

Pitzer College Exchange in Italy

Pre-Departure Orientation Handbook
Spring 2012



MAP OF ITALY



TABLE OF CONTENTS

MAP OF ITALY	1
TABLE OF CONTENTS	3
CULTURAL IMMERSION AND ADAPTATION	7
Cultural Immersion	7
Cultural Appropriateness	8
Cultural Adjustment	10
Immersion and Community Integration through Family Stays	11
CROSS-CULTURAL QUESTIONNAIRE	15
OUR EDUCATIONAL MODEL, PHILOSOPHY, AND PROGRAM STRUCTURE	17
An Integrated Learning Model	17
Intensity and Structure of the Program	20
Visitors and Independent Travel	20
Program Rules, Guidelines and Restrictions: Three Basic Principles	21
TIPS FOR LIVING WITH AN ITALIAN FAMILY	23
PROGRAM OVERVIEW	27
Location	27
Pre-departure Reading	27
courses and Credits	27
Study Trips	30
Family Stays	30
DIRECTED INDEPENDENT STUDY PROJECT/COMMUNITY-BASED SERVICE LEARNING	31
GUIDELINES FOR CBSL FINAL PAPER	32
HEALTH CONSIDERATIONS	35
Precautionary Measures for staying healthy	35
AIDS	35
INSURANCE	37
Health Insurance	37
Italian Insurance Plans	37
Travel Insurance Provided by Pitzer College	38
SAFETY AND EMERGENCY PREPAREDNESS	39
Our Commitment to Safety	39
Limitations	40
What You Can Do to Keep Safe	41
Eating Disorders and Other Addictive Behaviors	41
Sexual Harassment, Assault and Rape	42
In Case of Problems in the Host Family	42
In Case of Emergency at Your Program Site	43
In Case of an Emergency at Home	43

TRAVEL SAFETY INFORMATION	45
The US Department of State	45
Additional Safety Information.....	46
PREPARE TO GO	47
Pre-departure Checklist.....	47
Passports.....	48
Visas	48
If You Are Not a US Citizen	49
TRANSPORTATION	51
PROGRAM DATES and Airline Reservations	51
Arriving Early or Staying Past the End of the Program	53
Flight Changes, E-Tickets and Paper Tickets.....	53
Arrival.....	53
MONEY MATTERS	55
How Much to Bring and How to Bring It.....	55
ATMs and Credit Cards	55
How to Receive Funds from Home	55
What Your Payment for Study Abroad Will Cover	55
Billing Procedures	57
COMMUNICATIONS	59
Telephone and Email.....	59
Mailing and Shipping to Italy.....	60
Student Communication Responsibilities	60
WHAT TO BRING	63
Essential Documents and Items	63
Clothing, Medicine and Miscellaneous.....	63
Laptops: To Bring or Not to Bring?	65
Gifts	65
THINKING AHEAD	67
Registration for Next Semester's Courses.....	67
Laying the Groundwork for Fellowship Applications	68
Career Services.....	69
APPENDIX A: USEFUL WEBSITES	71
APPENDIX B: SEXUAL HARASSMENT AND PREVENTION	73
APPENDIX C: PITZER COLLEGE STUDY ABROAD OVERVIEW OF ETHICAL PRACTICES OF RESEARCH AND ENGAGEMENT IN COMMUNITY	79
APPENDIX D: ACCEPTANCE AND RELEASE	83
APPENDIX E: CONDITIONS OF PARTICIPATION	85
Request to Change Status for Study Abroad Programs.....	92

APPENDIX F: ITALY, HOLY SEE (VATICAN CITY) AND SAN MARINO COUNTRY SPECIFIC INFORMATION93

APPENDIX G: HEALTH INFORMATION FOR TRAVELERS TO ITALY INCLUDING HOLY SEE AND VATICAN CITY 103

APPENDIX H: ANSWERS TO THE CROSS-CULTURAL QUESTIONNAIRE 107

CULTURAL IMMERSION AND ADAPTATION

CULTURAL IMMERSION

One of the most important modes of learning employed by this program is learning through cultural immersion. By cultural immersion we mean,

A commitment to participate as fully as possible in the local lifestyle, language and culture of your host family and community in order to understand something of what it means to be a member of the host culture.

Notice the word *commitment*. Immersion doesn't happen automatically. It takes a certain commitment over the course of the program– a mindfulness of why you came in the first place and faithfulness to that.

Pitzer's Study Abroad programs ask students to engage the local lifestyle, language and culture as fully as possible. Our programs provide ample opportunities for interaction as well as experienced cross-cultural guidance. You make the commitment to take those opportunities and follow that guidance when you participate in a Pitzer program.

We help you move beyond passive observation to active participation in the life of the host community. We ask you to meet the culture on its own terms and share the common experiences that make up the everyday lives of typical community members. You will accomplish this within the program structure of intensive language study, family stays, and field exercises that require interaction with members of the host culture.

We expect you to limit your daily living options to those available to typical members of the host community. This may mean living with little privacy and few amenities, opting for crowded and sometimes unreliable local transportation, using local health facilities that require long waits, or going into town to make a call home or send an email rather than using the program office phone or computer. This is hard work and requires a strong commitment on your part. We provide the structure and encouragement for cultural immersion, but you must choose between engaging the culture on its own terms and retreating to more convenient and familiar options.

With this in mind, it will be helpful for you to think about ways you can participate more fully in the life of your host family and community. To get you started, here are some ideas that past students have come up with. Reflect on these and add your own. Refer back to this during the course of your program to make sure you are taking full advantage of the many opportunities for cultural immersion learning on your program.

Strategies to deepen cultural immersion learning:

Ways to participate fully in the life of my host family:	Ways to participate fully in the local community where I am living:
<ul style="list-style-type: none"> • Help around the house • Run errands with your family • Play with the kids • Go out with host brothers or sisters, help with homework, read to them, go to school, share daily activities and ask about host family's life, • Shop for a meal, prepare and cook food, eat, and clean up together • Go to clinics or hospitals or local healers with host family <p>Other strategies:</p>	<ul style="list-style-type: none"> • Volunteer in social work agencies • "Just get out" • Visit local markets • Check out community theater groups • Get involved in sports • Take local transportation • Eat in restaurants frequented by locals • Go to church/temple/mosque • Participate in community activities • Go to local hangouts (park, restaurants, cafes), frequent the same path so you can get to know locals <p>Other strategies:</p>

CULTURAL APPROPRIATENESS

Given that we want you to participate fully in the host culture, we want you to do this in a way that reflects the host culture's values. This is what we mean by cultural appropriateness:

A commitment to learn about and increase your understanding of the host culture and then interact, communicate and behave in ways that respect the host culture's values.

This may mean you need to dress differently, eat new foods, or new quantities of food. You may need to change certain concepts of time, personal space and privacy. You will certainly need to develop a new set of non-verbal behaviors and to give up certain things you value. Most importantly, you will need to develop tolerance and respect for many other things that you may not understand or cannot accept.

Committing yourself to cultural appropriateness is hard work, but the rewards are considerable and last a lifetime. The depth of your immersion experience and the character of the relationships you develop are dependent on your ability to make a serious attempt to understand and respect others. We believe the quality of your learning experience is directly related to these efforts.

A commitment to cultural appropriateness:

- is a reflection and measurement of ongoing culture learning and therefore factors into your core course grade.
- demonstrates that you care about what is important to your hosts and that you are making an honest attempt to respect their values.
- has a profound effect on the type of experience you will have.
- promotes meaningful interactions and language learning.
- increases safety and helps to prevent harassment.
- speaks well of your home college, your program, and your program staff and faculty.

A Higher Level of Cultural Sensitivity

Sensitivity to another culture requires more than mastering rules of etiquette. Of course, such rules are important, but they cannot be learned in isolation from actual experience. The best way to prepare for upcoming cross-cultural encounters is to imagine the type of person you will attempt to be during the program. Pitzer expects a sustained commitment to developing and maintaining a higher level of cultural sensitivity. What does that mean? Consider the following three characterizations:

- 1) The tourist level – represented by the sentiment: “I am oblivious to the effects my actions have on locals and never stop long enough to even question my behavior.”
- 2) The sojourner level – represented by the attitude: “How can I continue to live my life, interact and behave the way I always have without offending my hosts?”
- 3) A higher level – represented by the question: “What must I change in order to show I respect the host culture's values, facilitate meaningful relationships, and have a deeper more meaningful learning experience?”

We expect you to make a commitment to being at the higher (proactive) level of awareness and sensitivity. At this level you move from a “What can I get away with and not offend my hosts?” attitude to a higher level of sensitivity represented by this questions: “What can I do (How must I change?) to show I respect the host culture's values and through this, facilitate meaningful relationships with members of the host culture and have a deeper, more enriching learning experience?” If you commit to this higher level, a list of do's and don'ts is not necessary. You will be actively engaged in culture learning throughout your experience and your behavior and interactions will reflect this. People will see your respect for their culture and help you to learn. Even cultural blunders or faux pas (which we all make) will be accepted by members of the host culture gracefully when you are at this level.

Cultural Appropriateness as an Indicator of Learning

Cultural appropriateness is an ongoing effort throughout the course of your semester to learn about the host culture and reflect that in your interactions and behavior. It is not a list of dos or don'ts or something you can simply learn in orientation. It is a commitment to ongoing culture learning. As such, *cultural appropriateness as an indicator of learning* makes up a portion of the grading criteria of both the language and the core course. We believe that successful and appropriate participation in the local culture is just as much a demonstration of learning as a well-written paper or a top mark on an exam.

A Role Model for Cultural Appropriateness

All of culture is contested and in a process of change. It is easy in any culture to find exceptions to the norm. There will always be members of the host culture who question, challenge, disagree with, and even openly go against certain cultural practices. Students often point out such exceptions and say, "Look. She is from this culture and she's dressing like that, so why can't I?" or "He's from here and he's doing that. How can you say that is culturally inappropriate?" Our role model for cultural appropriateness is behavior that is typical for the community and host family where we live and study, not the liberal or conservative extremes that can be found in any culture. The fact that a particular cultural practice is being contested by certain members of the culture does not mean we can disregard or disrespect that practice if it is the norm for the situation we are in and the people with whom we would forge meaningful relationships.

We expect you to respect the cultural practices of the situation you are in, even as you engage in a critical exploration of how, by whom, in what context and to what extent certain aspects of the culture are being contested. We certainly don't want to enter your host family, for instance, having made pre-judgments, perhaps from certain readings, that certain of their cultural practices are oppressive to women. Rather, we want you to enter in with an open and non-judgmental attitude. Learn about the cultural practices of your host family, allow their values and beliefs to inform your own behavior as a gesture of respect, and in this context, explore from the host country perspective whether and to what extent a certain practice is being contested or is seen as oppressive. These two approaches to culture learning (critical analysis and respectful participation) are not incompatible.

Since there is such a diversity of cultural practices out there, initially, it will be difficult for you to know if behavior you observe is on the fringe or fairly typical for the community you are in. It takes a while to figure this out. Early on, you should proceed with caution and let program staff and host families serve as guides and role models for cultural appropriateness. Later on in the semester, as you commit to the process of culture learning, you will be more and more able to figure this out on your own.

Cultural Appropriateness and Your Own Core Values

A common question students often struggle with is this: *Won't a serious commitment to cultural appropriateness require me to compromise my own core values?* The answer is no. You do not need to give up your own core values to appreciate and respect the existence of contrasting values in others. Cultural appropriateness does not require us to do this, but it does require that we learn about and respect a different set of values in the way we behave and interact as long as we are guests in the host culture.

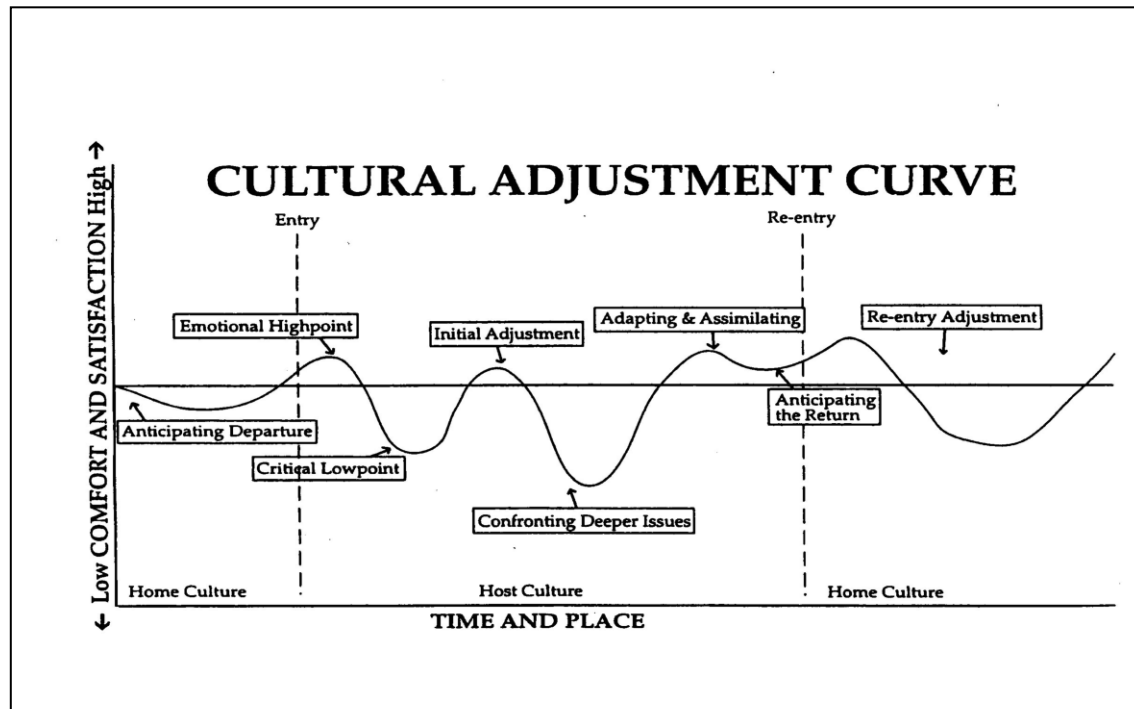
Your role as a student on this program is not to judge the host culture, especially not to judge it based on your own values, but to understand it based on its own beliefs and values and to honor these host culture values in the way you interact and behave. Again, you can do this without compromising your own core values. Cultural appropriateness is not a process of giving up or diminishing who we are, but of adding on.

"When you commit to cultural appropriateness, that is, when you are willing to see the world through the eyes of the host culture and reflect that in the way you behave and interact, you don't become less of an American, you become more of a human being." *Cap Miller SJ - Anthropologist in Nepal who has conducted research on Jhaankris and on Decision Making in Village Nepal.*

Humility and the willingness to change are the hallmarks of a higher level of cultural sensitivity. Respect for the host culture and your willingness to change should lead you to sort through your own values and struggle with better understanding your own culture. Persistent conscientious effort will enable you to eventually define a comfortable cultural boundary for yourself that neither compromises you or offends those with whom you live and learn. It is vitally important to realize that you do not need to discard your own core values to appreciate and tolerate the existence of opposing values in others. You will need to examine your values from a new perspective and be open to modifying your behavior to accommodate host culture values, but Pitzer does not believe you should ever abandon who you really are. Our programs are journeys of self-discovery as much if not more than they are journeys into the lives and experiences of others.

CULTURAL ADJUSTMENT

What we are trying to describe is often referred to as cultural adjustment, or acculturation. One recognized model of the process is the U-curve developed by Lysgaard in 1955



The curve depicts your emotional state as you adjust to contact with another culture. You feel uneasy leaving friends and family, and a little anxious about stepping forward into the unknown. Once you arrive, and become familiar with your new surroundings, anxiety gives way to a euphoric feeling of excitement supported by a natural fascination with the exotic and different. This is an accomplishment within reach of any earnest tourist. You, however, are more than a tourist, and must go deeper into the culture. Here is where the difficulties really begin.

The very differences that excited and attracted you slowly begin to confuse and frustrate your attempts to function in the new culture. You begin to experience what is often referred to as “culture shock”; a characterization that became popular in the 1960’s and is still used today to refer to periods of emotional discomfort that are depicted as low points on Lysgaard’s U-graph. The use of the word “shock” is a bit misleading since it lends itself to the suggestion that these feelings are provoked by incidents that would not be so shocking with proper preparation. Consider the following hypothetical description taken from Craig Storti’s *The Art of Crossing Cultures*:

Let’s conjure up a typical morning in the life of an expatriate development worker in Tunisia, and, to load the equation, let’s make her a woman. She enjoys a quiet breakfast in the sanctity of her home and then begins the drive to work. The streets are thronged with pedestrians, choked with donkey carts, and full of aggressive Tunisian drivers who take regular and prolonged solace in their car horns. She is alternately immobilized by all the confusion and driven to fits of frightening recklessness. She stops briefly at the post office, long enough to be intimidated by the throng of men pressed around the stamp seller’s window, and leaves without mailing her letters. At ten o’clock she reports for an appointment at the Ministry of Health and sits down to wait for the man she has come to see, assured by his secretary that he is due any minute. After forty-five minutes and several more assurances from the secretary, she leaves (and learns later that the man was out of town for the day and, further, knew that he would be when she pressed for the appointment). On her way back to her office she stops to buy the International Herald Tribune and have a cup of coffee. The paper isn’t available, though the vendor assured her the day before it would be (God’s will, he shrugs), and she is harassed by several male customers as she tries to relax with her coffee.

From the safe and comfortable confines of wherever you are reading this booklet, you are probably thinking that these kinds of incidents won’t bother you. You are ready. But imagine waking up to the expectation of similar incidents every day you are abroad. Imagine facing these daily disappointments while suffering from the frequent intestinal and

respiratory illnesses that often attend extended stays in foreign lands. Imagine not understanding most of the verbal and non-verbal communication attending these incidents, and the treatment of your illnesses. Imagine experiencing all these things alone, without the emotional support of family and friends. Are you really ready? Can you be? Can anyone?

Probably not, at least according to most interculturalists, who agree that culture shock is natural. It is a common experience for anyone making a serious attempt to adjust to another culture. Overt manifestations can range from mild irritability to deep psychological panic and crisis. It is often associated with feelings in the learner of resentment, estrangement, anger, hostility, indecision, frustration, sadness, loneliness, homesickness and even physical illness. The person undergoing culture shock often vacillates between feeling angry with others for their lack of understanding, and being filled with self-pity. It is much more than the simple shock of being confronted with unexpected behaviors.

Though it may seem like a liability, culture shock is actually beneficial. It presents an opportunity for one of the most meaningful types of learning. When you find yourself on the low point of the Lysgaard curve your instinctive fight or flight response will lead you to three well-documented coping strategies. You may withdraw from the host culture, seek out the company of other expatriates, or project your discomfort onto members of the host culture, and see them as the source of your pain and suffering. All of these responses end in failure. The way to overcome culture shock is both simple and challenging. You need to continue to participate in the host culture. Without continued participation your learning experience stops at the low point, and you fall off the curve altogether. Simple persistence will get you through to the next peak where you will be able to see your experiences differently. Over time the curve should flatten out, the emotional roller coaster should subside, and at the end of the journey you will be a remarkably more mature person.

