Before bringing visitors to class, you must approve the visit with your professor in advance. To not disturb the dynamic of the class and to avoid a “tour” feel, a limited number of visitors will be allowed to each class.

**Respect for your Professors & fellow students**: Remember that your on-site classes are classes and not tours! You are welcome to take photos, but photo-taking during class explanation disrupts your professors and your fellow students. You are expected to pay attention and take notes. You will find a style that works for you, as taking notes while walking or standing is difficult. If you do not hear the professor or understand what has been said, make sure that you ask questions. You are responsible for the material!
Class Schedule

*All class meetings may be subject to change.

Maymester 2017

*To receive in Rome.
APPENDIX IV

RETURNING HOME INFO SHEETS: I, II & III
ROOM CHECK-OUT FORM REQUIREMENTS
Here is some information that may be helpful to you in your last week in Rome & your return back to the United States:

**Room check-out:** Room check-out will begin on Friday evening, June 9th after final exams, and on Saturday, June 10th from 9:00-12:00. **Rooms that have not been inspected by an ARD and signed off by June 10th at 12:00 will be subject to a €5,00 fine per roommate.** All roommates must be present for the check-out process! You must have your room ready for your inspection. Please review check-out form IN Appendix III for categories. An additional form will be provided for you upon check-out. Garbage bags will be available at the Reception Desk. **Rooms must be completely clean and bags must be 98% packed in order to pass check-out!**

**Text Book Check-in:** Text book check-in will be during Room check-out. **Do not return books to the library without an ARD’s permission or you will be charged for those books.**

**Donations of books:** The DU Italian Campus would be happy to accept any books that you might have to donate to our library. Please turn in all donated books to the library during Text Book Check-In. **Remember, by donating books to the library you continue the process of helping future students having to bring minimal amounts of books!**

**Donations of clothing, etc.** The DU Italian Campus will take donations of clothing that you will not take home with you to give to charitable organizations in the city of Rome.

*Clothing:* Boxes will be placed outside of the student services office for clothing items. Please deposit the clothing items that you’d like to donate.

*Other items:* Unused toiletries, office supplies, paper/notebooks, pens/pencils, etc. etc. can be donated in boxes in the lobby.

**Cell Phones:** You can donate your cell phone to an Italian Campus student that will be coming in the Fall! Visit the Student Services for a baggie where you can deposit your phone.
Room # ____________

All rooms must be inspected Friday evening, June 9th after final exams and on Saturday, June 10th from 9:00-12:00

This form must be completed by an Office of Residence Life staff member and verified by the occupants of the above room. It is essential that the condition of the room be both accurately and specifically described.

Charges will be divided equally among roommates unless otherwise noted on this form.

DO NOT FILL THIS FORM OUT – THIS IS FOR STAFF MEMBERS!

<table>
<thead>
<tr>
<th>Item</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lock</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bed Frame</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mattress Condition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling Light</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall Reading Light</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window Blinds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor (Trashcan)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathroom (Mat, Trashcan, Sink/Cabinet, Toilet)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shower</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desk (Desk Lamp)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night Stand(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keys &amp; Fobs/Keycards Present?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

My signature below verifies that I agree to the condition of the room and the material and equipment it contains as described on this form. Furthermore, I understand that my failure to note damages upon initial inspection does not excuse me from responsibility for charges assessed for those damages upon my departure.

Signature Information:

<table>
<thead>
<tr>
<th>First Resident’s Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Resident’s Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students missing keys will be charged €50,00 (and collected on the morning of departure).
RETURNING HOME INFO SHEET PART II:
US Immigration, Customs & Tax Information

When you come back, you'll need to declare everything you brought back that you did not take with you when you left the United States. If you are traveling by air or sea, you will be asked to fill out a Customs declaration form. This form is almost always provided by the airline or cruise ship. You will probably find it easier and faster to fill out your declaration form and clear Customs if you do the following:

- Keep your sales slips! As you read this brochure, you'll understand why this is especially important for international travelers.
- Try to pack the things you'll need to declare separately.
- Read the signs in the Customs area. They contain helpful information about how to clear Customs.