You may be hoping to avoid culture shock, but if you do you may not learn anything at all. Most experts believe that culture shock is a prerequisite for true cross-cultural effectiveness. Gary Weaver believes individuals who claim to have never experienced any form of culture shock probably did not have a genuine cross-cultural encounter.¹ Douglas Brown argues that failure here may affect language learning as well. His research suggests that adjustment through avoidance leads you through the low points with a psychology that weakens the drive for greater fluency. If you find a comfortable niche requiring minimal participation in the culture, the inevitable result is the acquisition of a stunted version of the language that meets minimal needs. Your speech remains grammatically fossilized and functionally inadequate.²

It is clear that the low points are the most critical moments of your experience abroad. You must choose to remain involved in the new culture and not to retreat into the expatriate, tourist or foreign student community lifestyle. Learning how to recognize and check this impulse to retreat is essential. Program staff will be able to help. It is their responsibility to keep you in the game. They will create opportunities for interaction and help you up when you fall. At the same time, however, they will insist you continue to confront your difficulties head on and not lead you around them. Remember that you cannot overcome culture shock by thinking about how the other culture is different or even by reading about the other culture. The only way to successfully acculturate is by trial and error. You must make mistakes, misunderstand, and suffer embarrassment. Only then can you gradually learn to read the underlying cultural conditioning in yourself, and in others. Eventually, with effort, you will be able to interact successfully and appropriately.

IMMERSION AND COMMUNITY INTEGRATION THROUGH FAMILY STAYS

Pitzer study abroad programs emphasize experiential learning through immersion into local cultures and communities, and an essential ingredient of this, wherever possible, is family stays. Family stays are much more than just a convenient solution to the room and board problem. They are an important dimension of the academic program designed to give you an opportunity to understand something of what it means to live in the host culture and deal with a range of issues important to the local community and the country.

In fact, family stays often become the focal point of our commitment to cultural immersion and appropriateness. They allow for fuller participation in community life and integration into the local culture on as many fronts as possible. Living with a family allows you to develop meaningful relationships with family members and neighbors who will vary in age, gender, ethnicity, and educational background. This compels you to give a human face to ideas and theories presented in the core course lectures and readings. Indeed, family stays allow you to feel the pulse of a community, to test and verify the assumptions offered by community agencies and governing bodies, and to explore issues from a variety of

¹ Weaver, Gary. R. 1993. "Understanding and Coping with Cross-Cultural Adjustment Stress." In R. Michael Page (ed.), *Education for the Intercultural Experience*. Yarmouth, ME: Intercultural Press.

² Brown, H. Douglas. 1991. *Principles of Language Learning and Teaching*. Englewood Cliffs, N.J.: Prentice-Hall.

perspectives. J. Daniel Hess, author of [The Whole World Guide to Culture Learning](#), has observed that one can learn more by living with a family for six weeks than living in a dorm or alone in an apartment for a year. While family stays are one of the most effective tools for culture and language learning, they are also, without question, one of the most challenging dimensions of a study abroad program (for both you and the people who host you). You are expected to make a commitment to building a relationship with your host family, to participate as fully as possible in their lives and to respect their habits, lifestyle and values. This is hard work. It usually means making some significant changes in lifestyle and behavior for three to four months and forgoing much of the social life you may be accustomed to on your home campus. Nonetheless, most students who embrace this challenge realize that it results in an experience that would be impossible to have on campus (or even living alone, in an apartment in the community), and find it to be one of the most personally rewarding and academically valuable parts of the program.

Expectations for Students

Remember that there is no such thing as a typical “family,” neither in the US nor in your host country. Your family may consist of a retired couple, a large family with children, a single adult, or several generations living under the same roof. Most host families have been selected because of their interest in sharing their culture with an American student, not because they live in the most convenient location, have the best house, or can provide all the conveniences of your own home. Here are some tips for your home stay:

- Treat your host family as a family, not just as a place to eat and sleep.
- Make a real commitment to building a relationship with your family.
- Respect your family’s values, lifestyle and customs, such as meal times, quiet times, use of TV, taste in music, appropriate dress, coming home at a reasonable time, smoking restrictions, appropriate language, conversational topics, etc. *(The question a student should ask here is not, “Will my family accommodate my needs for my lifestyle and my preferences?” Or even, “What is the most I can get away with and still not offend them?” But rather, “What can I do to better fit in with my family members (and their culture) and respect their needs and their lifestyle so that I can have a deeper, more meaningful relationship with them?”*
- Time with your family will be limited. Commit to sharing as many meals with your family as possible. Notify your family ahead of time if you won’t be there for meals.
- Commit to participating as fully as possible in your family’s life and their involvement in the community. This may include visits with family to churches or temples, schools, medical facilities, markets, etc.
- Take responsibility as a full member of your family (this might include, depending on what is culturally appropriate, yard work, farming chores, washing dishes, cooking, babysitting, house cleaning, shopping, etc.)
- Occasionally, throughout the semester, engage your family (or certain members or your family) in social and community activities such as movies, theater, eating out, and visits to relatives’ houses or areas of cultural interest.
- Observe scrupulously the laws of your host country and community and the values of your family. Do not do anything that would embarrass, endanger or hurt your family.
- Explore theories and issues raised in the core course with your family and incorporate their perspectives into discussion sessions and writings for the course.
- Be patient. It takes time and energy to make this work, but Pitzer College has been facilitating thousands of these types of family stays throughout the world, and students almost always agree that the rewards of building a meaningful relationship with a host family make the effort worthwhile.
- If you have any concerns about your home stay, talk to your program director early on.

The Role of Program Staff

Program staff members are committed to help facilitate your intercultural learning. In order to do this they will often ask you make the hard choice for cultural immersion and appropriateness over the more familiar, easier option. This is sometimes seen by students as a lack of support, but to the contrary, our staff would be remiss if they did otherwise. When staff insist you do something on your own, in the same way the locals do, rather than doing it for you, they are

helping you to develop your own creative problem solving solutions in the new cultural context. They are, in fact, supporting you in your own culture learning and adjustment, which is their job. Staff members are not there to become your friends, but to facilitate your learning. By the end of the program you will appreciate this when you are capable of operating independently, appropriately and successfully in the new culture.

However, when you are in the midst of the cultural adjustment process it is often difficult to appreciate what the staff is doing in terms of supporting your culture learning. We hope that by emphasizing this here, you will be better able to step back and understand that when your program staff nudges you into participating more fully and appropriately in the local culture, as uncomfortable as that may be at first, they are supporting you in the best way possible. To the extent that you can recognize this and can express your appreciation to the staff, you will have a better educational experience. This is human nature. This doesn't mean you can't express concerns and offer suggestions, but please do these in a way that respects the collective wisdom of the staff and takes into account the educational goals of the program which attracted you in the first place. Seek to understand rather than to judge, both the host culture and your program staff. Give your program staff the gift of your enthusiasm and support and they will give you the gift of the best program and educational experience possible.

CROSS-CULTURAL QUESTIONNAIRE

The following statements are based on expectations commonly held by US students planning to study in Italy and on dilemmas and issues students often face once they arrive in the country.

Directions: Please mark each statement below as true (if it is generally true) or false (if it is generally false).

1. ____ Italy is a Mediterranean country, so the weather is generally mild even during the winter.
2. ____ Italians always eat huge meals and drink lots of wine with every meal.
3. ____ Since Americans are the largest non-European group in Italy and since the media broadcasts many American movies, television programs and music, Italians are generally well aware of what life in the US is like.
4. ____ Because men are often given preferential treatment in the home; students may have a hard time adjusting to gender roles in Italy.
5. ____ Students who are tired of the restrictive structure of their home campus and its highly structured academic schedule may want to consider study abroad in Italy for a more relaxed schedule and a whole semester of independent, autonomous learning.
6. ____ As a capital of fashion, Italians, even university students, tend to dress more formally. However, you're an American and can dress however you'd like.
7. ____ The easiest way for a student to learn if they are not acting in a culturally appropriate way is to ask a member of their host family.
8. ____ A common way students inadvertently insult their host family in Italy is by locking the door to their room whenever they leave home.
9. ____ Despite the advantages for cultural immersion, traveling alone in many areas of the country is a high-risk activity.
10. ____ Students are often disturbed by the fact that Italians do not seem to take care of their museums or monuments.
11. ____ Students don't have to worry too much about leaving their rooms tidy. Families respect the fact that it's the student's personal space.
12. ____ All Italian families are large and very open. Friends and family members come and go whenever they please.
13. ____ Because families are so open, you don't need to tell them where you are going and when you'll be back. They respect the fact that you are an independent American student and need your space.
14. ____ Italy is a predominately Catholic society. Most Italians, of all ages, go to church on a regular basis.
15. ____ Americans, especially women are stereotyped as sexually promiscuous throughout Italy (and most of Europe). Overt flirtation may be seen as a desire for sexual encounters.
16. ____ Wine is a large part of Italian culture. Drinking wine at meals is the norm for everyone in most Italian households, including children. Although wine and alcohol are such prevalent parts of the culture, their abuse is not condoned by Italians.
17. ____ Refusing food prepared by your host-family is always O.K. if they prepare something you don't like.

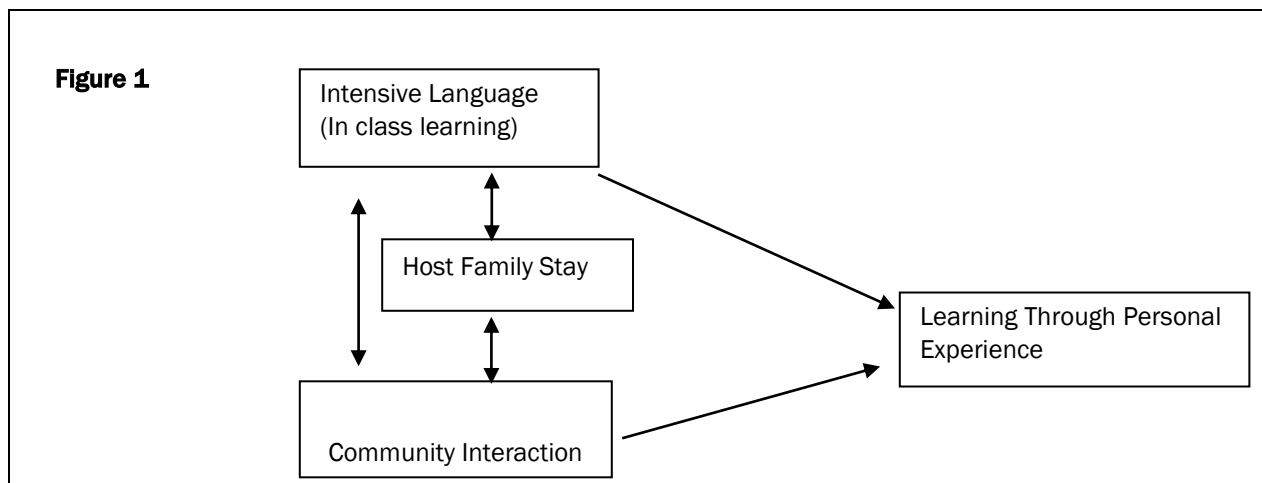
OUR EDUCATIONAL MODEL, PHILOSOPHY, AND PROGRAM STRUCTURE

In this section we review some of the basic ideas covered in previous sections as well as introduce a few new concepts all of which are essential for you to understand and accept before you make your final decision to participate on the program.

AN INTEGRATED LEARNING MODEL

Rather than thinking about the program as four separate courses or classes (which is how it shows up on the transcript), we want you to begin to see the program as it really is: a connected whole where each part of the program is related to and dependent on every other part of the program, and where all these components work together to create a particular kind of interconnected learning experience.

As you can see from Figure 1, intensive language instruction (in the classroom) allows you to participate fully in the life of your host family and make that part of your program into an important mode of learning. At the same time, full participation in the life of your host family allows you to develop a higher proficiency in the language than would be possible in any other living situation. As your language skills develop, your host family helps you to develop meaningful connections in the larger community. In turn, your interactions in the community enhance your language learning even more, while giving you an important context for better understanding your host family. Taken together, this part of your program (family stays, community interaction, out-of-class language learning) can be considered your *learning through personal experience*.

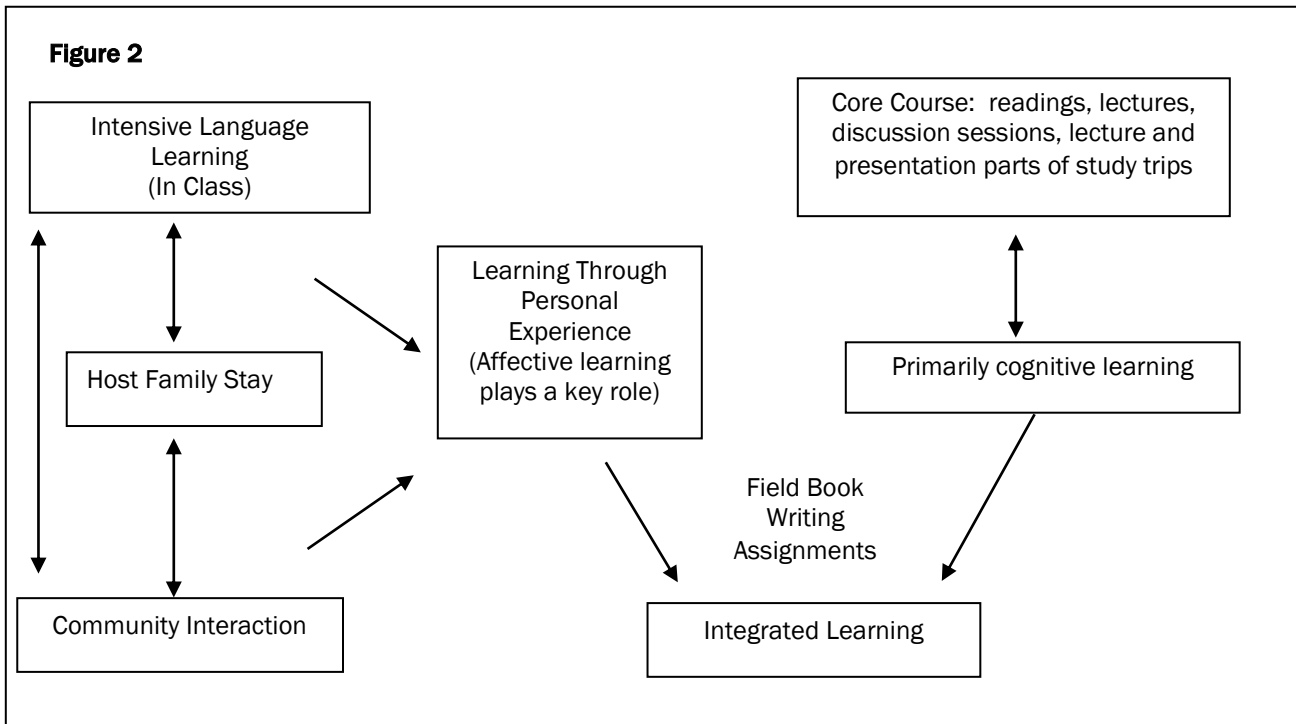


An important part of your learning through personal experience is affective learning, which relies on trust in personal experience and relationships. It acknowledges feelings as valuable tools in the learning process and is often subjective and very attached. Intuition and empathy play key roles in affective learning.

On the other side of the learning continuum is that part of the core course that consists of lectures and readings. This part of your learning is largely cognitive; that is, learning through objective, detached examination, where emotions are discouraged. Cognitive learning relies heavily on memorization, and analysis; it is the type of learning you typically do in a university classroom by taking and memorizing notes, library research, and literature review.

The heart of our educational model is the connection you make between your learning from personal experience in the culture, for which affective knowing plays a very important role, and your learning through core course lectures and readings, which is largely cognitive (Figure 2). In this type of connected learning, your own observations, conversations and experiences, as well as your feelings and intuitions are given equal importance to more traditional forms of classroom learning such as lectures and readings, and you are encouraged to combine the two in a process of constructing your own meaning. This can be a difficult exercise for students who have been conditioned to thinking that the only valid forms of knowing are contained in books, scholarly articles and the lecture notes, but for those who approach this with an open mind, it can also be a very empowering educational experience. You will be expected to engage in the process of integrated learning throughout the program and demonstrate this type of learning in core

course writing assignments and discussion sessions. You should be excited about this type of learning if you choose to participate on this program.



An Example: Cognitive, Affective and Integrated Learning

Cognitive learning is reading about infant mortality rates in a particular country, learning some of the main economic and social causes, and hearing a lecture on the efforts of international aid organizations to provide better pre-natal health care.

Affective learning is the lump in your throat and the knot in your stomach as you sit quietly and listen, speechless, as your host mother tells you about how three of her five children died from illness between the ages of one and five. Her interpretation of why and how this happened may be quite different from what is said in the books.

Integrated learning is combining the two to arrive at your own personal understanding of infant mortality – its causes, effects and possible solutions. It is meaning you construct yourself that comes from an integration of both cognitive knowing and affective knowing. It is often learning that transforms behavior and that creates a passion for action or change. Connected learning gives a human face to statistics and abstract concepts. At the same time, it allows for a fuller and more accurate understanding of personal experience. It is balanced and whole. It is especially meaningful to you as it lies in the intersection of what you know to be true from personal experience and what you have learned in your readings and lectures.

Experiential education is not just experience. It is experience plus reflection. It is education that requires connected, integrated learning.

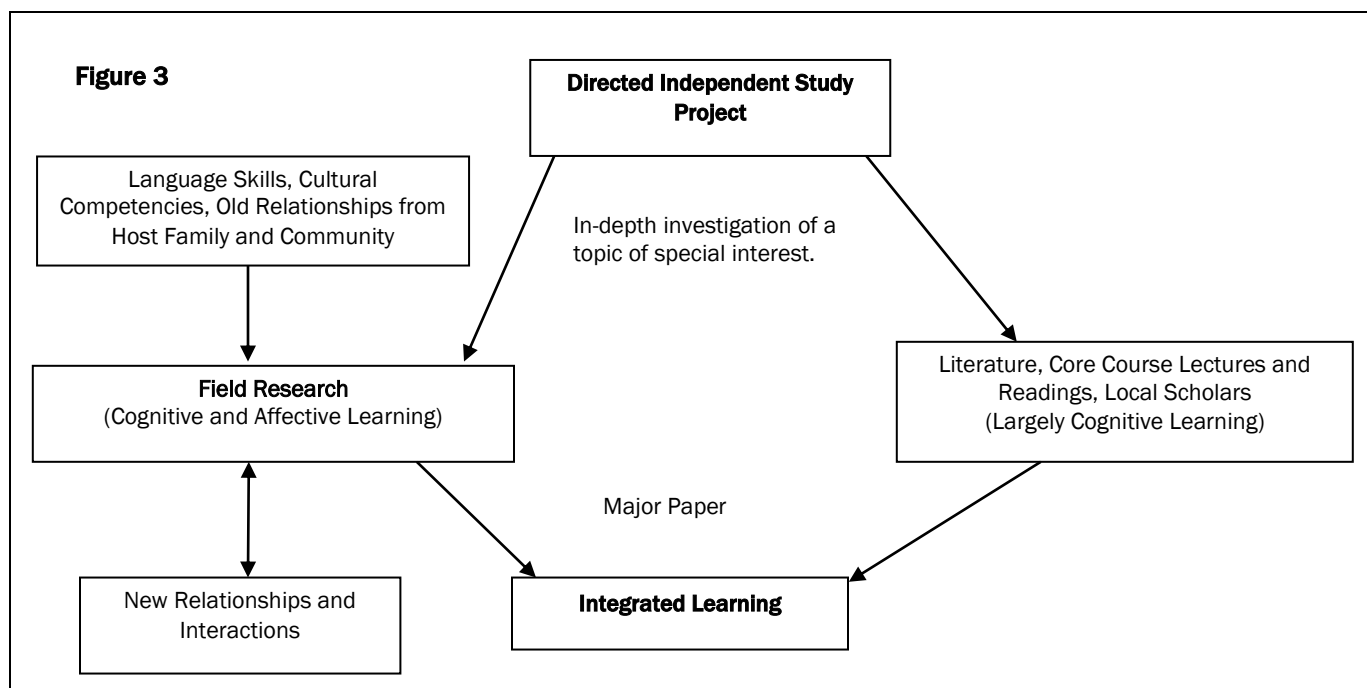
Integrated Learning and your Directed Independent Study Project

Please carefully review the section in this handbook on the directed independent study project. The DISP allows you to take one topic of special interest and pursue it in depth, usually during the last month of the program. This is the part of the program when you are called to function independently within the host culture, using your language skills and cross-cultural competencies to interact and conduct research in ways that are appropriate, successful and ethical.