Be aware that under U.S. law, Customs inspectors are authorized to examine luggage, cargo, and travelers. Under the search authority granted to Customs by the U.S. Congress, every passenger who crosses a U.S. border may be searched. To stop the flow of illegal drugs and other contraband into our country, we need your cooperation. If you are one of the very few travelers selected for a search, you will be treated in a courteous, professional, and dignified manner. If you are searched and you believe that you were not treated in such a manner, or if you have any concerns about the search for any reason whatsoever, we want to hear from you. Please contact the Executive Director, Passenger Programs.

What You Must Declare
- Items you purchased and are carrying with you upon return to the United States.
- Items you received as gifts, such as wedding or birthday presents.
- Items you inherited.
- Items you bought in duty-free shops or on the ship or plane.
- Repairs or alterations to any items you took abroad and then brought back, even if the repairs/alterations were performed free of charge.
- Items you brought home for someone else.
- Items you intend to sell or use in your business.
- Items you acquired (whether purchased or received as gifts) in the U.S. Virgin Islands, American Samoa, Guam, or in a Caribbean Basin Economic Recovery Act country (please see section on $600 exemption for a list of these countries) that are not in your possession when you return. In other words, if you acquired things in any of these island nations and asked the merchant to send them to you, you must still declare them when you go through Customs. (This differs from the usual procedure for mailed items, which is discussed in the section on Sending Goods to the United States.

You must state on the Customs declaration, in United States currency, what you actually paid for each item. The price must include all taxes. If you did not buy the item yourself - for example, if it is a gift - get an estimate of its fair retail value in the country where you received it. If you bought something on your trip and wore or used it on the trip, it's still dutiable. You must declare the item at the price you paid or, if it was a gift, at its fair market value.

Duty-free Exemption
The duty-free exemption, also called the personal exemption, is the total value of merchandise you may bring back to the United States without having to pay duty. You may bring back more than your exemption, but you will have to pay duty on it. In most cases, the personal exemption is $800, but there are some
exceptions to this rule, which are explained below.

Depending on the countries you have visited, your personal exemption will be $600, $800, or $1,200. (The differences are explained in the following section.) There are also limits on the amount of alcoholic beverages, cigarettes, cigars, and other tobacco products you may include in your duty-free personal exemption.

The duty-free exemptions ($600, $800, or $1,200) apply if:

- The items are for your personal or household use.
- They are in your possession (that is, they accompany you) when you return to the United States. Items to be sent later may not be included in your $800 duty-free exemption.
- They are declared to Customs. If you do not declare something that should have been declared, you risk forfeiting it. If in doubt, declare it.
- You are returning from an overseas stay of at least 48 hours. For example, if you leave the United States at 1:30 p.m. on June 1, you would complete the 48-hour period at 1:30 p.m. on June 3. This time limit does not apply if you are returning from Mexico or from the U.S. Virgin Islands. (See the section on the $200 exemption.)
- You have not used your exemption, or any part of it, in the past 30 days. If you use part of your exemption - for example, if you go to England and bring back $150 worth of items - you must wait another 30 days before you are allowed another $800 exemption. (However, see the section on the $200 exemption.)
- The items are not prohibited or restricted as discussed in the section on Prohibited and Restricted Items. Note the embargo prohibitions on products of Cuba.

**Tobacco Products**

Passengers/travelers may import previously exported tobacco products only in quantities not exceeding the amounts specified in exemptions for which the traveler qualifies. Any quantities of previously exported tobacco products not permitted by an exemption will be seized and destroyed. These items are typically purchased in duty-free stores, on carriers operating internationally, or in foreign stores. These items are usually marked "Tax Exempt. For Use Outside the U.S.," or "U.S. Tax Exempt For Use Outside the U.S."

For example, a returning resident is eligible for the $800 exemption, which includes not more than 200 cigarettes and 100 cigars. If the resident declares 400 previously exported cigarettes, the resident would be permitted 200 cigarettes, tax-free under the exemption and the remaining 200 previously exported cigarettes would be confiscated. If the resident declares 400 cigarettes, of which 200 are previously exported and 200 not previously exported, the resident would be permitted to import the 200 previously exported cigarettes tax free under the exemption and the resident would be charged duty and tax on the remaining 200 not previously exported cigarettes.

The tobacco exemption is available to each person. Tobacco products of Cuban origin, however, are prohibited unless you actually acquired them in Cuba and are returning directly or indirectly from that country on licensed travel. You may not, for example, bring in Cuban cigars purchased in Canada. Persons returning from Cuba may bring into the U.S. no more than $100 worth of goods.