The program will connect you with local experts, who, along with program staff and faculty, will help you craft a solid, feasible proposal, pick a good location, connect with local resources, and develop an appropriate methodology. As you can see in Figure 3, the DISP is another opportunity to engage in integrated learning. Reviewing the literature of your DISP topic, referring back to core course lecture notes and consulting with local scholars (largely cognitive learning) will play an important role in crafting a proposal and deciding on a location and methodology for your study. These sources will also provide important context for your final paper. The bulk of your DISP time however, will consist

of field research. Here you will rely on your previous language skills and cultural competencies to interact directly with people from the host culture who are involved in your topic. Learning here will be both affective (personal experience with people) and cognitive (surveys, questionnaires, etc.).

For your final paper, you will be expected to integrate the cognitive and affective learning you experience in your field research with learning from your interactions with local scholars, core course lectures, and the literature of your topic.



Intensive Language

The language component features small classes with intensive instruction for three to four hours a day, five days a week. During the first two weeks of the program there may be up to five hours of language class a day. You will learn grammar and vocabulary (just as you would in a class at your own college), but you will do this in a way that allows you to practice in the classroom the very features and communicative functions you will need outside the classroom in real life interactions.

Our language learning philosophy is simple: We learn the language not by studying about the language, but by using the language in the classroom, and outside the classroom, with program staff, with host family and community members, and especially with each other.

Students who commit to using the language with each other outside of class whenever possible, even when it would be easier to speak in English, consistently develop significantly higher levels of communicative competence than those who choose to speak only English with each other outside of class.

You will be expected to join with program staff and faculty in creating a host culture language speaking environment at the program office, outside the classroom, and during all program activities. Make this commitment, and the results will astonish you, we promise.

Host Family Stays

Students almost unanimously report that their stay with a host family was one of the highlights of their program and the center for much of their learning. Family stays allow you to learn much more language than you would in any other living situation. They allow you to put a human face to topics covered in your course lectures and readings. They provide a window into the culture as they include you in their daily lives and welcome you to participate in special ceremonies and events. They support you during your inevitable ups and downs as you adjust to the country and culture and help you to connect with the local community in ways that would otherwise be very difficult if not impossible to achieve.

As you can see, family stays are a key mode of learning employed by the program. As mentioned above in the section on integrated learning, all students are expected to explore issues and ideas raised in their more formal course work with their host family members and to incorporate this learning into discussion sessions and writing assignments.

INTENSITY AND STRUCTURE OF THE PROGRAM

Pitzer programs are very intense, and you will find your life very busy and structured for much of the time you are on the program. A large amount of your time is taken up *in the classroom* by the language and core course components of the program. Outside of daily interactions with your host family and the surrounding community there is really little chance for independent learning until the Directed Independent Study Project (DISP) component during the last three to four weeks of the program.

This structure and intensity is very important for you to understand and accept if you choose to participate on this program, especially if you are strongly interested in or focused on one particular aspect of the culture or country, such as religion or rural development, etc. These topics can be pursued in depth only during the DISP, which usually means the final three to four weeks of the program.

You have to be comfortable with this model. If you see the core course or language course as hindering your chance to head out on your own to pursue a special topic, you are in the wrong program. If you are excited about pursuing your special interest as your DISP for a shorter period of time but in the context of a solid background in the language and culture, and through the eyes of members of the host culture with whom you have formed relationships (e.g., members of your host family) then a Pitzer program is an appropriate choice for you.

Please keep in mind, therefore, that you won't be able to do everything and see everything in the country you might imagine seeing and doing. It is important for you to clarify your reasons for going, make sure they match the program structure and educational goals, and then set priorities and make good choices. Find what you are most passionate about and make that your ISP, but know that you will only be able to pursue this full-time during the last month of the program and that your other interests may have to wait for future visits to be pursued in depth. Remember, it may be possible to stay on after the program is over to pursue some of your interests. Think too, about applying for a fellowship to return after graduation (See "Thinking Ahead" section of this orientation and program handbook).

VISITORS AND INDEPENDENT TRAVEL

The details of the final schedule for your program will be given to you during your on-site orientation. With this in mind, it is crucial that you **not** plan visitors or independent travel until you receive the schedule during orientation and check with your program director.

Visitors

As a rule of thumb, **having visitors during the regular program does not work**. You will be too engaged in program activities (and with homestays on weekends) to attend to a visitor properly without major conflicts arising. Participation in **all** program activities and classes is required, and guests cannot be included. Moreover, we expect you to maximize the time you spend using the language and engaging the host culture. Visitors interfere with this. The idea of playing tour guide during the program to a friend or family member may sound wonderful now, but it inevitably leads to frustration and resentment. The best time to have a visitor is right after the end of the program when your language and cultural knowledge are at their height, and you can devote full time to hosting.

Pitzer has a firm policy for all of its programs regarding visitors. Visitors cannot participate on study trips and on many other program activities. This has grown out of over thirty years of experience. Some of our key reasons for this policy include the following:

- Visitors may not understand, agree with or want to follow our expectations for cultural appropriate behavior and our commitment to abide by all local and national laws. A visitor who does not share these commitments can easily jeopardize our relationship with the host community and ability to operate the program in a particular area or country. We have no way of encouraging or enforcing this with a visitor who is not on the program for credit.
- We try on all of our programs to create an out-of-class language speaking environment in the host culture language. Visitors may not agree with this, or, as is usually the case, not have the language ability to join our commitment to this.

- Visitors may not agree with or want to follow our program guidelines for health and safety. This not only puts our students at higher risk (e.g. for gastro intestinal illness caused by eating certain foods with visitors that they wouldn't normally eat), but often undermines the program's credibility in the eyes of the students, especially when the visitor has spent considerable time in the country or region and insists he/she knows what is best.
- A visitor will often throw off group dynamics. For some students it often takes a month or two before they are willing to open up and share with the group, and through that, contribute to our collaborative learning efforts. The breakthrough often happens on a study trip. A new addition to the group will often interfere with this process. Trip leaders may also be uncomfortable with an outsider in the group, and that could affect their interaction with the group.
- When a student has a friend or family member visit, they naturally want to be a good host and/or put in the time and effort necessary to maintain an important personal relationship. This often results in the student pulling away from group activities and other important educational goals of the program.
- Having a visitor is not fair to the trip leader.
 - A visitor who falls into any of the above concerns (and most do) requires extra time, effort and worry on the part of the group leader.
 - A visitor or who does not agree with the trip leader's decisions often ends up, sometime inadvertently, undermining the leader's credibility with the group.
 - If a trip leader is not comfortable with a visitor participating in certain group activities, they end up in a very awkward and difficult position: they either must ask the visitor not to participate, and risk angering the hosting student, or they allow the visitor to participate even though they have misgivings.
- If a visitor is given permission to join the group and then gets injured or sick (which is not unlikely if the visitor chooses not to follow the program's health or safety guidelines), Pitzer would be responsible.
- Finally, before they are allowed to participate on a program, Pitzer students sign several legally binding agreements, including health forms in which they reveal all medical conditions, a waiver, and a *Conditions of Participation* document concerning respect for staff, other students, the host culture, local and national laws, and the educational goals of the program. Visitors do not sign these documents. This creates liability issues for Pitzer, and compromises our ability to 1) minimize or head-off potential health problems and 2) hold all members in the group accountable for conducting themselves in ways that honor the educational goals of the program and our relationship with the host culture.

Independent Travel

Independent travel during the program may not be possible due to health, safety, and educational considerations. All travel within the host country must be sanctioned and/or supervised by the program staff. Independent travel outside of the host country is only possible after the end of the semester.

PROGRAM RULES, GUIDELINES AND RESTRICTIONS: THREE BASIC PRINCIPLES

During on-site orientation you will be given a comprehensive list of program guidelines, rules and recommendations. We will not go over these in detail here, but we would like to discuss the three principles on which all of these are based. You should agree with all three of these principles if you choose to participate in this program.

1. Health and Safety

Your health and safety is our top priority. Certain program rules and guidelines are given to you in order to keep you healthy and safe. Please take these seriously, even if they appear silly or an overreaction. They are the result of decades of experience and our work with thousands of students. Failure to follow certain safety and health guidelines could result in your dismissal from the program.

2. Educational Goals and Philosophy

By now you are quite aware of the important roles cultural immersion and cultural appropriateness play in our educational model. Certain program rules and restrictions will be based on this.

3. Our Relationship of Trust with the Host Community University and Government

Pitzer College does not have any inherent right to operate in the countries where we are based. We are allowed to do so by the host communities, the university and the government. In return, our hosts simply ask that we respect their culture and their laws. We have pledged to do so and we invite you to join us in this relationship of trust. Please join us in our efforts to learn about and respect all local and national laws, as well as the values and cultural norms of the communities where we live and study. This is a fundamental prerequisite for participation on the program.

TIPS FOR LIVING WITH AN ITALIAN FAMILY

The following tips may help you to decipher Italian culture as you settle into the Italian way of life.

To assure that your acclimation in your new “home” goes smoothly, you must cultivate awareness and sensitivity towards your host family members. Remember that you are not living in a dorm room nor staying at a hotel, but that you are actually living in someone else’s home, where there are traditional ways of running the house, simple but often unspoken rules of conduct and systems of etiquette. Often these things are only discernible upon actually settling into the home and getting to know your host family. Feel free to ask your Italian family any questions, even at the risk of sounding naive.

GREETINGS

“Ciao,” “Buongiorno,” “Buonasera,” and “Arrivederci” are probably the most commonly used words in the Italian vocabulary. You should **always** greet your host family members whenever you come home or go out.

NO BARE FEET!

Even the most open-minded Italians consider it to be extremely rude, even vulgar, to go around the house with bare feet. You should always wear slippers when hanging-out around the house. In some instances, in some families, both slippers **and** socks may be necessary!

TELEPHONE USE

Unlike the US, all local calls in Italy are expensive. Every local call is timed and could cost 20 Euro cents for two minutes. Calls made to cellular phones are extremely high, up to \$1.00 per minute! You should keep a list of your phone calls and offer to pay your personal phone bill from time to time, and avoid making calls to cellular phones from your host families’ phone. Cellular numbers can be identified by their prefixes: 347, 349, 335, 338, or 339 etc.

There is an apparent cultural difference in attitude towards using the telephone in Italy that you need to respect. The average phone call is about 2 minutes. An **extremely** long call may last fifteen minutes. Respecting local custom requires you to keep phone use to a minimum, even on incoming calls. You should also refrain from logging onto the Internet from your host family’s home unless specifically granted permission.

One good solution when it comes to sharing the phone with your host family is to get into the habit of using your phone card and returning calls on outside pay phones. If you do use the family phone to make long distance calls, make sure your host family understands that you are indeed using your personal calling card. To be able to use your calling card, call the American operator at the following numbers:

MCI: 800 172 401 404 **AT&T:** 800 172 444 **SPRINT:** (English) 800 172 405
(Italian) 800 172 1878

If you do not have a calling card from one of these providers you can purchase phone cards in Italy that cost approximately Euro 5.00 to Euro 20.00 for 60 to 180 minutes. **The international calling cards in Italy are quite reliable and often offer good rates when you call at off-peak hours.**

Finally, don't forget to advise friends and family members back home of the time difference so that incoming calls do not disturb your host family at odd hours.

MEALS

Food and the art of dining are highly valued in Italy, and your host family's dining habits may be quite different from your personal practices. Set meal times are practically the only times when Italians eat. Snacking at odd hours throughout the day is rare, practiced normally only by young children. Italian patterns of purchasing and storing food may also surprise you. Italians usually go shopping more often and for fewer groceries than Americans do. Taken together these differences render the Italian refrigerator much less accessible. It is probably stocked with just enough food for meals that are carefully planned in advance; so helping yourself to portions outside meal hours may be very frustrating for your host family. If you have difficulty adjusting to three meals a day ask your host family if you can keep a small section in the refrigerator or pantry for some of your snacks, preferably items that are easily discarded and require little preparation like cookies, fruit, or yogurt.

Two additional and very important dining considerations are timing and attendance. Like many Mediterranean countries, Italians dine late in the evening, usually around 8:00 or 8:30. Italians regard mealtimes as fixed reunions.

Italian university students, for example, will return home at 7:30 or 7:45 to eat with their families. Being on time for dinner and observing the family mealtime customs exhibits respect and appreciation for your host family. Always inform them at least one day in advance if you are not able to dine with them.

What you eat can vary greatly depending on the individual preferences of your family. In general, Italians eat well-balanced, healthy meals with an emphasis on different pastas and meats. If you have dietary restrictions or preferences talk to your host family. Open communication will help you and your host family live well together. Although Italian cuisine is much different than American food, and certain possibilities may not excite you, and the more open you are to trying new things, and in doing so demonstrating respect for an essential aspect of Italian culture, the more your family will be able to respect your particular preferences.

Even at home dining attire is not to be overlooked. You should always dress appropriately for dinner with your family, especially if there are guests. Sportswear, tennis shoes, and other casual attire may be seen as too informal, and you should never go to the table with bare feet or in pajamas. Table manners also require some attention. There are a few subtleties that you should pick up as you go along. It is tradition, for example, to wait until the hostess is served to begin eating, unless she insists otherwise. It is also considered rude to leave a substantial portion of your meal on your plate, so you should serve yourself portions that you are certain to eat and then ask for seconds, which is often a compliment to the chef. Posture at the table might surprise you. Resting your forearms on the table is fairly normal in Italy, and it may be considered rude by some families to keep your hands on your lap during pauses in the dinner. Discussions about the cultural definitions of good manners can be entertaining and educational for both you and your family. When in doubt, watch how others act around you and follow the example of your host or hostess.

Finally, don't forget to bring a small gift, such as flowers or wine, whenever you are invited to visit another family or are invited over for dinner!

THE BATHROOM

Because of the small size of most Italian accommodations, there is usually only one bathroom for the whole family. Timing and cleanliness are very important. It is inconsiderate to stay more than 15 minutes in the bathroom, especially if there are people waiting. Make sure to ask your family how many times a week you can take a shower, as water is used sparingly in Italy. Cleaning the toilet, bidets, sink, and tub for the next person in line is expected. Italian bathrooms usually have a scrub-brush next to the toilet, which everyone in the family uses on a regular basis.

LAUNDRY

Laundry habits vary from family to family. Some families will insist on doing your laundry for you, while others will show you how to use the washing machine, and how to hang your clothes to dry. As with all family customs you should respect their habits.

ELECTRICITY

Electricity is very expensive. Most Italians are very conscientious and habitually turn off all electrical appliances and lights that are not in use. You should be equally conscientious about not wasting electricity, no matter where in the world you live, but this is especially important to your host family. Make an extra special effort to develop an awareness of how much electricity you use, and to avoid wasting it by leaving lights on when not in use.

GUESTS

Having friends over to "hang-out" and for "sleep-overs", even for short naps during the day, is **very** uncommon. It is also extremely impolite to bring unexpected guests to dinner. While families may differ, and some host parents may express to you that having friends over is fine, do not assume that because they have granted permission once that it applies to everyone all the time. Ask permission each and every time you would like to invite a guest to your home.

If you have friends or family planning to visit you for a whirlwind tour of Parma during your stay here you should not plan to offer them lodging with your host family. Even if there is extra room in the apartment or your host family is away during the time of your guest's arrival, the assumption that your family or friends can stay with you is a serious insult to the acute Italian sense of privacy.

GOING OUT

Socializing and creating strong, meaningful friendships are very much a part of the Italian culture, but so is creating a strong family bond. Excessive weeknight activities outside of the home will certainly make your host family feel abused. It will seem as if you are trying to isolate yourself or that you are not willing to spend the time required to get to know them. Going out too much during the week may also disrupt some households, especially those with younger children.

Your host families understand that you are here to explore a new world and new culture, but you must also remember that excessive weeknight activities outside of the home not only hurts your family but also hinders your understanding of an integral aspect of the Italian culture. Finally, you may not believe it but your host families feel a strong sense of responsibility for you. They will worry if they do not know where you are, if you come home very late, or if you do not come home at all. Always make sure they know what your plans are and when you expect to return from an outing.

FEELING AT HOME AWAY FROM HOME

Your host family will make a special effort to incorporate you into their household, but it is not their responsibility to provide you with entertainment or an active social life. They will, of course, be happy to include you in their activities if you show a sincere interest in the family. Do not be hesitant to share with your family your emotions. Kissing, touching, and shaking hands is very common among the members of the family. Once Italian friendships are made they are almost always deep and long lasting.

DAMAGES

It should go without saying that you are personally responsible for any damages you may cause during your home-stay or during visits to your friends' homes. This includes lost keys, stolen or damaged bicycles, or broken appliances.

A FINAL NOTE

Half of the fun of living abroad is making *passi falsi* and learning from them. As you struggle through the days and weeks you spend getting to know fellow students, family members and friends you will discover aspects of the Italian culture that no textbook in the US can teach you. Patience is definitely a virtue in cross-cultural learning.

PROGRAM OVERVIEW

LOCATION

Throughout Italian history, the Emilia-Romagna region has played a vital role in the nation's economic, cultural, and political life. Since Roman times the corridor of prosperity that runs from Parma through Bologna to Rome has produced an entrepreneurial spirit responsible for one of the world's most sophisticated and ecologically well-balanced economies. Pitzer has selected the city of Parma as our preferred program site in Emilia-Romagna to provide you with a high degree of integration into Italian family life and community.



Host Institution

Pitzer Exchange in Italy is affiliated with the University of Parma and the Toschi Art Institute of Parma.

PRE-DEPARTURE READING



As a participant on the program, you are required to purchase [A Concise History of Italy](#) by Christopher Duggan, and to have read it prior to your arrival in Italy. The book is available on www.amazon.com for roughly new or used. There will be an Italian history session based on this book at the beginning of the program.

COURSES AND CREDITS

	Course Credits	Semester Units
Core Course: Studies in Italian Culture	1.0	4
Intensive Italian Language	2.0	8
Directed Independent Study Project/Community-based Service Learning	1.0	4
Semester Total	4.0	16

Grades for this program will be recorded on a Pitzer College transcript. For details, refer to the *Conditions of Participation* reprinted as an Appendix in this Handbook.

Students who wish to receive credit towards their major for a particular course should consult their academic advisor for guidelines. Some schools, field groups, or departments may wish to see a syllabus, samples of coursework, texts, or other program materials to make a determination. Check the requirements before you go.

A Typical Week Schedule

- Attending language and culture classes, Monday through Friday (approximately 3 hours every morning and three afternoons each week)
- Completing at least two written assignments each week
- Participating in your CBSL for 15 to 20 hours per week
- Auditing classes at the University of Parma
- Participating fully in host family life

Core Course: Studies in Italian Culture

Using the city of Parma as a case study, you will explore topics in Italian history, politics, economy, religion, art, literature, and culture through a series of lectures by area scholars and specialists as well as take study trips to important sites in Parma. The course also incorporates the family stay and other more experiential components of the program to put a human face on the material presented in the lectures and readings.

Intensive Italian Language

Intensive Italian is offered at the beginning, intermediate, and advanced levels at the University of Parma. Becoming fluent in Italian, however, is not just a classroom exercise. It is part of your everyday life through interactions with your host family and local Italians. The competence you develop in Italian will be one of the treasures of your Pitzer Exchange in Italy experience. If you are advanced in Italian, you may enroll in a university course.

University Courses

All students on the program will audit sessions of courses at the University of Parma toward the second half of each semester as part of their intensive Italian studies.

Directed Independent Study Project/Community-based Service Learning

The program provides you with two options for independent study: Standard Community-based Service Learning or Studio Art Community-based Service Learning. Projects are guided by local scholars, specialists, or artists and program staff and faculty at your home institution. See the following chapter *Directed Independent Study Project* for more details.

Standard Community-based Service Learning

In a CBSL project abroad, students are engaged academically, professionally, and personally in a new community toward developing greater intercultural understanding and higher degrees of civic and social responsibility. They are functioning with heightened awareness within a complex, new socio-cultural system, often using another language and navigating unfamiliar cultural norms and value conflicts. As successful learners and responsible community members in these environments, they begin to recognize the validity of knowledge from a rich variety of primary and non-traditional sources in the community. In the best of cases, they begin to generate and apply new knowledge through a notably different intellectual framework toward common good within that community.

Students participating in CBSL projects abroad are held to high standards of academic and professional conduct, including adhering to the Ethical Standards for the Engagement of Communities Abroad (see the Appendix). Availability, locations and responsibilities of CBSL projects are subject to change. Make sure you submit your application form with selection of preferred category within the deadline.

Students will write a paper as part of their standard community-based service learning project. Please see the following chapter *Directed Independent Study Project* for CBSL final paper guidelines.



Directed Independent Study Project/CBSL papers are due 30 days after the program departure date. Papers should be emailed to studyabroad@pitzer.edu.

Community-based Service Learning in Art or Music

Work with a mentor, or enroll in a class at a local art institute or music school to explore an area of interest in studio art or music. Whenever possible, students who choose art or music projects will also participate in a community-based service learning project that is associated with the school or institute where the student is studying, perhaps serving as a teacher's assistant or English mentor. Possible projects may vary from semester to semester depending on availability of teachers and classes. Past projects have included drawing, sculpture, painting, graphic design, photography, voice performance, and musical instruments.

Students will generally perform and/or make a formal final presentation at the art institute or music school in Italy as part of their community-based service learning in art or music in lieu of submitting a final paper to Pitzer.

STUDY TRIPS

To deepen your understanding of topics covered in the core course, you will visit important sites in the city of Parma and participate in a study trip to Venice.

If you are interested in visiting other cities in Italy you may travel independently during your free time with permission from the program director. **Please note: participation in all program activities and classes is required.**

FAMILY STAYS

The heart of the Pitzer Exchange in Italy program is being a full member of an Italian family with all its privileges and responsibilities. Through your family, you have the best opportunity to be incorporated into the social fabric of the local community. You witness the real rather than the theoretical culture and, as a consequence, come closer to knowing what it means to be Italian. Most families speak little or no English, though younger family members may be studying English in school. They usually live in apartments with amenities similar to those of an American middle class home. You will find there is less privacy than you may be used to and that there is the expectation that you will spend time with the family. Host families may be located in central areas or outside the town of Parma. Our criteria of selection are primarily based on family's willingness to open their homes to our students making them feel as members of the family.

DIRECTED INDEPENDENT STUDY PROJECT/COMMUNITY-BASED SERVICE LEARNING

The Directed Independent Study Project (DISP) allows you to take one topic of special interest and explore it in depth. It presents a unique opportunity to utilize and build upon your language skills and cross-cultural competencies as you form new relationships with members of the host culture related to your field of study and systematically explore your topic of interest. If you use the DISP period as an opportunity to enhance cultural immersion learning, you can expect to achieve some important outcomes: your language skills are likely to blossom as you tackle more challenging conversational topics with a wider range of people; your process of cultural adjustment will most likely accelerate as you function more fully and independently in the new culture; and your overall confidence will very likely increase dramatically as you use your language to forge new relationships and negotiate the many challenges of conducting field research in a new culture.

Types of Projects

The DISP may take one of two forms depending on your interests, available resources in the host culture, feasibility of the project, and the credit requirements of your home institution.

Community-based Service Learning

Work within a private, public or educational organization to gain insights into how a particular social issue is being addressed. Use your language to interact with both agency professionals and the clients served by the agency. Analyze the effectiveness of the organization as well as the issue it is addressing.

Apprenticeship/Internship in the Arts

Work with an artist, dance troupe, theatre group, etc., to both learn a new art form and better understand its role in contemporary culture.

Requirements

All projects, regardless of form and topic require the following:

1. A focused research question or topic that is viable and feasible given your progress in the language, your experience with field research, the time allotted and the available resources.
2. An appropriate methodology for exploring your topic.
3. A significant period of hands-on fieldwork that requires interaction with members of the host culture who are directly involved in your study topic.
4. A major paper reflecting on the experience.*

*Exception: Pitzer Exchange in Italy students who choose the community-based service learning in art or music will generally perform and/or make a formal final presentation at the art institute or music school in Italy in lieu of a final paper to be submitted to Pitzer.

Grading

Grading for CBSL projects will take into account the process (e.g., proposal, methodology, relationship building, field work, internship performance, presentation of findings to program staff and students) as well as the final paper. Grading for art or music projects will be determined by the art or music professor guiding the project.

Library Research

The DISP is not library research. Exploring literature that is relevant to your topic will be an important step in formulating your proposal and in writing up your work in your final DISP paper, but the bulk of your DISP time should be spent using your language and cross-cultural skills to conduct actual field research.

Interaction with Local Experts

Members of the host culture who have studied your topic often serve as important resources for developing an appropriate methodology, and for placing your own work in the context of a larger body of work when you write your

final paper. However, interviewing experts who have studied your topic, even when they are members of the host culture, should not be your primary means of collecting data and should not take up the bulk of your DISP time. The majority of your fieldwork should consist of hands-on work with people who are directly involved in your topic of interest. For example, the host culture university professor or NGO director, who is an expert on your topic, may provide you with important guidance for your project, but should not be seen as a substitute for working directly with members of the host culture actually involved in the issue you are studying.

The Use of Interpreters, Questionnaires or Surveys

The use of a bilingual informant to help you translate interviews or conversations you tape may be appropriate but you should design your project and plan your questions in ways that allow you to use and develop your own language skills. Project topics and methodology (questionnaires, surveys, etc.) should be designed to fit your language level whenever possible. Remember, the goal here is for you to learn about your area of interest in ways that allow you to interact directly with people involved in your topic. The relationships you form and the learning and growth you experience while doing this (which will be recorded in your final paper) will very likely become one of the most valuable and rewarding aspects of the program for you.

Ethical Guidelines for the DISP

Students participating in DISPs abroad are held to high standards of academic and professional conduct, including adhering to the Ethical Standards for the Engagement of Communities Abroad (see the Appendix).

Summary

1. Pick a topic you are passionate about and that is feasible.
2. Do something you can't do at your home institution.
3. Do something that enhances your language and culture learning.
4. Do something that promotes interaction with members of the host culture who are directly involved in your topic of interest.

GUIDELINES FOR CBSL FINAL PAPER



Directed Independent Study Project/CBSL papers are due 30 days after the program departure date. Papers should be emailed to studyabroad@pitzer.edu.

Students will draw from their weekly journal, discussion sessions, readings, and interviews to write a major paper (15 to 20 pages) that will include the following:

1. **Description** of the organization, its structure, funding, history, philosophy, goals, and methods of achieving goals
2. **Description** of the professionals working in the agency
3. **Description** of the clients or recipients of the agencies services. Who are they? (Interviews, oral histories etc.). What are their needs? What opportunities do they have to participate in identifying their needs, planning, decision making and implementation of the agency's services? What are their views of the organization's role and effectiveness?
4. **Integration/Synthesis:** moving from micro to macro, from the particulars of the field site to a larger context or issue. Write about the context, the urban communities in general, the problem or issue that the organization is addressing and the student is exploring. This type of general background information will provide a context for the work an organization is engaged in and a student's own experience working within that organization.
5. **Reflection and Evaluation** (done in two parts):
 - A. **Reflection**
 - 1) Describe and evaluate your personal experience and work with the organization
 - 2) Describe what you did
 - 3) Describe and reflect upon your encounters with the recipients or clients of the organization's work or service
 - 4) Describe your relationship with professionals in the organization.

- 5) Reflect on your relationship with your internship mentor.
Was it a learning relationship?
- 6) Reflect upon the effect you think you had on the organization and its work.
What were your original service objectives?
Were you able to realize these objectives?
What were the organization's goals in having you?
What knowledge and skills did you bring with you into the internship that proved useful?
Do you feel that you were able to contribute in a meaningful way?
- 7) Express what you learned, the connections you made, and the growth you experienced.
What were your original learning goals and objectives? Were they met? Why or why not?
What knowledge and skills did you gain?
What specific competencies (interpersonal, intercultural, etc.) did you gain?
How did your participation in the internship help you to develop your understanding of the issue you were exploring, both at a local level and more generally?
How have your views and perspectives of the community and city changed as a result of your service?
- 8) Finally, would you want to work for this or a similar agency in the future?
What particular preparation would you recommend to better meet the challenges and demands of this type of work?

B. Evaluation

Write an overall evaluation of the work, effectiveness and success of the organization including your recommendations to the organization for improving services.

HEALTH CONSIDERATIONS

Generally speaking, Italy is a very healthy country. In most cases, you should observe health precautions similar to those that would apply while traveling in the United States. We have included an appendix containing the most recent set of guidelines from the Center for Disease Control and Prevention, and recommend you read it carefully and discuss it with your physician.

PRECAUTIONARY MEASURES FOR STAYING HEALTHY

The important thing is to be in control of your own health. Here are the key points to remember for staying healthy:

1. Have a complete physical examination before you go. Be aware of and prevent possible problems. **Let the Office of Study Abroad know** if you are on any medications, have any allergies, or any other medical conditions that could possibly require accommodation while you are abroad. Take adequate supplies of any medications and copies of medical prescriptions with you.
2. Make sure that your childhood immunizations are complete and up to date. Booster shots for tetanus are required every ten years; it may be time for another.
3. Visit your dentist and have a check-up to ensure that your teeth are in good shape before you leave.
4. Eat well over the break, exercise and get plenty of sleep so that you are rested and fit as you depart and your body can better fight off disease. Do not exhaust yourself with packing and preparations at the last minute. Plan ahead so that you can make your departure as stress free as possible.
5. On the long flight, bring along a bottle of water and drink plenty of fluids as you travel. Avoid alcoholic beverages. They lead to dehydration. Do isometric exercises in your seat and get up to walk up and down the aisle periodically to stretch your muscles. During flu and cold season, you may want to consider a breathing mask since the recycled air in planes can easily spread contagious diseases.
6. Follow all guidelines provided by your program about food and drink and personal hygiene. They are making these recommendations for a good reason.

General health precautions for students in Italy will be covered thoroughly during the on-site orientation immediately after arrival in Italy. Please see the Appendix *Health Information for Travelers to Italy including Holy See and Vatican City* for specific health recommendations from the Center for Disease Control and Prevention.



Have complete physical and dental examinations before you go.

AIDS

A serious health concern for travelers to Europe is AIDS. The primary mode of transmission of the AIDS virus in this part of the world is through sexual contact. Practicing safe sex will reduce your risk of contracting AIDS but not eliminate it. Abstinence is the only sure way to eliminate the risk of contracting HIV from sexual activity. For health, cultural and educational reasons, the program strongly recommends that students practice abstinence for the time they are in Italy.

INSURANCE

HEALTH INSURANCE

Each student is responsible for obtaining a policy that will provide comprehensive health coverage both in the US and abroad for the duration of their program. Students may need to return to the US unexpectedly. All students must also have emergency medical and accident coverage for the duration of their program.

Regardless of what type of insurance you have, you will almost always have to pay cash upfront at clinics and hospitals abroad, collect the receipts for all expenses and submit them to your insurance company for reimbursement.

The insurance policy available to you through your school may provide adequate coverage abroad, but it is your responsibility to call the company to discuss the specifics of your study abroad program to ensure that you will indeed be covered. When speaking to any insurance company, be sure to ask the following questions:

- Will the plan cover hospitalization for accidents and illnesses while I'm abroad for a period of 3-6 months or more?
- Will the plan cover doctor visits and medication prescribed abroad?
- Is there a deductible? If yes, how much?
- Is there a dollar limit to the amount of coverage provided?
- What are the procedures for filing a claim for medical expenses abroad? Do I need to pay for expenses up front and then submit receipts to the insurance company for reimbursement? Make sure that you get full information from your policy about how to arrange for routine treatment, medical emergency procedures, and what is required to pay for or be reimbursed for a claim. Many overseas health providers will not process American insurance claims and will expect payment at the time of treatment so students should have access to a minimum of \$400 (either by credit card or ATM card held in reserve for emergencies) in the event that medical treatment is required abroad. Be sure to obtain a receipt to submit with your insurance claim for reimbursement upon your return to the US.
- What if I don't have enough money to pay cash up front?
- When does the plan begin and end?
- What do I use as proof of international medical coverage if I need to use the insurance or if the host government requires documentation?
- If I am not a US citizen, will I be covered by your plan?

Pitzer Students

Pitzer students must either be enrolled in the Claremont Colleges' student insurance policy, which provides both domestic and international coverage, or supply proof of another policy that provides comparable coverage. The College further requires that proof of insurance be provided to the College EACH year that you are an enrolled student. Proof of insurance through another policy must be submitted to the Student Affairs Office at Pitzer College prior to making your tuition and fee payment. If proof of insurance is not provided, the student's account will be charged with the current annual Student Health Insurance Premium. The Insurance Waiver/Enrollment Form is available at the Office of Student Affairs or on their website at http://www.pitzer.edu/student_life/student_affairs/health_insurance_options.asp.

Non-Pitzer Students

Non-Pitzer students should check the policy at their home institution regarding medical and accident insurance while abroad.

Students who are not US Citizens

Many, if not most study abroad insurance policies do not provide coverage to students who are not US citizens. International students may need to obtain insurance from similar companies in their home countries.

ITALIAN INSURANCE PLANS

Most US Italian consulates may require you to purchase a separate insurance package after you arrive in Italy. If you are asked to sign an affidavit when you apply for your student visa, you should be prepared to pay an extra Euro 50,00 (or roughly US\$62) to obtain four months of local insurance coverage. This insurance will cover only **emergency** care,

including hospitalization, surgery, etc. It does not include a primary care physician. If you want to use the services of a physician for anything other than emergency care, you will have to pay for the visit, lab tests, and medications yourself.

As an alternative, you may purchase an insurance plan in Italy that will provide you with a primary care physician. This plan, which costs roughly US\$200, will allow you to visit a regular doctor whenever you wish and will entitle you to discounts on some medication and laboratory tests. With this plan you will have a physician for whom you will have to make an appointment in advance. You will be expected to pay for some medications and laboratory testing.

If your current US health insurance does not cover you abroad, you must purchase one of these **two** Italian plans. If your American insurance plan covers you in Italy, you will be expected to pay the fees (visits to a physician, medications, laboratory testing, etc.) upfront, and then you can contact your insurance company for reimbursement.

TRAVEL INSURANCE PROVIDED BY PITZER COLLEGE



Students studying abroad through Pitzer will receive an **International Student Identity Card (ISIC)**, which, in addition to providing a form of identification and proof of your student status, supplies a range of emergency medical, legal and financial services.

Each student is responsible for obtaining a policy that will provide comprehensive health coverage both in the US and abroad for the duration of their program. The ISIC is travel insurance, NOT comprehensive medical insurance. This plan should be viewed as a supplement to your own medical health plan, not a replacement. ISIC does not provide comprehensive medical coverage for pre-existing or chronic medical conditions requiring ongoing care.

ISIC Premium Insurance - Plan Code 2ISIC

- \$300 Travel Delay
- \$2000 Baggage and Personal Effects Benefit
- \$500 Administrative Fees to reissue travel documents
- \$200 Baggage Delay
- \$100,000 Medical or Dental
- \$20,000 Accidental Death and Dismemberment
- \$100,000 Air Flight Accident
- \$1,000,000 Emergency Medical Transportation Assistance

For coverage details, refer to the ISIC Premium Insurance Description of Coverage brochure that came with your card or visit or <http://www.csatravelpro.com/2ISIC> to obtain your Policy or Certificate of Insurance.

EMERGENCY **240.330.1526 - call collect worldwide**
877.628.9583 - toll free in the US

Information 800.353.1972 - toll free in the US
website: <http://www.myisic.com>

Claims CSA Travel Protection, P.O. Box 939057, San Diego, CA 92193-9057
866.922.0278 claims - call collect within the US
202.974.6480 claims - call collect worldwide
claims@csatravelpro.com

For claim forms and instructions visit
<http://www.csatravelpro.com/claims-forms-insurance.do>.
Enter Producer code: 2ISIC

SAFETY AND EMERGENCY PREPAREDNESS

Pitzer College brings more than thirty years of experience managing international programs to our effort to insure student safety. Pitzer programs benefit from professional field staff, long-term relationships with the communities that host our programs, and living arrangements with host families and host culture roommates for whom the safety of our student is a top priority.

Our program directors are dedicated to the care and education of our students. They are full-time members of the Pitzer community and their labors extend beyond the operation of our programs to on-going professional training in international education. That kind of commitment, rare in study abroad programs, has allowed our staff to develop extensive expertise that can be critical in an emergency. On average our program directors have just over eight years' experience in their positions, which affords the benefit of having encountered a wide variety of different health and safety situations from geological events and political disturbances to car accidents and serious student illnesses. They work together with our staff in Claremont to resolve current emergencies and anticipate future needs.

Over the years Pitzer has developed an extensive network of personal and professional relationships that we can call upon in an emergency. Our program directors, in close consultation with our staff in Claremont, work together with both US and host country organizations to collect and evaluate information we can use to respond quickly and effectively to emerging health and safety situations.

OUR COMMITMENT TO SAFETY

Pitzer takes the following steps to make sure that participants in our programs are safe:

1. Pitzer regularly monitors US Department of State announcements and travel warnings.
2. Pitzer works with staff at its foreign locations to develop site-specific security measures and emergency plans.
3. Pitzer provides information on health and safety for participants prior to the program and a more extensive orientation on site. This includes country-specific information on safety, health, legal, environmental, political, cultural, and religious conditions.
4. Pitzer communicates applicable conditions of participation and codes of conduct to participants and alerts them to the severe consequences of noncompliance.
5. Pitzer provides all students approved to participate in study abroad with the ISIC card, which, in addition to other non-safety related benefits, provides emergency medical evacuation insurance.
6. Pitzer tailors its safety programs to the conditions of countries where the College operates our own programs.
7. Pitzer continuously evaluates the safety of our programs. The College regularly consults with the US embassy and host country government and community agencies about security concerns. Pitzer will relocate or adjust programs to avoid unsafe locations or conditions.
8. Pitzer maintains excellent communication with parents, study abroad advisers and others who need to be informed in the event of serious health problems, injury or other related health and safety circumstances.

The following guidelines are a regular part of our plans for student safety:

- Students are asked to integrate into the local culture as much as possible; to spend significant time with their host families and roommate; to dress, behave and interact in ways that do not call attention to being American; and to respect local cultural values.
- The program house or office does not stand out as 'American' but rather consists of something that is typical for the community. Public signboards advertising a US college program are not displayed.
- Students are instructed to avoid potential targets of anti-American activity such as US and British government offices, Peace Corps offices, US AID and US affiliated organizations as well as private restaurants, hotels, clubs, and internet cafes that are known as American hangouts.