**Alcoholic Beverages**

One liter (33.8 fl. oz.) of alcoholic beverages may be included in your exemption if:

- You are 21 years old.
- It is for your own use or as a gift.
- It does not violate the laws of the state in which you arrive.

Federal regulations allow you to bring back more than one liter of alcoholic beverage for personal use, but, as with extra tobacco, you will have to pay duty and Internal Revenue Service tax.
While federal regulations do not specify a limit on the amount of alcohol you may bring back for personal use, unusual quantities are liable to raise suspicions that you are importing the alcohol for other purposes, such as for resale. Customs officers are authorized by Alcohol Tobacco and Firearms (ATF) to make on-the-spot determinations that an importation is for commercial purposes, and may require you to obtain a permit to import the alcohol before leasing to you. If you intend to bring back a substantial quantity of alcohol for your personal use you should contact the Customs port you will be re-entering the country through, and make prior arrangements for entering the alcohol into the U.S.

Having said that, you should be aware that State laws may limit the amount of alcohol you can bring in without a license. If you arrive in a state that has limitations on the amount of alcohol you may bring in without a license, that state law will be enforced by Customs, even though it may be more restrictive than Federal regulations. We recommend that you check with the state government before you go abroad about their limitations on quantities allowed for personal importation and additional state taxes that might apply.

In brief, for both alcohol and tobacco, the quantities discussed in this booklet as being eligible for duty-free treatment may be included in your $800 (or $600 or $1,200) exemption, just as any other purchase would be. But unlike other kinds of merchandise, amounts beyond those discussed here as being duty-free are taxed, even if you have not exceeded, or even met, your personal exemption. For example, if your exemption is $800 and you bring back three liters of wine and nothing else, two of those liters will be dutiable. Federal law prohibits shipping alcoholic beverages by mail within the United States.

Gifts
Gifts you bring back from a trip abroad are considered to be for your personal use. They must be declared, but you may include them in your personal exemption. This includes gifts people gave you while you were out of the country, such as wedding or birthday presents, and gifts you've brought back for others. Gifts intended for business, promotional, or other commercial purposes may not be included in your duty-free exemption.

Gifts worth up to $100 may be received, free of duty and tax, by friends and relatives in the United States, as long as the same person does not receive more than $100 worth of gifts in a single day. If the gifts are mailed or shipped from an insular possession, this amount is increased to $200. When you return to the United States, you don't have to declare gifts you sent while you were on your trip, since they won't be accompanying you.

By federal law, alcoholic beverages, tobacco products, and perfume containing alcohol and worth more than $5 retail may not be included in the gift exemption.

Gifts for more than one person may be shipped in the same package, called a consolidated gift package, if they are individually wrapped and labeled with each recipient's name. Here's how to wrap and label a consolidated gift package:

*Be sure to mark the outermost wrapper with:*
The words "UNSOLICITED GIFT" and the words "CONSOLIDATED GIFT PACKAGE"; the total value of the consolidated package; the recipients' names; and the nature and value of the gifts inside (for example, tennis shoes, $50; shirt, $45; toy car, $15).

Packages marked in this way will clear Customs much more easily. Here's an example of how to mark a consolidated gift package:

**Unsolicited gift-consolidated gift package- total value $135**
To John Jones-one belt, $20; one box of candy, $5; one tie, $20
To Mary Smith-one skirt, $45; one belt, $15; one pair slacks, $30.
If any item in the consolidated gift parcel is subject to duty and tax or worth more than the $100 gift allowance, the entire package will be dutiable.

You, as a traveler, cannot send a "gift" package to yourself, and people traveling together cannot send "gifts" to each other. But there would be no reason to do that anyway, because the personal exemption for packages mailed from abroad is $200, which is twice as much as the gift exemption. If a package is subject to duty, the United States Postal Service will collect it from the addressee along with any postage and handling charges. The sender cannot prepay duty; it must be paid by the recipient when the package is received in the United States. (Packages sent by courier services are not eligible for this duty waiver.)

For more information about mailing packages to the United States, please contact your nearest Customs office and ask for our pamphlet International Mail Imports.

Prohibited and Restricted Items
The Customs Service has been entrusted with enforcing some 400 laws for 40 other government agencies, such as the Fish and Wildlife Service and the Department of Agriculture. These other agencies have great interest in what people bring into the country, but they are not always at ports of entry, guarding our borders. Customs is always at ports of entry - guarding the nation's borders is what we do.