- Each student lives with a local homestay family who help us to advise students on local safety conditions and monitor his or her whereabouts. If a student does not return home on schedule, for any reason, the program director is notified. Families also inform the program director, when appropriate, about the state of the emotional and physical health of each student.
- Students are instructed to carry a list of emergency phone numbers with them at all times so that they can contact program staff at the office or at home in case of an emergency.
- Students are instructed to avoid traveling alone and after dark, to avoid areas of the country or their host community not considered safe, to avoid large crowds, demonstrations or political rallies, and to refrain from impairing their judgment with the use of alcohol or illegal drugs.
- During the program (which includes all days between the program arrival date and the departure date, including weekends and breaks) students are NOT allowed to drive automobiles, ride motorcycles, fly aircraft or participate in extreme sports. Extreme sports include, but are not limited to, white water rafting, jet skiing, scuba diving, parachuting, hang gliding, parasailing, bungee jumping, rock climbing, and technical mountaineering. Additional details will be provided during your on-site orientation. Students who choose to participate in such activities before or after the program should be aware the International Student Identity Card and some private insurers do not cover injuries sustained in a number of the activities listed above.
- Students are advised to not risk injury by resisting if someone tries to rob them.
- Students are directed to stay in regular contact with program staff. Students must receive permission from the program director for independent (overnight) travel away from their host families, provide their itinerary and contact information for their destination, and a plan to check in with program staff regularly during independent travel. Students should also, as a courtesy, and for additional safety let their host families know of any plans for overnight travel.
- Students are advised how to proceed if an emergency develops when they are away from the program staff (e.g., with their rural experience families, during their DISP, on independent travel, etc.)
- Students are asked to register with the US embassy or the embassy of their home country. Program staff maintains regular contact with the US embassy regarding safety concerns.

These guidelines are discussed at every program orientation and reemphasized throughout the program as necessary.

LIMITATIONS

There are aspects of your experience abroad that are beyond our control. Please consider the following:

1. Pitzer cannot eliminate all risk from the external study environment. All foreign travel, including domestic travel within the US, entails risk.
2. Pitzer cannot monitor or control a student's daily personal decisions, choices and activities.
3. Pitzer cannot prevent students from engaging in illegal, dangerous or unwise activities.
4. Pitzer cannot assure that US standards of due process apply in overseas legal proceedings or provide for a legal representative.
5. Pitzer cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program.
6. Pitzer cannot assume responsibility for events or activities that are not part of the program.
7. Pitzer cannot assume responsibility for situations that may arise due to the failure of a participant to disclose required or other pertinent information.
8. Pitzer cannot assure that home-country cultural values and norms will apply in the host country.

WHAT YOU CAN DO TO KEEP SAFE

You can have a major impact on your own health and safety through the decisions you make before and during your study abroad experience. The most important assurance of your safety is the consistent application of informed judgment in your day-to-day choices and behaviors. Program staff will provide excellent guidance and accurate information. You should:

1. Consider your health and other personal experiences when accepting a place in the program.
2. Make available to Pitzer College accurate and complete physical and mental health information and any other personal data that is necessary for planning a safe and healthy study abroad experience.
3. Assume responsibility for all the elements necessary for your personal preparation for the program and participate fully in all orientations.
4. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
5. Inform parents, guardians, families, and others who may need to know about your participation in the program. Provide them with emergency contact information and keep them informed.
6. Comply with the Conditions of Participation, codes of conduct, and emergency procedures of the program.
7. Obey host-country laws.
8. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions.
9. Express any health or safety concerns to the program staff.
10. Behave in a manner that is respectful of the rights and well being of others. Encourage others to behave in a similar manner.
11. Accept responsibility for your own decisions and actions.
12. Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
13. Keep program staff informed of your whereabouts and wellbeing.
14. You should always keep in mind that no matter how immersed you are in a local community you are still a foreigner. Your chances of being a victim of criminal activity may be greater than those for the average local person. Remember not to carry around a lot of cash, airplane tickets, or your passport, unless local laws require it. Do not carry anything else that you cannot afford to lose. Refrain from visiting establishments where Americans are widely known to hang out, abstain from protest groups, and avoid drawing unnecessary attention by dressing outrageously or conspicuously.

EATING DISORDERS AND OTHER ADDICTIVE BEHAVIORS

We strongly urge students who have or suspect they may be challenged with anorexia, bulimia, bingeing or other forms of eating disorders or addictive behaviors to indicate this condition on the Declaration of Disability or Special Needs form. It is important for the staff of the programs abroad to be aware of the condition and to assist students with managing it so that they can take full advantage of the learning opportunities of the program.

Though it is the goal of the College to make reasonable accommodation for students with special needs abroad, it is difficult or, at times, impossible, for the College to provide support for the management and treatment of eating disorders in other countries. Disorder-related counseling is often not available or not available in English. Students with eating disorders often run a significantly greater risk of health problems while abroad if the disorder is not acknowledged or under treatment. Therefore, the Office of Study Abroad asks the directors of Pitzer programs and strongly requests our contacts at exchange and non-Pitzer program sites to notify Pitzer College if they have evidence that a student has an eating disorder. The directors, in turn, ask host families or other staff members of the program to do the same. We ask the staff to discuss the situation with the student and ask that the student see a medical doctor to determine if they are maintaining their health. The program may also ask the student to undertake counseling or

other steps of treatment, if available on site. If the College believes that the student is not taking responsibility for her or his health by refusing medical evaluation or treatment, it reserves the right to withdraw the student from the program for medical reasons.

SEXUAL HARASSMENT, ASSAULT AND RAPE

Note: The information below is directed towards all students.

You should be aware of your increased vulnerability as a foreigner in an unfamiliar location and culture. Gender relations and expectations will be covered in your on-site orientation. You may also want to discuss this with your roommate, host mom or siblings, language teacher, other students, your professors, etc. Some key questions you should answer within your first few days are:

- **What are gender relations like? How are women and men expected to interact in the family? As friends? When they go out together at night (if culturally appropriate)? In a bar? On public transportation? In the classroom? In the workplace?**
- **What can students do to prevent the risk of sexual harassment or assault?**
This would include knowing about dangerous locations, traveling in groups after dark if advisable, and culturally appropriate ways of dressing and behaving that may minimize risk.
- **If I am feeling unsafe, what should I do? Who can I ask for help?**
If a female student feels threatened and there are other, host culture women present, she should seek their assistance.
- **If I am sexually harassed, assaulted, or raped, what are my resources? What is the name and address of an OB-GYN? What are community organizations in this city that address issues of sexual violence? How can they help me?**
- **What are the laws surrounding these issues?**
- **How and to whom would I report such events?**
We urge you to confide in the program director and avail yourself of the support and resources she can provide, including medical, legal, or counseling services you may need. If you are uncomfortable reporting such an event to the program director, you should be aware of other resources that you can turn to; such as, fellow students, local sexual assault hotlines, counseling centers, physicians, etc.

If a sexual assault occurs Pitzer would like to be able to support you and may have important resources to offer. Please consider contacting us.

See the Appendix in the back of this handbook for more information on sexual harassment and prevention.

IN CASE OF PROBLEMS IN THE HOST FAMILY

Although rare, problems of sexual harassment or abuse in the host family or home stay community are possible. Because of the nature of the host family experience, the close relationships students develop with family members, the special efforts students make to behave in culturally appropriate ways, and the potential for cross-cultural or language misunderstandings, this is a particularly delicate yet important area of concern. We have developed the following guidelines to help minimize the chances of this type of situation occurring and to help us best support you when concerns or questions regarding your host family arise.

1. During your on-site orientation, you will be given explicit guidelines on what types of host family behavior are appropriate and what behavior is cause for concern and should be reported to your director. You will also be briefed on common behaviors, which, while not inappropriate in the host culture, may lead to potential misunderstandings.
2. Host families are provided with training and orientation around these issues and the type of relationship Pitzer expects between host family members and students. Host families will be given specific guidelines on the types of behavior (especially touching and cross-gender interactions) that will be considered inappropriate.

3. As you know, Pitzer programs expect a strong commitment to cultural immersion and cultural appropriateness but this does not require you to endure behavior you believe puts your safety, health or emotional wellbeing in jeopardy.
4. You have the right to ask a host family member to stop any physical contact or behavior of a sexual nature that makes you feel uncomfortable and we strongly encourage you to seek immediate clarification with program staff regarding such behavior. Romantic or sexual behavior between a student and a host family member is never appropriate.
5. Coming forward with questions or concerns about your host family behavior will not affect your grades.
6. All Pitzer Study Abroad program directors are required to consult with Claremont if a student expresses concern that there may be inappropriate behavior going on in their host family, or if the directors suspect this based on their own observations. This will allow us to share resources and better respond to these types of incidents. Information regarding these situations will be regarded as confidential and treated with the utmost discretion.
7. Your program director will be receptive to any concerns you have, and is the best person to consult if you have any problems or concerns of this nature, but please know that you are welcome to call Pitzer staff in Claremont (home and work numbers are provided in the handbook) or your own study abroad director in situations where you might feel uncomfortable contacting the program staff directly. In addition, we have asked our directors to provide information on other local resources (counseling services, sexual assault hotlines, women's centers, etc.) that you may want to consult.
8. We encourage students to approach issues and concerns of this type with an open mind. While we want you to come forward immediately if you have a concern or question regarding your host family, we also ask you to reserve judgment until you have a chance to carefully consider, with the help of your program director, the many cross-cultural or language misunderstandings that might be at play.
9. Similarly, Pitzer staff has been instructed to approach such incidents with an open mind: while a student's concern may be due to a cross-cultural or linguistic misunderstanding that can easily be explained and cleared up, it may just as easily represent a serious situation that requires immediate intervention.

IN CASE OF EMERGENCY AT YOUR PROGRAM SITE

Contact the program staff as soon as possible. You will be given a list of emergency contact numbers during your on-site orientation. There is also emergency contact information inside the back cover of this handbook. While you are certainly free to contact your parents and families, program staff should be informed first in order to discuss your situation and our procedures for handling the emergency.

Pitzer provides the ISIC, which includes insurance to cover emergency medical evacuations. In the event of a political crisis or a natural disaster that would necessitate evacuation, the program staff will work closely with the US Embassy to facilitate your return home. The insurance included with the ISIC, does not cover non-medical emergencies and you should be prepared to incur additional costs.

IN CASE OF AN EMERGENCY AT HOME

Contact the Claremont office first. A list of emergency contact numbers has been provided in the section on *Communications* in this booklet. The Claremont office can usually contact students and staff quickly, even when they are away from the program base on field trips. In the case of a death in the family or of a close friend, we can often arrange for a private, supportive environment in which students can speak directly with loved ones. Program staff can offer considerable and sometimes vital support if they are involved early on in the process of sharing difficult news.

TRAVEL SAFETY INFORMATION

THE US DEPARTMENT OF STATE

<http://travel.state.gov/> provides information about security conditions in other countries.

- **Country Specific Information** provides information on every country in the world. For each country, you will find information like the location of the U.S. embassy and any consular offices; whether you need a visa; crime and security information; health and medical conditions; drug penalties; and localized hot spots. This is a good place to start learning about where you are going.
- **Travel Alerts** are issued to disseminate information about short-term conditions, either transnational or within a particular country, that pose significant risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.
- **Travel Warnings** are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.

Note: There is an important difference between a Travel Alert and a Travel Warning. Travel Alerts are more frequent and do not signify an actual threat, but only the need for extra caution.

Country Specific Information sheets, Travel Alerts, and Travel Warnings

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

Students Abroad

<http://www.studentsabroad.state.gov/> contains information on travel documents, health, emergencies, embassies, voting, and security conditions all in one place. Students and parents may find this website very useful when preparing for a study abroad program.

Smart Traveler Enrollment Program (STEP)

<https://travelregistration.state.gov/ibrs/ui/> STEP is a free service provided by the U.S. Government to US citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest US embassy or consulate.

The physical address to use to register with STEP is listed inside the back cover of this handbook.



Students who are US citizens are required to register with the US State Department before leaving the US. Students who are citizens of other countries should check with their consulates for recommendations.

Emergencies and Crises

http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html US embassies and consulates help to locate US citizens overseas when relatives or friends are concerned about their welfare or need to notify them of emergencies at home. This site contains information on how and when these services may be used.

Overseas Security Advisor Council (OSAC)

<http://www.osac.gov/> The US Department of State established the Overseas Security Advisory Council (OSAC) in 1985 to foster the exchange of security related information between the US Government and American private sector operating abroad. Through OSAC, the American private sector, including colleges and universities, is provided timely information on which to make informed corporate decisions on how best to protect their investment, facilities, personnel and intellectual property abroad.

ADDITIONAL SAFETY INFORMATION

Federal Aviation Administration

<http://www.faa.gov> Contains updated information on aviation safety, including accident and safety data on domestic and international air carriers that travel to the US They do not maintain data on any carriers that do not travel within or to and from the US.

US Customs and Boarder Protection

<http://www.customs.gov> Provides an overview of customs regulations and procedures that apply to travelers entering or exiting the United States.

ASIRT: Association for Safe International Road Travel

<http://www.asirt.org/> The Association for Safe International Road Travel (ASIRT) is a non-profit, international, humanitarian organization that promotes road travel safety through education and advocacy.

WHO: World Health Organization

<http://www.who.int/ith/> This International Travel and Health booklet is addressed to national health administrations responsible for providing advice on the health hazards of international travel, and to the practicing physicians, travel agencies, shipping companies, airline operators, and other bodies who are called upon to give advice in individual cases. In addition to summarizing the vaccination requirements of individual countries, this booklet covers certain health hazards to which the traveler may be exposed and indicates the areas in which these hazards are most likely to occur. This is particularly important with malaria, which has continued to cause serious problems in recent years. It also recommends precautions that the wise traveler should take when visiting unfamiliar places. An interactive Malaria map is also available at this site.

PREPARE TO GO

Any outstanding study abroad, financial, and academic issues must be resolved before the due dates listed in your **Acceptance Letter** for you to maintain your eligibility to study abroad.

It is your responsibility to contact your office of study abroad, student affairs, financial aid, housing, registrar's office and other departments to complete any pre-departure tasks and to find out what preparations you will need to make for a smooth return to campus after your time away. It is also your responsibility to stay in contact with your home institution while you are away so you receive important information and updates. Students are expected to check their email on a regular basis. Pitzer students will be contacted via their official Pitzer College email accounts.

The end of the semester is always a busy time with papers, exams and special events. You should plan ahead to get your passport, have a physical, have photos taken, get signatures and submit your documents now while you still have time to respond to any surprises that may arise. The following list is a guide only.

PRE-DEPARTURE CHECKLIST



- Complete, sign and return your **acceptance forms** to the Office of Study Abroad, including your \$500 non-refundable **deposit** if applicable. (Refer to your *Acceptance Letter* and the *Money Matters* section of this handbook.)
- Email a scanned image or send a photocopy of your **passport** to the Office of Study Abroad. (Fax copies are not readable.) Make copies to take with you.
- Arrange your **flight** through the designated travel agent.
- Apply for your **visa**, if required.
- Consult with your current **medical insurance** provider to ensure that your coverage is valid abroad and in the US for the duration of your program. If not, purchase additional coverage.
- Compile a list of names, telephone numbers, postal and e-mail addresses of faculty and staff on campus who you may need to **contact** while abroad.
- Update and clean out your **email account**. Change your password, unsubscribe to student lists, and set up folders for non-urgent email that will clutter your inbox and obscure important messages.
- Meet with your **financial aid** officer to make sure you have signed loan forms and promissory notes, to discuss how your aid will transfer to your study abroad program, and to learn about procedures for renewing your aid for the semester you return to campus.
- Meet with your **academic adviser** if you have questions about your academic plan and study abroad.
- Learn how you will **register for classes from abroad** for the semester you will return to campus. (Pitzer students: if you will be a junior while abroad you must **declare your major** before you go or you will NOT be able to register for classes from abroad.)
- Submit **housing** forms and designate a proxy for room draw for the semester after study abroad, if applicable.
- Visit your doctor or public health clinic for your **physical** and **immunizations**. Visit your **dentist** before you study abroad.
- Register** with the **US Department of State** Smart Traveler Enrollment Program (STEP) at <https://travelregistration.state.gov/ibrs/ui> before you depart the US. Review **travel warnings**, if applicable.
- Work on your **pre-departure reading** and coursework, if applicable.
- Discuss **emergency contact procedures** with your family and friends.
- Authorize trustworthy individual(s) in the US to access and make changes to your **bank accounts and credit cards** in the event your cards are lost or stolen. Notify your bank and credit card companies of your travel plans. Depending upon your circumstances you may wish to set up a **power of attorney**.
- Shop and **pack** lightly. Leave room for items you will acquire when abroad.

PASSPORTS

Anyone traveling between countries needs a passport. Check the expiration date. If you do not have a passport valid for six months after your planned return from study abroad, expedite the application or renewal process. Processing a new passport application or renewal may take several weeks.



How to Apply for a US Passport

For information on how to apply for or renew a US passport go to the US Department of State's website at http://www.travel.state.gov/passport/passport_1738.html# or call 877.487.2778.

If Your US Passport is Lost or Stolen

If your passport is lost or stolen while you are abroad, report the loss immediately to local police authorities and the nearest US embassy or consulate. In addition, you should report your passport lost or stolen by visiting the US Department of State's website for details: http://travel.state.gov/passport/forms/ds64/ds64_845.html.

For assistance in replacing your passport, call the International Student Identity Card (ISIC) emergency number. See the *Insurance* chapter of this handbook for details. A copy will expedite the replacement process. It is wise to email a copy of your passport to yourself and keep a photocopy of your passport in your luggage or with your on-site program representatives.

VISAS

Foreign embassies and consulates in the US receive hundreds of inquires each day. Be patient. Remember that US consulates in foreign countries operate in a similar manner.

The Italian Student Visa

You will need to apply for a **STUDENT VISA** to Italy. **TOURIST VISAS ARE NOT ACCEPTABLE!** You will not be able to participate in the program without the proper visa, which you must obtain *before* departing for Italy. You cannot change visas after you arrive.



International travel before your program is NOT advised. If you need to apply for a visa, you will be required to submit your passport to the embassy or consulate handling your application. In some cases, the application could take several weeks to process.

New visa regulations enacted by the government of Italy now require most students to apply in person for their student visa. Applications by mail may no longer be accepted. You may apply at the Italian Consulate nearest to your permanent residence or, if you are in the Southern California area, we HIGHLY RECOMMEND that you apply in person at the Consulate of Italy in Los Angeles, since Pitzer College (the sponsoring institution for your program) falls within the LA jurisdiction. If not in the LA area, please consult the following link for your jurisdiction's consulate:

http://www.ambwashingtondc.esteri.it/Ambasciata_Washington/Menu/Informazioni_e_servizi/La_rete_consolare/

Important Note: Students who live in the jurisdiction of San Francisco and are unable to apply in person at the LA Italian consulate must contact our office right away. San Francisco will not allow students to apply directly for their visas. Application forms and other required documents need to be sent to the Office of Study Abroad at Pitzer and we will apply on the student's behalf.

Pitzer will be sending you detailed instructions on where and how to apply for your visa as well as the necessary letter of sponsorship, application form and affidavit of support. Please do not apply for your visa until you receive this visa packet from Pitzer. As soon as you receive this packet, you should apply right away. It is important to note that processing can take anywhere from ten days to three weeks or more, and rush processing is NOT possible. Any independent travel outside the US should be planned AFTER the visa process is complete.

In the meantime, while you are waiting for the packet from Pitzer, please prepare the following documents so that you will be ready to apply as soon as the visa materials arrive from Pitzer:

- A valid US passport
- Recent passport size (2 x 2 inch) photograph

- A notarized letter from a bank substantiating the financial stability of the person(s) guaranteeing your financial support showing the equivalent minimum balance of Euro 2000 or US \$2,500. Note: Not all consulates require the same minimum balance. Double check by either calling the consulate directly or checking its website. Also, in some cases, a letter of financial aid from your school will also do the trick.
- A declaration from a health insurance company stating that you are covered under a medical insurance policy that will pay for medical expenses incurred in Italy during your period of stay. Alternatively, some consulates will allow you to sign an affidavit stating that you will purchase medical insurance in Italy. Please be advised that it is up to the US Italian Consulate to accept validity of your insurance abroad. If the Consulate asks you to sign something indicating that you will purchase insurance once in Italy, then you will HAVE to purchase the insurance regardless of whether you have your own policy from the States.

You should begin getting these documents in order immediately. Delays can be costly and could jeopardize your participation in the program. If you have these documents ready, Pitzer will send you the necessary materials in plenty of time for you to receive your visa before the beginning of your program. If you do not have a passport, or need to renew your current one, DO SO IMMEDIATELY! Do not jeopardize participation on the program by delaying these important steps.



IMPORTANT: WHEN YOU GET TO ITALY, YOU NEED TO REGISTER AT THE POLICE STATION FOR OBTAINING A "PERMESSO DI SOGGIORNO". THE PITZER STAFF WILL ASSIST YOU IN THIS PROCEDURE. THE COST FOR THIS PROCEDURE WILL RANGE FROM ABOUT 100,00 TO 200,00 EUROS. BE PREPARED TO PAY FOR THIS.

If your itinerary includes layovers or stops in other countries en route you may need a visa for those countries. Please check with your travel agent and the relevant embassy for information.

We suggest that students who are planning to travel to other countries after the end of the program strongly consider obtaining their visas before departing the US. Although it may be possible to get visas after your arrival in the host country, the process of obtaining a visa in the host country, if even possible, may involve visits to an embassy at inopportune times or relinquishing your passport, which is not advised.

IF YOU ARE NOT A US CITIZEN

If you are not a US citizen and you do not have a US passport, please notify the Office of Study Abroad as soon as possible. Depending on the country in which you have citizenship, you may have different requirements.

If you do not have a passport from your home country, or if it is expired, please start the process of acquiring or renewing your documents immediately. In some countries, this process can take months, so it is imperative that you start working on it as soon as possible.

Depending upon your immigration status, there may be special signatures or other procedures required to ensure that re-entry to the US will be permitted after your study abroad program. Check before you go!

TRANSPORTATION

PROGRAM DATES AND AIRLINE RESERVATIONS



The Pitzer in Italy program runs from Thursday, January 19, 2012 (arrival date) to Friday, May 4, 2012 (departure date). Pitzer requires you to participate in the entire program. Late arrivals or early departures are unacceptable.

You should try to arrive in Milan's Malpensa or Linate Airport before 4:00 pm local time on the arrival date. Please note that the program staff and host families cannot accommodate you before the arrival date. If you plan to arrive in Europe earlier for independent travel, we ask that you make your own arrangements to arrive in Milan before 4 PM on the arrival date, or in Parma by 8 PM on the same day. Please notify the program director of your arrival plans well before the arrival date, so that she can make arrangements to meet you. Late arrivals cause significant disruption of the program, so it is important that you arrive on time.

You are free to depart Parma on or after the departure date. Pitzer requires you to stay through the end of your program. Early departure can result in loss of credit or diminished grades. We recommend that you not schedule your departure in the early morning, since travel from Parma to Milan may be difficult at that time due to bus and train schedules.

Travel fees

All Pitzer students pay the Pitzer comprehensive fee plus a travel contribution for travel to an international semester study abroad program. For 2011-2012 the travel contribution will be \$550. This charge will be placed on your student account for the semester you are abroad. For Pitzer students approved for Pitzer programs and exchanges, as well as those approved on non-Pitzer programs for the academic year, Pitzer will pay for a round-trip airline ticket for one semester abroad experience booked with the travel agent designated by Pitzer College. Students doing more than one semester study abroad program will pay for their own airfare for the less expensive of the two destinations and will not be charged the travel contribution for the second semester experience.

Visiting students from other colleges and universities pay as directed by their home school.

Pitzer's Designated Travel Agent

Students must book their flights through the travel agent listed below:

KIM RUDD at Corniche Travel
email: pitzer@corniche.com or
Telephone: 951.698.0089 6:00 AM to 4:30 PM

Additional agents available from 6:00 AM to 6:00 PM, (Pacific time zone)
Telephone: 310.854.6000 Monday through Friday, closed major holidays
Emergency After Hours Number: 800.448.4722 (There is a \$25 charge)
Please give the VIT (very important traveler) code 6TA0 (six tango alpha zero) to the after hours agent.
Office: 8721 Sunset Boulevard, Suite 200, West Hollywood, CA 90069
www.corniche.com.

Kim Rudd has been providing flight services to Pitzer College students for many years and is very knowledgeable about airline travel. She has many clients and it may be necessary leave a message with a call back number.



All program participants are required to work with the travel agent designated by Pitzer College. Tickets purchased through other travel agencies, on-line, or with frequent flier miles cannot be reimbursed or credited to your student account.

Flight Arrangements

Allow ample time to work with our travel agent to arrange your flight by the date in your acceptance letter. When you contact the travel agent, identify yourself as a student on the Pitzer in Italy program. Please make sure the domestic portion of your flight is written onto your international ticket. In this way, if you decide to change the dates of your return

flight, as many students do, you will not have to pay additional domestic penalties above whatever fee might be charged for the change of your international flight.

The travel agent will bill Pitzer for a round trip flight based on the cost of departing from New York, Chicago or Los Angeles (whichever is closest to your college) or an equivalent priced airport for the program arrival and departure dates. You will need to pay the travel agent directly if you arrange an itinerary that is more expensive than the approved flight (see *Extra Flight Charges* below) or if you come from a school that does not include airfare in the fees paid on your behalf.

In order to receive your ticket, you are required to submit the Pitzer acceptance paperwork and complete orientation requirements by the dates listed in your acceptance letter. The travel agent will not release your ticket until it receives clearance from Pitzer. If you complete these requirements less than two weeks prior to your departure, you will be responsible for any charges incurred to expedite your ticket.

Extra Flight Charges

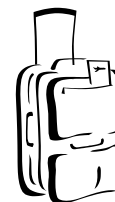
If the cost of the ticket exceeds the established approved flight amount set by Pitzer College, you will pay Pitzer's travel agent directly for the extra charges. The following items may increase the cost of your ticket:

- Late arrangements (check the deadline for booking the flight for your program)
- Travel dates that vary from the dates of the program, i.e. if you plan to go early or stay after the program and this results in a more expensive ticket
- Indirect routing or stopovers through other countries of interest
- Departure from or return to airports other than Los Angeles, Chicago or New York (Please note that you are not required to depart from these airports, these sites are simply used as the base for determining the established maximum amount of the airfare.)
- Open return tickets
- Extra luggage charges (luggage restrictions can be changed by the airlines without notice)
- Transfer charges to and from airports
- Replacement of lost tickets
- Charges for changing the ticket after issue

Baggage

We recommend you check your luggage in all the way to your final destination, when you first begin your flight in the States. If you break your journey for more than 24 hours en route, however, you may have to claim your baggage at that point and then recheck them in on your onward flight, but if you don't break your journey for more than 24 hours, you should be able to check them into your final destination. Please put both your home address and phone number, and your program address and phone number on each of your bags before you check them in.

Many airlines are setting more restrictive size and/or weight limits for checked baggage and are limiting carry-on items to one small piece of luggage and one personal item (a purse, briefcase, or laptop bag). Many airlines are limiting travelers to no more than 50 lbs. for checked baggage. If you have connecting flights, each airline may have different requirements and you must comply with the restrictions of both airlines. Limitations may vary by airline and destination, so check with the airline or travel agent before packing for your trip.



Visa Considerations

Visa and immigration requirements often obligate you to have a round trip ticket for entrance into the country. You cannot buy a one way ticket and plan to purchase the return portion later. Some destinations require that you have several blank pages remaining in your passport. If your passport does not have blank pages remaining, please arrange to get additional pages added to your current passport or renew for a new passport with plenty of blank pages.



If your itinerary includes layovers or stops in other countries en route you may need a visa for those countries. Please check with your travel agent and the relevant embassy for information.

Travel Delays

Unforeseen circumstances (weather, missed flights, equipment problems, etc.) may result in unforeseen expenses due to the delay. Students should travel with emergency funds in the event of unavoidable delays in transit. Pitzer College is not responsible for these expenses. Your International Student Identity Card (ISIC) has some coverage for costs incurred due to travel delays. Should you have expenses related to such delays, be sure to keep your receipts in order to make a claim. (See 'Travel Insurance Provided by Pitzer College' in the *Insurance* section of this handbook.)

ARRIVING EARLY OR STAYING PAST THE END OF THE PROGRAM

Students who choose to arrive in-country before the beginning date of the program must contact the program staff well in advance of the beginning of the program to arrange a time and place to meet on the arrival date. Pitzer can take no responsibility for early arrivals. Students must make their own arrangements for ground transportation, room and board.

If you think you may want to stay on past the end of the program, please advise Pitzer's travel agent before you make the final confirmation of your ticket. Otherwise, you will be booked for departure from the program site on the program departure date, and any additional costs due to changes made after your ticket is issued will be your responsibility.

Please know that Pitzer can assume no responsibility for students who stay on past the departure date. Your host family in Parma cannot accommodate you earlier or later than the dates listed above.

FLIGHT CHANGES, E-TICKETS AND PAPER TICKETS

If you choose to change the date of your return once you are in the host country; please know that this can be a frustrating, complicated, and costly procedure. You need to be check with the airline and the travel agent of the regulations, required tickets, and fees associated with changing your flight. Pitzer and the travel agent will not be responsible for expenses incurred for changing your return dates and/or itinerary after you make your initial confirmation with the travel agent, especially once you are in the host country.

Please verify with our designated travel agent whether your ticket is an E-ticket or a paper ticket. If your ticket is an E-ticket, please confirm with the travel agent and the airlines what you need to present for airport check-ins. Many international carriers and destinations treat E-tickets differently from the way they are treated in the US. If your ticket is a paper ticket please treat it like cash. If you lose your paper ticket or make a change in your itinerary and cannot present your original paper ticket at the airport check-in counter, you will most likely be charged full-price for a new ticket. This extra expense will be your responsibility.



If for any reason, you are not able to use an airline ticket, the **airline must be notified prior to the departure of the flight** that you will be changing the ticket. **Unused tickets including E-tickets become worthless once the plane departs.** You are responsible for the replacement cost of an unused ticket.

Please note that Pitzer requires you to participate in the entire program. Loss of credit or lowering of grades may result if you arrive late or depart early.

ARRIVAL

Where to Meet the Program Staff

A program representative will be at the Milan train station to meet you. If you will be in Italy before the start of the program, please contact the director well in advance to arrange a time to meet the program representative either in Milan or Parma on the arrival date.

If your plans should change in transit, please call or e-mail the staff in Italy or, if you cannot get through, contact the Office of Study Abroad in Claremont. Contact numbers are inside the back cover of this Handbook.

How to Get to the Train Station (from either airport)

After you present your passport to airport officials and collect your luggage, follow the crowd of people through the double doors into Customs. After clearing Customs:

1. Go outside and look for a shuttle bus heading for the train station. It will say "**Stazione Centrale Milano.**" (If you need to exchange money, there is a *Thomas Cook Exchange Bureau* in the terminal).
2. Buy a bus ticket from the driver. (Euro 5,00 to 8,00 depending on the airport.)
The journey to the Milan train station will take approximately one hour from the Malpensa Airport and 30 minutes from Linate Airport. When you arrive at the main station:
3. Get off the bus, collect your bags and wait in that general area.
4. A Pitzer Exchange in Italy program representative will be waiting for you in the shuttle bus arrival area with a "Pitzer College" sign in hand. If he/she is not in sight, **do not** leave the area where you are waiting. He/she may be sending other students on their way to Parma, but will return to the bus terminal area immediately after. He/she will then assist you in buying your train ticket (be prepared to pay for it, the train ticket can cost up to 17,00 Euro) and catching a train to Parma, where the Program Director or Coordinator and your host family will be waiting for you.

If your plane was delayed or if for any reason you are unable to find the program representative at the train station, call Franca Mora, the Pitzer Exchange in Italy Director, at the numbers listed inside the back cover of this handbook.



Do NOT board a train to Parma unless you have met the program representative at the station or have spoken to the program director.

Lost Baggage

In the unlikely event that your baggage is lost en route, you will most likely first realize this in your host country. File a claim at the airline desk before you depart the airport. Program staff will follow up by contacting the airline's office in the host country. Keep your baggage tags. Usually lost baggage is recovered in two to three days.

Arrival Notification

IMPORTANT: Please do not have your family call to make sure you've arrived safely and do not tell them you will call as soon as you've arrived. Once everyone has arrived, the program staff will contact the Office of Study Abroad in Claremont. **Your families will be notified by email or telephone of your safe arrival.**



MONEY MATTERS

HOW MUCH TO BRING AND HOW TO BRING IT

Generally speaking, most students spend a bit more in Italy than they would during a semester in the US. How much you spend will be determined by 1) whether you bring everything from home or buy items in Italy, 2) your plans for study trips and independent travel before and after the program and 3) any gifts or souvenirs you wish to buy. **In any event, we strongly recommend that you bring at least US \$2,000 to cover personal and emergency expenses.**



Pitzer will cover your room and board for the entire program. This means room and three meals a day with your Italian family.

Traveler's checks are very difficult to exchange in Italy so we strongly recommend you do NOT bring them.

ATMS AND CREDIT CARDS



ATMs with the Visa, Cirrus and Star symbols are widely accepted throughout Italy. Your bank will usually charge you a small fee for withdrawing funds from an international ATM machine, but this is a good way to transfer funds to Italy.

Credit cards are also widely accepted in Italy and can be very handy in case of emergency. MasterCard and Visa are best. If you bring a credit card, be sure to leave your card number and the 'Lost or Stolen' 800-number at home. In the unlikely event that your credit card is lost or stolen while abroad, this information will help your parents or friends cancel your card quickly. Please note: only a person previously authorized to make changes on your account will be able to cancel a lost or stolen card. You should also notify your credit card company that you will be traveling and may make expenditures on your card in your destination country and other countries en route. Otherwise, when the first few foreign charges show up, your credit card company may put a freeze on your card.

HOW TO RECEIVE FUNDS FROM HOME

The best ways to transfer additional funds from home to Italy is to use an ATM card or draw a cash advance on your credit card. Western Union and American Express also provide wire transfer services, but these tend to be more expensive than standard ATM and cash advance fees. If you do not have an ATM or credit card, and you need to have money wired to you, you will need to obtain the latest details from the banks in Italy and forward that information to your parents (or other benefactor).

WHAT YOUR PAYMENT FOR STUDY ABROAD WILL COVER

Payment of the comprehensive semester program fee (\$27,494 for 2011-2012) to Pitzer College plus the \$550 contribution towards airfare and travel insurance will cover your program tuition, housing and meals for the length of the program, one semester round trip travel from Los Angeles (or equivalent priced airport) to the international airport nearest your destination, an International Student Identity Card that includes travel insurance and the overall cost of providing and supporting study abroad at Pitzer College.

What happens to the comprehensive fee I pay for the Pitzer study abroad program?

Students are charged the full Pitzer College comprehensive fee for participation in any of Pitzer's study abroad programs. This does not, however, mean that the full comprehensive fee is sent to the host country for the use of the Pitzer study abroad program. As with all college programs and departments, each year the Treasurer's Office at Pitzer develops a budget for Study Abroad as a whole and for the individual programs abroad. The costs in the budget are determined in collaboration with in-country staff, the Office of Study Abroad and the Office of Academic Affairs at Pitzer College. Money to cover in-country costs, such as accommodation, school fees or tuition, DISP allowances, study trips, instructional and staff salaries, materials, insurance, office rental, etc. is sent to the host country for each semester. The College expects the local director to manage the program within the budget the College has provided. Generally, no changes are made to the budget once a program is in session except in case of emergency. Recommendations for budget changes are taken into consideration for the formulation of the budget for the next fiscal year. The portion of the comprehensive fee that doesn't go to the host country is used to support the cost

of promoting and administering the study abroad programs as a whole. It is also used to support the overall infrastructure of the college (from information technology, public relations, financial services, and insurance, to on-line library resources, etc.) that is available for study abroad students before, during, and after their time abroad.

Housing

Housing covered by Pitzer College means accommodations that are typical for that particular program or country during the period that school or the program is in session. Please note that housing expense during breaks between semesters and housing expense before or after the program are the responsibility of the student and are not covered in the fees paid to Pitzer.

Meals

The comprehensive program fee paid to Pitzer College covers all meals for the duration of the program. This usually means some combination of meals with host families (whenever possible), meals provided directly by the program, and a meal allowance given to students (if applicable), which together provide students with a diet and eating schedule that is typical for the host culture. Students will not be reimbursed for missed meals that are provided by the program or their host families. Meals during any break periods between semesters or before or after the program are the responsibility of the student and are not covered by the comprehensive program fee paid to Pitzer.

Travel Contribution

All Pitzer students pay the same travel contribution for travel and travel insurance (See the chapter on *Insurance* in this handbook) to a semester study abroad program. For 2011-2012 the travel contribution will be \$550. This charge will be placed on your student account for the semester you are abroad.

For Pitzer students approved for Pitzer programs and exchanges, as well as those approved on non Pitzer programs for the academic year, Pitzer will designate a travel agent for the student to book a round-trip airline ticket for **one** semester abroad experience for each student. Students doing more than one semester study abroad program will pay for their own airfare for the less expensive of the two destinations and will not be charged the travel contribution for the second semester.

Visiting students from other colleges and universities pay the airfare as directed by their home school. Some students may be required to pay our designated travel agent directly for their airfare. If you are a visiting student, please check with your study abroad advisor at your home school or with Jamie Francis at Pitzer for specific information.

Additional Expenses

Expenses that are NOT covered by the comprehensive program fee paid to Pitzer College include the following items that are unique to participation in study abroad: passport and visa fees, immunizations, and required photographs. Other expenses that are not covered are typical of the expenses that are not included in the comprehensive fees for students on any college or university campus. These additional expenses include (but are not limited to) the following: books, required medical/accident insurance, additional fees for science labs or art classes, housing and meals before or after the program, refundable housing/damage deposits, field trips that are not a required course component, long distance charges, laundry, personal entertainment, and toiletries. Finally, some conveniences which students may be accustomed to having access to on campus will not be included in a particular program because it is not commonly accessible to students in the host culture. Depending on location, these may include: telephones, email/internet access, gymnasium and sports facilities, and access to computer labs. Pitzer College does not provide compensation for a lack of access to such conveniences.

BILLING PROCEDURES

Pitzer College Students

Deposits

If you are a Pitzer College student, you do **NOT** pay a deposit. However, should you withdraw after accepting a place on the program, Pitzer will bill you for a withdrawal fee of \$350 and any non-recoverable expenses paid on your behalf.

Billing

Invoices are sent from the Student Accounts Office in the same manner as any other semester.

Financial Aid: Most financial aid (with the exception of work-study) can be applied toward the fees of any approved program. Please consult the financial aid office for specific details on how your financial aid will be handled.

Installment plan

As a convenience, Pitzer College is offering the option to make tuition payments on a monthly basis through Tuition Management Systems. To enroll, visit their website <https://www.afford.com> or call 800.722.4867. Please contact Pitzer College's Student Accounts Office at 909.621.8191 if you have questions about this option.

Visiting Students on Pitzer Programs

The handling of financial matters will vary depending on your home college or university. Some schools require that you pay fees directly to Pitzer College. Other schools have made special arrangements with Pitzer and require that students pay the home institution and the home institution then pays Pitzer on your behalf. Please contact our Office of Study Abroad and/or your home institution study abroad office for details.

Transcripts for all students will be withheld until Pitzer College is paid in full. This includes the comprehensive program fee and any outstanding balances due to charges incurred on behalf of the program such as: library fines, charges for damages to homestay or school property, non-reimbursed medical expenses, etc.



COMMUNICATIONS

TELEPHONE AND EMAIL

International Dialing Information

An international telephone number consists of several different parts:



The **International Access Code** from the **US - 011** (this number would be different from other countries),
Country code (usually 2 to 4 digits) - **39 for Italy**
City or area code (usually 1 to 4 digits) - **0521 for Parma**
Phone number (usually a six digit number) **for telephones in Italy**

Example: 011-39-0521 -##### (telephone) when dialing from the US.