The products we want to keep out of the United States are those that would injure community health, public safety, American workers, children, or domestic plant and animal life, or those that would defeat our national political interests. Sometimes the products that cause injury, or have the potential to do so, may seem fairly innocent. But, as you will see from the material that follows, appearances can be deceiving.

Before you leave for your trip abroad, you might want to talk to Customs about the items you plan to bring back to be sure they’re not prohibited or restricted. Prohibited means the item is forbidden by law to enter the United States, period. Examples are dangerous toys, cars that don’t protect their occupants in a crash, or illegal substances like absinthe and Rohypnol. Restricted means that special licenses or permits are required from a federal agency before the item is allowed to enter the United States. Examples are firearms and certain fruits, vegetables, pets, and textiles.

Medication/Drugs
The U.S. Customs Service enforces Federal laws and regulations, including those of the Drug Enforcement Administration (DEA) and the Food and Drug Administration (FDA).

A new bill was recently passed by Congress that amends a portion of the Controlled Substances Act (21USC956(a)). This amendment allows a United States resident to import up to 50 dosage units of a controlled medication without a valid prescription at an international land border. These medications must be declared upon arrival, be for your own personal use and in their original container. However, travelers should be aware that drug products which are not approved by the U.S. Food and Drug Administration may not be acceptable for such importation. FDA warns that such drugs are often of unknown quality and discourages buying drugs sold in foreign countries. For further information visit the FDA'S Office of Regulatory Affairs Website. http://www.customs.ustreas.gov/xp/cgov/travel/alerts/medication_drugs.xml

Drug Paraphernalia
It is illegal to bring drug paraphernalia into the United States unless they have been prescribed for authentic medical conditions - diabetes, for example. Customs will seize any illegal paraphernalia. The importation, exportation, manufacture, sale, or transportation of drug paraphernalia is prohibited by law. If you're convicted of any of these offenses, you will be subject to fines and imprisonment.

MORE INFORMATION MAY BE FOUND AT http://www.customs.ustreas.gov
Each individual arriving into the United States must complete the CBP Declaration Form 6059B. If you are traveling with other immediate family members, complete one form per family unit. Please contact your nearest port of entry to order the form.

**U.S. Customs and Border Protection Declaration Form – Front**

1. Print your last (family) name. Print your first (given) name. Print the first letter of your middle name.
2. Print your date of birth in the appropriate day/month/year boxes.
3. Print the number of family members traveling with you (do not include yourself).
4. Print your current street address in the United States. If you are staying at a hotel, include the hotel's name and street address. Print the city and the state in the appropriate boxes.
5. Print the name of the country that issued your passport.
6. Print your passport number.
7. Print the name of the country where you currently live.
8. Print the name of the country(ies) that you visited on your trip prior to arriving to the United States.
9. If traveling by airline, print the airline's name and flight number. If traveling by vessel (ship), print the vessel's name.
10. Mark an X in the Yes or No box. Are you traveling on a business (work-related) trip?
11. Mark an X in the Yes or No box. Are you bringing with you:
   - a. fruits, plants, food, or insects?
   - b. meats, animals, or animal/wildlife products?
   - c. disease agents, cell cultures, or snails?
   - d. soil or have you visited a farm/ranch/pasture outside the United States?
12. Mark an X in the Yes or No box. Have you or any family members traveling with you been in close proximity of (such as touching or handling) livestock outside the United States?
13. Mark an X in the Yes or No box. Are you or any family members traveling with you bringing $10,000 or more in U.S. dollars or foreign equivalent in any form into the United States?

Read definition of monetary instruments on the reverse side of the form.

**Examples:** coins, cash, personal or cashier's check, traveler's checks, money orders, stocks, bonds.

If yes, you must complete the Customs Form 4790.
14. Mark an X in the Yes or No box. Are you or any family members traveling with you bringing commercial merchandise into the United States?

**Examples:** all articles intended to be sold or left in the United States, samples used for soliciting orders, or goods that are not considered personal effects.

15. If you are a U.S. resident, print the total value of all goods (including commercial merchandise) you or any family members traveling with you have purchased or acquired abroad (including gifts for someone else, but not items mailed to the United States) and are bringing into the United States.