Emergency telephone numbers for students in Italy - see inside back cover

In an emergency, students in Italy should call the emergency numbers listed inside the back cover of this handbook. Students are advised to contact the program director as soon as possible. He or she is best able to render prompt assistance and advice in the event of an emergency. Calling home to speak with a family member first, though it may be instinctive or comforting, is not going to get you the immediate local help you need.

For privacy reasons emergency numbers will only appear in the student edition of this Handbook. Please contact the Office of Study Abroad at the number below if you have questions.

Contact Information in Claremont

**Pitzer College
Office of Study Abroad
& International Programs**

Telephone **909.621.8104**
Fax **909.621.0518**
Email studyabroad@pitzer.edu

Mailing address
Scott Hall 110
1050 North Mills Avenue
Claremont, CA 91711

Office hours
Monday through Friday
8 AM to noon and 1 PM to 5 PM
except holidays

Cell Phones

You are free to bring your own cell phone if you wish, and purchase a local SIM card once in Italy. However, if you choose not to bring your own phone, or if your own phone doesn't work once in Italy (often the case), the program will make arrangements to provide you with a cell phone. Whether you use a program cell phone or your own, you will be responsible for keep a working cell phone (charged, paid up and ready to use in an emergency) on your person throughout the program.

Whether you bring your own cell phone from home or get one from the program, Pitzer expects all students to use cell phones in ways that are appropriate and responsible. In particular, cell phones should be turned off (including texting) during classes, program discussion sessions and study trips when interacting with program staff, faculty or guest speakers. In addition, students need to learn and practice appropriate cell phone use in their homestays. For some families it may be considered rude, for instance, to make or receive calls or text messages during a family meal or while engaged in conversation after dinner.

In Case of an Emergency at Home - Family and Friends

In case of emergency, parents or friends should contact the Office of Study Abroad at the numbers listed above. The Study Abroad staff in Claremont can usually contact students and staff quickly, even when they are away from the program base on field trips. If you call the office number and we are closed you will be directed to Campus Safety at 909.621.8170. Campus Safety has additional contact information on file. Please have them continue down the list until they are able to speak directly with a member of our staff.

Contacting the US from Italy

E-mail and Skype

E-mail is not available through the program, but has been accessible at the Università degli Studi di Parma in the past. You will have to wait until you arrive to determine whether or not you will have access and, if so, to receive your actual address.

An economical way to call internationally is with Skype, though quality may depend on the strength of your Internet or wireless connection. Skype can be downloaded on a computer, then you are able to call any phone anywhere in the world. You can also call other Skype users for free. To learn more, visit Skype's website at <http://www.skype.com/>.

Wireless Internet

Please note that wireless is much less common in Italy than it is in the US. Generally homes do NOT have internet facilities at all. The computer labs at the Università degli Studi di Parma do NOT have wireless facilities and they do NOT allow students to use their own computer to connect to the internet. Wireless facilities are also uncommon in Italian hotels, cafes, and other public places.

Contacting Students in Italy

The best ways to reach you in Italy is by email, mail, or possibly Skype and cell phone.

MAILING AND SHIPPING TO ITALY

Family and friends may send your mail to the following address:

Student Name
c/o Pitzer College in Italy
Via Taro 3
43100 Parma, ITALY



OR

Student Name
c/o Your host family address in Parma

Information on host families will be emailed to students approximately two weeks before the start of the program.

Usually, regular airmail is quite reliable and takes between seven and 10 days to arrive. Occasionally, mail can be misplaced or lost by the postal service in Italy, just as it can be lost by the postal service in the US.

Packages may be sent to you via DHL or International Priority Mail through the US Postal Service to the address listed above as long as the telephone number listed inside the back cover of this handbook is included. Although you can ship almost anything to Italy, please keep in mind that certain items may require a special tax in order to clear customs. So, think twice before shipping expensive items, such as computers or books or medication. You may be required to spend **several hundred dollars** on taxes (usually a high percentage of the value). Also, personal items, such as contact lens solution, are taxable. If there are certain things you can't live without, pack them with your luggage and do not arrange to have them shipped to you.

You may also RECEIVE faxes at the program office. See the number inside the back cover of this handbook.

STUDENT COMMUNICATION RESPONSIBILITIES

Read your Email

Before, during, and after your study abroad experience someone from the Office of Study Abroad or another Pitzer College office may contact you with information about orientation, health, safety, academic, finances, or other matters. **For Pitzer students, the official means of contacting you will be your Pitzer College email account.** For non-Pitzer students we will use the email you provided in your application.

Due to the large number of messages on student-talk, Pitzer-talk, and other email lists, we advise students going abroad to unsubscribe to email lists while off campus. If you have a limited amount of time to check email or are paying for connection time at an internet café while abroad you don't want to miss important College information buried in your inbox. Investigate methods for labeling and filtering your messages before you go.



Students are responsible for managing their email accounts and reading their official school email on a regular basis before, during, and after studying abroad.

For Pitzer Students: the Pitzer password automatically expires every six months - 180 days from when you last reset your current password. Change your password before you leave to assure continuous access. If your password does expire, log on to www.pitzer.edu/pitpass or contact the Pitzer Helpdesk at help@pitzer.edu.

Keep your Student Contact and Emergency Information Current

We may also try to reach you via your cell phone, home telephone, personal email, or other means. In the event of an emergency, we may need to contact you or your parents or guardians via the information in the College database or in your Study Abroad file. It is important that you notify us of any changes to your information.

WHAT TO BRING

ESSENTIAL DOCUMENTS AND ITEMS



- Your **passport** valid for **at least six months past the end of the program** and two photocopies carried separately from your passport in other suitcases or wallets. Leave an additional copy at home with your parent or guardian.
- Your **airline ticket** (and photocopy of your ticket carried separately).
- Credit cards and ATM cards** Before deciding what form of money to carry see the *Money Matters* section for more information. Traveler's checks are very difficult to exchange in Italy so we strongly recommend you do NOT bring them.
- An official **immunization record** from your doctor or health clinic and a photocopy.
- International Student Identity Card (ISIC)**. Pitzer College will provide the ISIC after you confirm your participation in the program. We cannot process the card if we are missing your photo so please submit one as soon as possible. In the event that your card is lost or stolen, your insurance will continue. If you wish to replace the card in order to receive discounts, you are responsible for the replacement cost of \$22. Leave a copy of the front and back of the card at home and bring a copy with you.
- Your **medical insurance information**.
- Contact numbers** for your home institution. Remember to bring your college catalogs, telephone and fax numbers, and e-mail addresses for representatives at your home institution. During the course of the semester, you may need to fill out pre-registration forms, contact your academic adviser, arrange housing, or work with financial aid. It is extremely important that you prepare for any contingency.
- This **handbook** and other pre-departure reading materials, if necessary.

CLOTHING, MEDICINE AND MISCELLANEOUS

What you bring is an individual matter. It depends upon what you may want to buy in Italy, how much you want to carry (the lighter the better), and what you plan to do during your semester. Everything you might need is available in Italy, but you may not have access to your favorite brands and some items may cost more than in the US. That said, we suggest you come **as light as possible** and buy anything else you need in Italy. Traveling becomes much more enjoyable as the weight of your bags decrease. When you've finished packing, walk around the block carrying everything, or have a friend carry your things and tell you if you've packed too much. Whether you bring it with you or buy it, the following items are suggested:

Clothing

You should prepare for all seasons. In late November through February, the weather in Parma can be very cold and foggy with occasional snow. In addition, given the current situation in the world, it is also a good idea to avoid words or designs on clothing that call attention to you as an American. In general we suggest darker colors, as they are easier to care for.

- Jeans**, long pants or light-weight slacks
- T-shirts** (Avoid words/designs that could call attention to yourself as a foreigner)
- Underwear**
- Socks** (2 - 3 pairs wool), stockings, tights
- 1 pair **dress shoes**
- 1 pair **walking shoes**

- 1 pair of **sandals**
- Sweaters** and 1 **sweatshirt**
- Light jacket** (with hood, if possible)
- A **weatherproof coat** or rain coat with a very warm lining
- Gloves, hat and scarf**
- Light bathrobe**, below the knee
- Bathing suit**
- Slippers** to wear around your host family's home

Women

- 1 or 2 **nice dresses**
- 2 or 3 **skirts**, knee length or lower

Men

- 1 or 2 **collar dress shirts** and **ties**
- At least one pair of **nice dress pants**

Toiletries

You will need items similar to those you would use in the States (e.g. soap, razors, nail clippers, deodorant, feminine hygiene products, comb and brush, shampoo, etc.). Most items are available in Italy, including many brand names, but if you're attached to a particular brand you should bring it with you. You should not pack razors or any other potential weapon-like accessories in your carry-on luggage.

Medicines

- Prescription medications** which are difficult to mail into Italy due to custom controls.
- Vitamins, cold medicine**

Miscellaneous Items

- Umbrella**
- English/Italian dictionary**
- Small towel, large bath towel, washcloth, and scrub brush**
- Sunglasses**
- TSA approved locks for your baggage**
- Travel alarm clock**
- Camera**
- iPod** or portable mini disk player with your favorite music
- Mini tape recorder** (for interviews or recording music)
- Extra **batteries** for camera, alarm clock, etc.

- Hair dryer** and **electric razor**
- 110/220 power converter and adapter plug for rectangular 2-hole plug**
- Photos of family and friends**
- A few **novels** for reading and swapping
- Stationary and a book for **personal journal**
- Favorite ink **pens**
- USB flash drive**

Baggage

- 1 or 2 suitcases** for checking onto the plane (We recommend something with wheels, or a back-pack for easy transport)
- Money belt** – for around the waist or neck
- One regulation size **carry-on bag**
- Day pack** or duffle bag (may also be used as a carry on)



Check the Transportation Security Administration (TSA) website for current regulations about prohibited and permitted items for carry-on luggage and checked baggage.
<http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>

LAPTOPS: TO BRING OR NOT TO BRING?



A common question we receive is whether or not to bring a laptop to Italy. Take into consideration that computer access at the University of Parma is not as available as in the US. This means that you might need to handwrite many of your assignments (the DISP will be the only assignment that we will expect you to type). Although many students have benefited in bringing their personal laptops, there are several issues to consider:

- Would having someone ask to borrow my computer put me in the awkward position of either saying “no” and feeling guilty, or saying “yes” and then worrying about loss or damage?
- Will a computer in my bedroom become a convenient excuse for me to retreat from interaction with my host family (my primary source of culture and language learning)? Or, can I strike a balance in which my computer assists me in my critical reflection of my experience but does not interfere with the experience itself?
- If access to the internet/email is possible do I want to trade time in cyberspace for time interacting with Italians?
- On the other hand, would having a computer allow me to finish my writing assignments in significantly less time than doing them by hand and therefore increase time for cultural interaction?

If you choose to bring a laptop to Italy, don't forget to bring a power converter and an adapter plug.

If you have specific questions regarding what to bring, feel free to contact the program staff directly.

GIFTS

It's always nice to bring several small gifts from home for your Italian family members. However, please remember that giving too generously may make it difficult for future, perhaps less affluent, students who may live with your family. Pictures of yourself, your own family and your home are very much appreciated. Picture books of your state or country would also be a good idea. Something typical to your state, calendars, hats, or t-shirts (with slogans from home) would also be nice.



THINKING AHEAD

REGISTRATION FOR NEXT SEMESTER'S COURSES

Pre-registration at Pitzer College will occur on campus in late April for fall, and in late November for spring. If you do not attend Pitzer, please consult with your study abroad office to determine how pre-registration will be handled on your campus. For all students, planning ahead will do much to alleviate the anxiety you often experience about pre-registration. Before you leave campus, it is advisable to:

- Declare your major with the proper forms in the Registrar's office. If you will be a junior while you are abroad you must submit your major declaration form to the Registrar's Office before you leave. If you do not, you will not be able to register for the next semester.
- Talk to your adviser to have a clear idea of the type of courses that you will need to take upon your return;
- Take your college catalogue and e-mail and phone numbers of anyone you may need to contact regarding courses and general requirements;
- Ask a friend who is staying on campus to collect the necessary forms and signatures on your behalf for any courses that require special permission;
- Provide a signed document stating that your friend is acting as your proxy (most professors probably wouldn't require something this formal, but it couldn't hurt);

For Pitzer Students Only: Registration from Abroad

Students are encouraged to use the online registration system on the MyCampus2 portal. If you will be unable to register at your designated time, follow the instructions below:

Select courses from the 5-College Course Schedule at http://mycampus2.pitzer.edu/ics/Course_Schedules/ and email their registration to regabroad@pitzer.edu using the study abroad registration format found at http://www.pitzer.edu/offices/registration/externalstudies_request.asp.

In your email, please include the following:

Subject line - please put your name.

Example: "Your Name - Spring 2012 Registration"

Name

Student ID Number

Advisor

Major

Course ID Number

Section Number

Course Title

Instructor

Day and Time

Please be assured that you will be registered with your class. Your registration will appear on your student portal the day after your registration date. Due to the high level of student registrations from abroad, please allow 3 to 5 business days after your class registration date to receive an e-mail confirmation of classes. If a class you have requested is full or has been cancelled, you will be notified. E-mail permission from an instructor to register in a full course will be accepted only from the instructor's Claremont Colleges email account.

Information for fall courses should be available around mid-April and around mid-November for spring courses, about two weeks before pre-registration. Also, as communicated to you before your departure, if you have junior class standing and have not yet declared a major, or if you owe money to the College, you will not be allowed to register for courses until you have taken care of these matters.

PITZER IN ONTARIO - AN OPPORTUNITY FOR EXTENDING YOUR STUDY ABROAD LEARNING

Many students want to continue the type of learning that was possible on their study abroad program when they return to campus. An excellent opportunity to employ field methods, be involved in a community and participate in a meaningful internship is to apply to the Pitzer in Ontario program. Additionally, there is a program that allows students to start graduate coursework towards a Masters in Community Education and Teaching in their senior year at Pitzer. The Pitzer in Ontario program is a pre-requisite for students interested in obtaining this degree. Contact the Community Engagement (CEC) for information on how to apply for the Pitzer in Ontario program.

LAYING THE GROUNDWORK FOR FELLOWSHIP APPLICATIONS

Most study abroad program alumni want to go back. One way to do this is to apply for one or more of several fellowships available to graduating seniors. The most popular of these seem to be the Watson, Marshall, Fulbright and Rotary International. For more information see the Pitzer College Office of Graduate Fellowships website: <http://www.pitzer.edu/academics/fellowships-grants/>.

The following ideas may increase your chances of winning a fellowship:

- Your career placement office and faculty fellowship advisors will have specific information on each particular fellowship. Find out as much about these fellowships as you can *before* you go on your program and then be on the lookout for good ideas.
- Think about applying to as many fellowships as possible. This can only increase your chances. You may choose to try out more than one idea or use the same idea (and essay) for more than one fellowship application.
- Keep a journal and have a section for dreams and fellowship ideas (often one and the same).
- Refer back to journal entries and quote them when appropriate in your fellowship application essay. This demonstrates long term interest and, perhaps, passion – important ingredients of successful fellowship applications.
- Many students who apply for these fellowships propose to build upon their independent study projects (ISP). If this is a possibility for you, conduct your ISP with this in mind. Think about the questions you would investigate, the people you would meet, the work you would do, the places you would go if you were able to return for a full year. Write these ideas into your ISP paper and your fellowship essay will be half written.
- When applying for a fellowship, your ability to demonstrate relationships with and support from host-country institutions and individuals will strengthen your application.
- The most important thing you can do is develop contacts *while you are abroad*. Cultivate relationships with host-nationals and organizations in the field you wish to pursue with a fellowship. Discuss your ideas with them. Ask them for advice.
- Get specific and accurate contact information for people and their institutions (phone numbers, fax number, email addresses, official titles, etc.). Ask them before you leave if they would be willing to support and or recommend you for a fellowship. If you are in a country where communication is slow, consider asking for a recommendation letter before you leave to avoid the frustration of trying to meet a deadline while waiting for recommendations from far away. Your mentor may have travel plans of their own and may not be easily reached when you need them.
- Keep in touch with your contacts. Send a thank you message as soon as you return home.
- When appropriate, and if communications permit, allow host-culture contacts to help you with your proposal. If they feel involved in the planning stage, they may offer stronger support.
- While you are still abroad, visit local institutions that sponsor specific fellowship recipients. Fulbright representatives and Rotary International members are often very willing to discuss your ideas and fellowship

possibilities with you. Six months later when many applications come across their desk, yours may be the only one with a face associated with it. That may make all the difference.

- When you return to the US, it is also a good idea to do follow up research on the country from which you have just returned. You have likely had a life changing experience and learned much about your host culture but there are many recognized scholars who should be consulted to deepen your understanding. Find out who is the leading authority and read some of his/her works. Don't rely on only your own perspective about the culture; test it out by reading further works.

CAREER SERVICES

During each of your years at Pitzer we want you to gain information and experience that will allow you to formulate your career and life goals. Even though you will be off campus for a period of time, it is important for you to be aware of timelines and deadlines that could impact your future. As you prepare to study abroad there are several things you can do before leaving and even while abroad to assist you in making career, graduate school, internship, and job decisions.

Sophomore Year

- Meet with a career counselor and take career interest assessment inventories to help clarify your interests.
- Conduct information interviews with alumni and professionals who work in fields that interest you.
- Create or update your resume.
- Review internship directories and listings. You can often apply for internships while you are abroad. Remember, summer internship deadlines are often in late fall semester or early spring semester.

Junior Year

- Begin to explore graduate school programs and become familiar with the application process.
- Review financial aid information - application deadlines occur early in the process.
- Explore scholarship and fellowship possibilities (most deadlines are early in the fall semester of your senior year).
- Update your resume.
- Register with Career Services during spring semester for senior year on-campus recruiting.
- Review internship directories and listings. You can often apply for internships while you are abroad. Remember, summer internship deadlines are often in late fall semester or early spring semester.

Senior Year

- Research and apply to graduate schools.
- Take the GRE or other necessary standardized entrance exams.
- If you are off campus first semester, contact Career Services to obtain on-campus recruiting information.
- Finalize your resume.
- Request references for graduate school applications.
- Network with alumni and other professionals.
- Learn the necessary steps you can take to conduct a job search.

Contact Career services via email and visit their web page at http://www.pitzer.edu/offices/career_services.

APPENDIX A: USEFUL WEBSITES

Websites About Italy

Books-maps.com

Books, maps, photos, and guides on Italy: <http://www.books-maps.com/IT/>

Italian Culture

Provides information and links on Italian culture: <http://www.italianculture.net/>

Italian Statistics

Information including Italian statistics on family, religion, education, occupations, crime & economy: <http://www.ISTAT.it>

Italy Embassy

Provides a variety of links and General information on Italy: <http://www.italyemb.org>

Italy Government

General information on the Italian government with links on Economy, Geography, People, Transportation, etc: http://www.photius.com/wfb1999/italy/italy_government.html

Parma

Provides thorough details about Parma and its province. Including photographs, local news, hotel & restaurant information, schedules of important events, local recipes, and historical facts about the city and its people: <http://www.parmaitaly.com>

Parma

General information about Parma, tourism in the area, services for visitors and community members. Includes direct links to Giuseppe Verdi and Correggio: <http://www.comune.parma.it>

Train Travel in Italy

Information on daily train departures and arrivals throughout Italy: <http://www.fs-on-line.it>

United States Embassy in Rome

Gives up-to-date information about travel, safety and other relevant issues to American citizens residing in or traveling around Italy: <http://www.usembassy.it>

General Information Websites

Library services available to students of the Claremont Colleges while abroad. (Students from other institutions should check with their schools for similar services that may be offered.)