**Note:** U.S. residents are normally entitled to a duty-free exemption of $800 on items accompanying them.

If you are a **visitor (non-U.S. Resident)**, print the total value of all goods (including commercial merchandise) you or any family members traveling with you are bringing into the United States and will remain in the United States.

**Note:** Visitors (non-U.S. Residents) are normally entitled to an exemption of $100.

Declare all articles on this form. For gifts, please indicate the retail value. Use the reverse side of this form if additional space is needed to list the items you will declare.

The U.S. Customs officer will determine duty. Duty will be assessed at the current rate on the first $1,000 above the exemption.

- Read the notice on the reverse side of the form.
- Sign the form and print the date.
- Keep the complete form with you and hand it to the CBP inspector when you approach the Customs and Border Protection area.

### IVA (VAT) TAX RETURN

Visitors to Europe from the Americas are entitled to have their VAT tax returned to them. Each country has a minimum spending limit to receive the return. In Italy it is €150. If you are making a large purchase, you should ask for the tax-free forms and have the store validate them for you. The tax in Italy is at 16%. The forms will need to be kept with the original receipts and presented with the merchandise at the Rome Fiumicino Airport on the day you return to the United States. **Note:** The return will only be given on goods purchased with 90 days of departure. This tax return is available in all countries of the EU and many other European Countries. The minimum purchase requirement fluctuates between countries.
APPENDIX V

LOCAL CUSTOMS
INTERESTING ARTICLES

Reality can be so complex that equally valid observations from differing perspectives can appear to be contradictory.
LOCAL CUSTOMS

EATING AND DRINKING

There is a connection between customs and values, however; the values of a culture are often expressed in its customs. The café society of many Mediterranean countries suggests a certain value for comfortable social interaction, a relaxed view of time, and the idea that life should be savored teaspoon by teaspoon. So as you adopt new customs, take time to reflect on the values that underlie them, and examine your own values as well. Is there something in this culture worth taking back with you, making part of your own core values?

Food is one of the most important parts of any culture. Although we may have pushed eating aside in the United States, trying to make it fast and unobtrusive on the real concerns of our lives, for many cultures across the world, eating and food are still of central importance to family and social life. Be aware that many countries frown upon eating on-the-go and it is considered rude to eat food while you’re walking (with some exemptions in Italy, like gelato).

As a guest in the Italian culture, you should be open to trying as many different new customs as you can, and this means kinds of food and modes of eating. But be realistic: don’t expect yourself to eat beef if you are a vegetarian or keep ordering tripe soup if you really hate it. Try new foods and experiment with menu items that you can’t necessarily identify. You will never know what you discover! Buon appetito!

While alcohol consumption varies in degree and social context from county to county, it is safe to say that few countries consider the kind of binge drinking on American college campuses to be socially acceptable. Many countries to not have strict drinking ages and therefore alcohol, not being illegal or taboo, isn’t considered novel, and binge drinking is relatively rare. Many other cultures appear to have a much healthier relationship to alcohol than does society in the U.S.

Mediterranean cultures value alcohol as a social lubricant and as an intrinsic part of meals. People will socialize in bars, but the careful observer will notice that the local people will space their drinking out over a large stretch of time, and eat small snacks in-between drinks. In this environment, it is not uncommon to leave drinks half-finished as there will be a lot of sampling over the course of the evening. If you finish everything, you’ll normally drink quite a bit more than you might here.

Although you are “legal” abroad, we strongly encourage you to drink responsibly and carefully. Drinking too much leaves you more vulnerable to all of the aforementioned crime, and in excess will lead you to display behavior that many fuel anti-American sentiment. If you choose to drink, be very aware of the quantities you consume and note that alcoholic drinks in other countries tend to have higher alcohol content per volume than their U.S. counterparts.
EATING AND DRINKING: SIGNS THAT YOU ARE IN ROME

Here are a few very important things to remember, that will help you “fit in” in your new city and not leave you looking dismayed when walking into an establishment:

1. A “bar” is not for alcohol, but coffee. They might have some alcoholic beverages available, but it is generally seen as a coffee bar.

2. A “caffè” is not just a place to drink coffee, but the coffee itself. Not to be confused with the French café.

3. Most people stand at the bar while drinking their coffee. This is for two reasons: it costs more to order a coffee sitting down, as you pay extra per item for table service as well as the face that an espresso (caffè) takes significantly less time to drink that our typical Starbucks beverages. (Note: Not everyone in Italy drinks just espresso. Check out the Progress Sheets for other types of coffee, and non-coffee beverages that you can order and enjoy at the “bar”).

4. Pay first, service second. At the bar, you must always pay first at the register and obtain the receipt or “scontrino”. You then present this “scontrino” to the barista and ask for your item. The same thing goes if you want a bottle of water from the cooler. You must pay first and then take your water! (Note: This is the same procedure when at the Gelateria, Autogrill (highway rest stops), as well as fast food Pizza and Snack bars.)

5. A “latte” is not a coffee with milk, but just milk and a “caffè Americano” is not drip coffee but an espresso with a little water added.

6. The coffee culture in Italy has a unique set of cultural rules and regulations.

Some helpful hints in Italian to make your “bar” ordering easier:

Prendo… I’ll take…
Per me… For me…
Vorrei… I’d like…
Un cornetto croissant
- con crema - with cream
- alla marmellata - with jam
- a cioccolato - with chocolate (nutella)
una ciambella a donut
una bomba a cream filled donut
Frappe baked or fried dough treat for Carnival
Castagnole donut holes sold during Carnival

Some helpful hints in Italian to make your “restaurant” ordering easier:

Siamo in (5) There are five of us.
Fuori/Dentro Outside/Inside
Prendo/Vorrei/Per me I will have/I would like/For me..
Altro pane, per favore More bread, please.
Acqua, per favore. Water, please.
Frizzante/Naturale Sparkling/Still
Il conto Check/Bill
Ciao! Informal way of saying hello or goodbye.
Ciao ciao! Just like saying “bye bye”. Informal.
Buongiorno Good morning!
Buona giornata Have a good morning!
Buonasera Good afternoon! (from after lunch until you go to bed)
Buona serata Have a good afternoon!
Buonanotte Goodnight! (When you’re seeing someone for the last time for the evening)
Arrivaderci Goodbye. More formal than Ciao! (literally “until we see each other again”)  
ArrivaderLa Goodbye. Very formal.
Mi chiamo… My name is…
Come ti chiami? What is your name? Informal.
Come si chiama Lei? What is your name? Formal.
Come stai? How are you? Informal.
Come sta? How are you? Formal.
Bene. Well. (Io sto bene! - I’m well!)
Stanco/a. Tired.
Ho fame. I’m hungry.
Felice. Happy
Così così. So, so.
Di dove sei? Where are you from? Informal.
Di dov’è? Where are you from? Formal.
Io sono di… I’m from…
un telefonino/un cellulare  
cell phone
una scheda SIM  
SIM card
una ricarica  
Recharge or “top up” card for putting minutes on a pre-pay cell phone.

da  
in the amount of
Cinque euro  
€5,00
Dieci euro  
€10,00
Venti euro  
€20,00
Cinquanta euro  
€50,00

per  
for

Vodafone
TIM
WIND

Il mio numero è…  
My number is…

1  
uno
2  
due
3  
tre
4  
quattro
5  
cinque
6  
sei
7  
sette
8  
otto
9  
nove
0  
zero

Example: 345.51.660 (tre, quattro, cinque (pause) cinque, uno (pause) sette, cinque (pause) sei, sei, zero)

What does this text message in Italian mean?

Ho chiamato alle 15:58 del …  
I called at 15:58 on… (This is a message that you get when someone tried to call you when you were unavailable).

Servizio gratuito RECALL….  
This is a free service that means that the person that you just tried to call is now free to talk!

Segretaria telefonica…  
This means there is a message in your voice mailbox.
**Vocabulary for buying stamps**

I would like **Vorrei**

**insert number you’d like**

stamps **i francobolli**

for **per**

the United States **gli Stati Uniti/l’America**

Europe **l’Europa**

Italy **l’Italia**

Priority mail **prioritaria**

*Remember, the best place to purchase stamps in the Tabacchi store. You can also purchase stamps in the Italian post office or at the Vatican post office (€2.20). Vatican stamps can ONLY be sent at the Vatican!!*

**Vocabulary for getting around the city**

Where is…? **Dov’è?**

close **vicino**

the Colosseo **il Colosseo**

far **lontano**

the post office **la posta**

bus stop **la fermata di autobus**

the Vatican **il Vaticano**

metro stop **la fermata del metro**

to the left **a sinistra**

downtown **il centro**

to the right **a destra**

meters **metri (approx 3 feet)**

straight **dritto**

kilometers **kilometri (approx ½ mile)**
SAVOR THE TRIP, DON'T TWEET IT

National Geographic Traveler Magazine

Jan-Feb 2011

By Christopher Elliott

Last summer, my family of five was driving down a two-lane highway that cuts through some of the most gorgeous scenery in the Catskills. But the kids—ages three, four, and eight—didn’t have a clue. They were busy watching Wizards of Waverly Place and Phineas and Ferb on iPhones. Me: “Kids, are you seeing this? Look at the mountains! Look at the cows!” Kids: “Uh-huh.” Remember vacations before social networking, DVD screens in the back of the minivans, and Flip video cameras wrapped around every wrist? Think back. The smart phone wasn’t always buzzing like a hornet. The GPS wasn’t ordering you to make a U-turn now. The first thing you saw when you stepped onto the overlook at the Grand Canyon wasn’t a miniature Grand Canyon in the viewfinder of your HD video camera.

Vacation meant leaving the world you knew for a world you didn’t. We immersed ourselves in a new place with minimal interference from technology. To be fair, there were always shutterbugs who obsessively took photos, and some vacationers were never really there to begin with, because they were engrossed in a novel. But the numbers of these distracted travelers increased significantly when portable consumer camcorders came on the scene in 1983. Digital cameras appeared in the 1990s. And then so-called convergence devices came along, merging the cell phone, camera, video camera, and personal computer. Case in point: Apple’s iPhone, introduced in 2007. Today’s model comes loaded with two cameras, digital compass, and gyroscope. Oh, and some of the quarter million apps available.

Now it’s almost impossible to avoid seeing a vacation through the prism of your portable gadgets. Nearly one in five Americans carries a smart phone, according to Forrester Research, Inc. Among travelers, the adoption rate is even higher. With more than 500 million active Facebook users worldwide—each with an average of 130 friends—just imagine the number of vacation photos and status updates posted every second.

But do we know when to power down our gizmos? Indeed, a recent poll by Harris Interactive on behalf of PC Tools found that about one in ten men think they shouldn’t have to switch off their mobile devices during weddings.

Their own weddings.

Annette Priest says gadgets have made travel a less memorable, less meaningful experience in the 21st century. She studies how people use computers and smart phones for Revel Insight in Austin, Texas. “Technology constantly used to connect people can make travelers miss the positive disconnection and fresh insights of their own day-to-day life,” she says. Technology analyst William Bao Bean adds, “Social media has fundamentally changed travel; when you’re on the road, there is a constant stream of pictures, comments, complaints, and video to share with friends, family, and even strangers.”
Technology short-circuits some of the delights of discovery, too. We can almost experience the trip before we step off the plane. Where will we stay? There’s an app for that. Recommendations for dinner? There’s an app for that, too. What to do right now? Open your browser, and all will be revealed. Whatever happened to exploring, happenstance, and serendipity? That essential, spontaneous part of the vacation is at risk of extinction.

“The process of reporting, documenting, and communicating pulls you out of the experience,” says adventure travel expert Don Mankin, a former psychology professor. “Instead of having the experience, you are now observing yourself having the experience. It’s a layer removed and just not as sensual.”

Another problem, according to Priest and other usability experts, is that some travelers see the world through the tiny screens of their smart phones before they bother looking at the real thing. They perceive a vacation as a film director might, blocking off each shot, concerning themselves with backlighting and background interference rather than taking it in with all their senses. Travel, then, is compressed into a series of still images or high-definition video for posterity. But it’s fake, because you never had the experience in the first place.

Full disclosure: I own not only several iPhones but also an iPad. I use Facebook and Twitter, and I shoot digital pictures and video. If you send me a tweet right now, I’ll probably respond. As a travel journalist, I love the way technology can connect me with readers, sources, and friends. Then again, that’s my job.

Putting the electronic toys away while traveling isn’t just a nice idea. It could also improve the quality of your life when you return home “Those who take a real vacation by untethering from technology have higher overall long-term productivity than those who don’t,” says Marc Resnick, a usability expert who teaches at Bentley University in Waltham, Mass. Resnick isn’t just talking about laying off the work when you’re on vacation. He means cooling it on the electronics while you’re away—even the occasional game of Super Mario Brothers.

It’s not all bad. Used in moderation, technology can make your trip go more smoothly. Priest hastens to add that technology can increase travelers’ safety and confidence, as well as provide supplemental information and context while in the destination. Wondering if George Washington is buried at the base of the Washington Monument? You can look up the answer while gazing at the obelisk. (No, he’s not.)

The solution? Set boundaries on technology. If work requires you to check in, limit yourself to a half-hour in the morning and answer only the most urgent messages. Say no to obsessive Facebooking. Let the kids use the iPad during the flight, but bury it deep in the suitcase when you arrive. That’s what I did last year, on a memorable trip to Hawaii’s Big Island. We had a rule: Turn on Hannah Montana Forever, and the phone goes in the volcano. We still have all of our iPhones. If that doesn’t work, book lodgings without cell phone or Wi-Fi connections. I recommend the Catskills. (Also see the story on classic summer lodges in the May/June 2010 issue.)

Technology isn’t really the issue. But too much of it is. It trivializes travel, turning it from a much-needed, multisensory recreational experience into fleeting and utterly forgettable entertainment. You might as well stay home and throw a bag of popcorn into the microwave.

Had a bad trip? Contributing editor Christopher Elliott may be able to fix it. Give him the details at celliott@ngs.org.
Study-Abroad Students Gone Wild in Italy?

by SYLVIA POGGIOLI

March 23, 2008

Tommaso Fontanella

Every year, tens of thousands of young Americans decide to take a year and study abroad. But in places such as Florence, Italy, reports of widespread binge drinking and rowdy behavior are increasingly causing concern.

At one of the dozens of pubs in the city's center, six U.S. students were tipping back mojitos on a recent Sunday night. Peanut shells covered the floor of the bar, where five euros buys you five drinks.

They might have enjoyed a night on the town, but their good times give some locals a hangover. Letizia Biagi, a saleswoman at a nearby leather goods shop, spent part of the next day clearing the sidewalk of the nightly detritus: plastic cups and empty vodka bottles.

"Italians go to those pubs only on weekends, but the Americans are there every night," Biagi said. "And then they complain about Italian men seducing them. They go around in miniskirts up to here, half undressed. They get drunk. What do they expect?"

An estimated 7,000 Americans, 80 percent of whom are women, come to Florence every year through about 40 study-abroad programs.

In 1966, after a destructive flood hit the city, U.S. students were affectionately dubbed "mud angels" after helping to salvage endangered works of art.

But lately, the American image has become tarnished. Graziano Cioni, a city councilman in charge of security, recalled a night when about 20 young women were found drunk on the street at 4 a.m. What sticks out about the Americans, he said, is that many are well-heeled women who are often seen vomiting off to the sides of the cobblestone streets.

Cioni stressed that only about 10 percent of the American students in Florence binge drink, and he said it is also beginning to be a problem among Italians.

"You have this group of students who come and they have great passion and enthusiasm, and then they don't know quite what to do when they get here or where to go," he said "The city is not open to them outside of their classrooms; it's a difficult city to get to know and connect to."

Many of the Americans have never traveled outside their home states before. And some turn the entire school semester into one long spring break. Italian bar owners are tapping into this burgeoning demand with special offers like ladies night, while tour operators organize night-long pub crawls.

"The No. 1 market in Florence is tourism and the second is the American college student," observed Bari Hochwald, who lives and teaches in Florence. "They are the dominant factors in the historic
center of the city. Florentines don't live here, it doesn't belong to them anymore, and they're resentful of that and they should be."

As an alternative to pub crawls, Hochwald founded a program she calls "creative campus" at the Florence International Theater.

The program's latest student-written performance centers on stereotypes, such as the American party girl and the Italian Latin lover.

During a break from rehearsing lines with a young Florentine man, Antonella Lentini of New York said her scene was inspired by what she saw during her first week in Florence.

"After one of the experiences of seeing this American girl just like basically strip on the bar ... it made my friends and I feel really embarrassed to be here and be American and kind of want to hide that we were American," she said.

With the increased number of young women in Florence drinking until the wee hours has come an increase in the number of reported rapes, and perhaps many that may go unreported.

City authorities have begun to crack down. They've imposed a 1 a.m. ban on serving alcohol in bars and have placed closed circuit TV cameras throughout the city center. They're also working more closely with study-abroad programs to provide students with activities outside the classroom that don't involve raising a glass.
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