<http://libraries.claremont.edu>

How to get a US passport

http://www.travel.state.gov/passport/passport_1738.html

US State Department Country Specific Information

Provides information about embassy and consulate locations, visa requirements, crime and security information, and health and medical conditions about each country

http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html

Centers for Disease Control and Prevention (country by country information on staying healthy):

<http://www.cdc.gov/travel/index.htm>

International calling codes

<http://www.countrycallingcodes.com>

Time Zone converter

<http://www.timeanddate.com/worldclock>

Currency converter

<http://www.oanda.com/converter/travel?lang=en>

International Human Rights Declaration

<http://www.un.org/en/documents/udhr>

Adaptors for converting appliances to different international electric currents

http://www.escapeartist.com/global/World_Electric_Power_Guide.html

Locating ATM machines

<http://www.mastercard.com/atm>

<http://www.visa.com>

Disabled travelers

<http://www.miusa.org>

Students of color

<http://www.studyabroad.msu.edu/people/studentsofcolor>

Gay/lesbian students

<http://www.indiana.edu/~overseas/lesbigay/index.html>

Voting while abroad

<http://www.fvap.gov>

World Factbook

<https://www.cia.gov/library/publications/the-world-factbook>

Global Calendar - holidays and festivals around the globe

http://www.oanda.com/cgi/world_holiday.pl?hdnAction=search_countries

Travel publications

<http://www.ricksteves.com>

<http://www.lonelyplanet.com>

<http://www.fodors.com>

<http://www.frommers.com>

<http://www.moon.com>

News

<http://www.newslink.org>

<http://www.bbc.co.uk>

Migration

http://news.bbc.co.uk/2/hi/talking_point/special/migration/default.stm#

Travel zines and newsletters for sharing stories as you travel

<http://www.travelmedia.com>

<http://www.great-adventures.com>

<http://www.artoftravel.com>

<http://www.journeywoman.com>

Tips on taking better photographs

<http://www.photosecrets.com>

International Internet Radio

<http://www.web-radio.com>

<http://www.live-radio.net/info.shtml>

APPENDIX B: SEXUAL HARASSMENT AND PREVENTION

THE • CENTER • FOR • GLOBAL • EDUCATION



SAFETI Clearinghouse



SAFETI On-Line Newsletter

Volume 1, Number 2, Spring - Summer 2000

Sexual Harassment And Prevention In College Students Studying Abroad

By Nancy Newport, RN, LPC, Licensed Professional Counselor

Consultant to Peace Corps, Fairfax, Virginia, (703) 352-9005

<http://www.nancynewport.com>,

NaNNewport@aol.com

Introduction

It has been my experience over the years as a Consultant to the US Peace Corps that the issue of sexual harassment for women can become a major stress factor that can greatly affect the entire overseas experience.

The information included in these pages comes directly from the work I have done with hundreds of inspiring and courageous Peace Corps Volunteer females as well as my own personal experience as a 22 year old Peace Corps Volunteer in Brasil many years ago. I have listened to and experienced the struggles, fears, frustrations, dilemmas, as well as joys of being a female in a developing culture. I have learned a great deal from the experience and from the incredible women with whom I have had the privilege of counseling. My life and my clinical work have been immeasurably enriched by the experiences we have shared together.

Cultural Sensitivity

We all want to be culturally sensitive, to get along, to be respectful, to fit in, to not offend. In training, cultural sensitivity is emphasized and highly valued. It can be the doorway through which a college student studying abroad gains entry to and acceptance with the community abroad.

It is very important that the cultural sensitivity training provided never requires that you submit to behaviors that invade your personal boundaries and that feel unsafe or even uncomfortable to you. If it feels inappropriate or makes you uneasy, get yourself out of the situation. Never sacrifice yourself or your sense of safety for the sake of cultural sensitivity.

Personal Boundaries

Personal boundaries are the personal space around us, physically and emotionally, that serves to preserve our physical and emotional integrity. When someone gets "too close", an alarm sounds inside. We need to listen for, respect, and respond to that alarm. We also need to respect the personal boundaries of each other. These areas can be very confusing for students for several reasons:

Reason One: The issue of personal boundaries tends to be confusing for people. Some of us were raised in families with broad rigid boundaries, lots of secrets, locked doors, distance from people, and perhaps even distance from our own emotions. Others of us were raised in families with loose boundaries, or inconsistent boundaries where people did not consistently allow personal respect or require privacy, where frequently no one knocked on bedroom doors before entering, where people shared common space and little personal space was available. And some of us (a very few) were raised with more of a balance of closeness, respect, and honoring of privacy and personal space.

Reason Two: Social conditioning in college has influenced boundary understandings by increasing tolerance for loose, fluid boundaries. Many college students have been acclimated to a very loose boundaried college culture. Students may "crash" in each other's dorm or apartment...males and females may share sleeping space for convenience without sexual expectations. They may have become accustomed to, and therefore have a high tolerance for loose personal boundaries.

Reason Three: We "assume" every one has the same understanding about personal boundaries as we do. Now enter another country and find the whole issue of boundaries and personal space is highly influenced by cultural norms and very different from what you are accustomed to. And the amount of personal space has a certain meaning in one culture and a different meaning in another culture. Like learning a foreign language, customs and personal boundaries in a new culture are not to be "assumed" to be known, but must be learned for your safety.

The Ultimate Boundary – Your Body

In some cultures, allowing a man to enter your house is symbolic of letting him enter your body. Many men have told women that they "assumed" she wanted sex just because she allowed entry into her house. Staying outside on the porch is a safer way to receive male guests. Where is the best place to entertain men in a safe way without misunderstandings where you live in the US? Where will the best place be to entertain men in a safe way without misunderstandings where you live/study abroad?

Concept of Male Friendship – A Boundary Misunderstanding

American women are accustomed to the concept of male friendship. It has a meaning that may not translate in the new culture. Being seen with a man, talking with a man, going out with a man may have a different "meaning" in the culture than a female student may intend. What does it mean in the culture you are in? Is that your intention? If no, change your behaviors to send the message you intend.

Strokes – Finding Deeper Meaning in Communication

Strokes are the measure of the exchange of communication between people. When interacting with others, we are constantly exchanging numbers of strokes. When we are communicating with peers, we tend to exchange a comparable number of strokes, a balanced exchange. In communication with those in authority however, the exchange may tend to not be balanced. The employee, for example, may tend to deliver more strokes than he/she receives from the boss. With friends, coworkers, spouse, children, authority figures, parents, strangers, strokes are delivered in varying amounts of balance or imbalance. Notice how this plays out in your life. Normally we are not aware of this measure of exchange as it operates at an unconscious level.

So it is, that when someone is being approached by a stranger or unwelcome individual, the amount of strokes should be kept to a minimum. In Latin culture, for instance, a man may sit next to a female student on a bus and begin an uninvited conversation with "Oh, baby. I love you." There is a tendency on some women's part to give a lecture on love to that individual ("How can you love me? You don't know me.", etc.)—providing a lot of strokes. Remember it's the number of strokes that are important, not the quality or content (negative or positive). This woman is then surprised to discover that the man continues and even escalates the harassment rather than moving away.

It is more effective to:

- Ignore the harassment/pretend ignorance
- Feign confusion/lack of understanding
- Move away/remove yourself from the situation

Confrontations of any type serve to encourage harassers who want attention, even negative attention will do. It's important to know about the power of strokes. When people come at you with strokes that you don't want, don't give away any strokes in return. Don't offer explanations. Get up and move, say no, but do not equalize the number of strokes exchanged as it may only escalate into getting you into more trouble.

Notice how strokes play out in your life. Notice the relationships where strokes are not equal—where someone is giving you far more strokes than you are giving out, and notice how it feels inside. Does it make you uncomfortable? This is true in all kinds of relationships, and can be used to help identify predators.

Harassment behavior and language varies from one culture to another. How do men harass women in the culture in which you are visiting? How do national women in that culture deal with it? Notice their effectiveness and use their response as a model.

Assertiveness

Passive	Assertive	Aggressive
Passive <ul style="list-style-type: none">· "Too Nice"· Suck it up· Hold it in· Denial· Subtle manipulation· Guilt· Powerless· Latent Hostility· Weak Boundaries - not setting personal limits	Assertive <ul style="list-style-type: none">· "Firm"· Deliver messages clearly· "I" statements· "Broken record" technique (say "No, thank you" and then keep saying it over and over)· Good boundaries	Aggressive <ul style="list-style-type: none">· "Mean"· Blow it out· Explode· Expressed Hostility· Overt Manipulation· Threats/Ultimatums· Guilt· Powerless/Out of control· Rigid boundaries

Actions

Actions speak louder than words. Make sure your body language is congruent with your words. If you say no with a smile on your face or in a weak, unconvincing voice, the words lose their force and power. Say no firmly and swiftly and follow that up with removing yourself from the situation and getting assistance if needed to back you up.

Persistent People

Use the broken record technique when faced with a situation when someone will not take no for an answer. Do not be coerced into backing down from your position by the persistence of the person insisting. Just because they did not accept your "no" does not mean you now need to come up with another reason or excuse. Keep saying the same answer over and over again, without developing a new reason or excuse each time the other person doesn't accept it. You don't have to be creative. Stick to your answer and just don't budge.

Example:

"Would you like to go to the movies with me?"

"No, thank you. I can't go."

"Oh, come on. It's just a movie."

"No, thank you. I can't go."

"I'll get you home early. I'll be a perfect gentleman."

"No, thank you. I can't go."

"Oh, you're too good for me, is that it?"

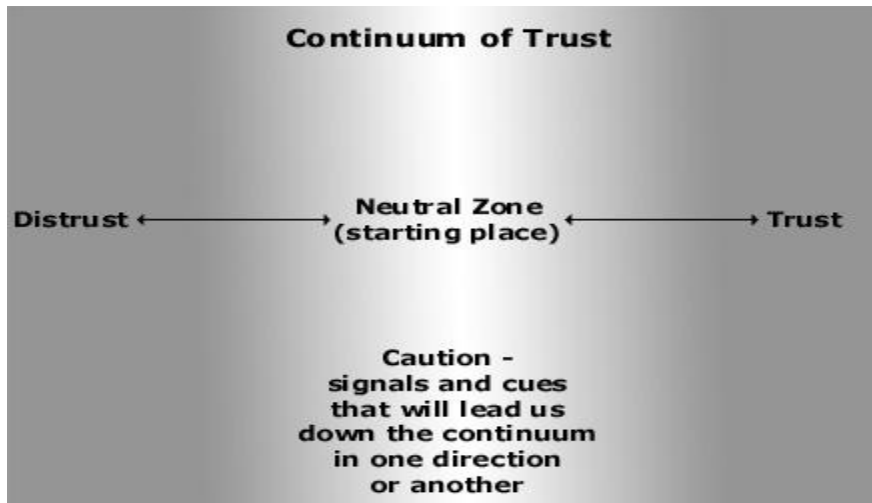
"No, thank you. I can't go."

"Oh, you can't go?"

"No, thank you. I can't go."

"Oh."

Trust



Trust needs to be earned. Many people have the mistaken notion that people should be trusted until proven otherwise. Actually, it is prudent to stay in a neutral position about a person, neither trusting nor distrusting them at first. Gather information from this person that will help you determine the trustworthiness of the person. In a new culture, watch for clues and cues from people who know the person and figure out how trusted he/she is by the community.

Harassment Burn Out

Harassing behavior is annoying at best and threatening and dangerous at worst. All students should seek assistance if harassment towards them becomes out of control and /or causes increased anxiety and anger. Many students reach a point, after which time they can no longer tolerate the catcalls on the street with the same humor they had when they arrived in country. For some, the irritation escalates to anger and retaliation. Some students have acted out toward men on the street (yelling at them, insulting them, throwing things, hitting them) out of exasperation. This aggressive behavior is dangerous. It is a warning sign that needs to be addressed for your protection. It is very understandable that the harassment has "gotten to you," but exhibiting aggressive behavior back can put you at risk. This "burn out" is a signal that it's time to take a break. Get out of town. Take a vacation. Go talk to your teachers, staff, and/or counselor. Do some stress relieving exercises that work for you. Talk to someone. Do something different!

Predators/Prey

In the wild, when an animal is either separated from the herd, is weak, young, injured, or otherwise vulnerable, it is likely that a predator will spot the animal, consider it prey and attack.

It is essential to your safety that you never allow yourself to be vulnerable to attack, that you avoid behaviors that can make you prey. You may have the right to walk down the beach at 2:00 in the morning, but if you do, you are making yourself prey to a waiting predator.

You may want to go to a bar or a party and have some fun, let off some steam, kick back and have a good time but if you drink alcohol or use any mood altering substance, you are now potential prey. It's as if you said to the strangers/acquaintances around you, "I'm going to relinquish control of myself/my body now. I put myself in your hands." Being at the effect of substances of any kind sets us up to be vulnerable to the attack of a predator.

It's not fair. Of course, it's not. But it's true—and staying in control of yourself can save your life. Being awake and aware allows you to pick up on warning signs that alert you that something is wrong. In the book, *The Gift of Fear*, Gavin deBecker describes the "gut feeling", the intuitive sense, that something is not right—that some danger may be present—as the gift of fear. Fear alerts us if we are awake and aware and respectful of the feelings we get. We must not override our sense of fear by saying to ourselves, "I don't know what I'm worried about, I'm sure nothing's wrong here", instead of paying attention to that little voice in our gut that says, "I don't know what's going on here, but something's up". It is really, really important to pay attention to our intuition, that little sense of knowing that something is amiss here, and not to dismiss it or deny it.

In his book, deBecker describes seven (7) ways that predators manipulate people to become prey. Learn all of these strategies so that you will not fall prey to them yourself. The tactics are:

- Forced teaming: intentional and directed manipulation to establish premature trust, example: "we're in this together"—a form of false rapport
- Charm and niceness: manipulative, deceptive, for self-gain
- Too many details: a tactic used when people are lying
- Typecasting: a slight insult designed to manipulate a woman to feel compelled to prove its inaccuracy
- Loan sharking: unsolicited giving designed to create a feeling of indebtedness
- The unsolicited promise: false promises
- Discounting the word "no": when someone refuses to accept "no" for an answer

More about these tactics can be learned from reading the book, *The Gift of Fear*. It is a highly recommended resource for anyone wanting to be more savvy about ways to protect themselves.

Potential Predator Behavior—Progressive Intrusive Invasion of Boundaries

If in a situation there is someone giving you more attention that you want, or is finding excuses to touch you, this can be potentially dangerous to your safety. For example, a guy comes up to a woman and gently brushes his shoulder up against her, flipping her hair off her shoulder, grazing her hand. She's thinking, "This is creeping me out, but I'm sure I'm overreacting, I'm sure he doesn't mean anything." This is where danger begins. He is thinking, "How much will she tolerate and allow? How long can I get away with this without her calling me on it? How far can I go?"

Touch:

- Uninvited, seemingly "unintentional" touching (brushing up against a woman's leg or arm, touching her hair)

Escalated touch:

- If not acknowledged and objected to, the touch will escalate (hand on thigh, hand on arm, sitting very close)

Forced sense of indebtedness:

- Creating a sense of indebtedness (buying an unsolicited drink or meal for example) and then expecting her attention in return (a dance, to walk her home, to spend time with her)

Conclusion

While some men are harassed, women experience the majority of sexual harassment and sexual assault. If you are a female student, this reality undoubtedly frustrates and angers you to have to be so very aware of your safety. If you are a male student, it likely dismays and angers you that women are ever treated disrespectfully.

There are steps to take to minimize risk in while traveling abroad and maximize fun and a rich cultural experience. It is important for women to:

- Integrate into their community
- Make friends with the women of the village
- Learn from the women about self protection and practice what you learn
- Dress according to local customs
- Interact with men according to the local customs
- Behave according to the local customs
- Stay in control; staying sober and alert keeps your senses in place to protect you
- Have a buddy system: having at least one other person with you that you trust can help you in regular circumstances as well as in problematic situations (what if someone spikes your drink). It is generally a good idea to travel in groups
- Pay attention and respond to any inner signal (intuition) that "something isn't right" and remove yourself from the situation

Do not try to behave like you would in the States. You are here to experience a different way of life, one that allows you to assimilate into your village, to "join" the community, to have a full, rich cultural experience. Enjoy it. You are not giving up yourself—you, indeed, are expanding on your choices as a female. This article has been created as an invitation to you to be awake and aware and to acknowledge the realities of potential safety issues around you. To live your life as if this isn't so is to deny yourself adequate protection. Treat yourself well.

Nancy Newport is a psychotherapist in private practice in Fairfax, Virginia. She has been a counseling consultant to the Peace Corps since 1992 and has a specialty in treating trauma, especially sexual and physical assault. Ms. Newport conducts the Peace Corps Medical Officer Training on sexual harassment and assault treatment. She is certified in Clinical Hypnotherapy, NLP and EMDR and uses these modalities extensively in her trauma work. Ms. Newport is a Returned Peace Corps Volunteer (Brasil). Her website is: <http://www.nancynewport.com>.



Safety Abroad First-
Educational Travel Info
(SAFETY) Clearinghouse

Student Study Abroad
Safety Handbook

World Wide Colleges
and Universities

Study Abroad Research
Online

Resources for Study
Abroad

Use of this site confirms your agreement to the [Conditions of Use](#)
Copyright © 1998 - 2005. All Rights Reserved.
Trademarks and copyrights are property of their respective owners.

APPENDIX C: PITZER COLLEGE STUDY ABROAD OVERVIEW OF ETHICAL PRACTICES OF RESEARCH AND ENGAGEMENT IN COMMUNITY

1. Informed Consent

RESEARCH

When conducting an interview or using a conversation for research data collection, you must have informed consent from the individual. This means you must inform the individual of your research intentions and who might possibly view your data before interviewing that individual. You must accept any refusal or declination to be interviewed.

PHOTOGRAPHY

Please consult with your program director regarding cultural and legal issues involved in photographing of members of the host culture. Please ask each individual you intend to photograph before taking any pictures. Be specific about the intended use of the photo. If appropriate, given the norms of the culture in which you are conducting research, get a signed release form. Please do not take pictures for public use unless given permission by the individual in the photograph and the director of your program.

Photographing children – Again, consult with your program director. In many countries, you may not do this without the approval of the parents/legal guardian. In general it is best to take photos only when the parents are present and give their approval. Again, if appropriate, use an authorization form in their first language and never assume they know what it says.

2. Compensation

Before offering compensation for participation in a research project to any individual, discuss your plans with the faculty supervisor of your project and the director of your program. Never loan money to anyone in the organization in which you are working or any individual involved in your project.

3. Questions

Be critical of the types of questions you include in everyday conversation, surveys, and/or interviews. Avoid questions that may frighten or intimidate the people you are interviewing. Be respectful of their privacy and ask only questions that have a clear purpose. Always explain your intentions. Assure confidentiality. For example, if working with a mostly undocumented population, you must always be aware of issues of privacy and law. Whenever possible, review and refine your research questions with your program director and faculty advisor before beginning your field research.

4. Confidentiality

If you are discussing sensitive topics that make the individual uneasy, always assure confidentiality and always keep your promise. Never use real names or any other information that can lead to an individual's identity in your data, field book, research notes or final paper. Keep a private key to the names for your own private use, but do not release those names. Always ask the individual if you can use his/her real name before doing so. In some cases you may want to use a pseudonym for your research location (village, community, organization) to add another level of confidentiality. Discuss this with your program director and faculty advisor.

5. Culture and Reality

Always be aware of the specific reality of your particular site. This reality may be different from what you would expect, what you are accustomed to, or what you commonly understand. Or it may be very similar to what you would expect. Whatever the situation, there are some general guidelines to follow in order to retain professionalism in a community environment. For example, dress code can become an issue in many environments. It is important to dress in a manner that affirms you as a student with an academic and community-based purpose. Otherwise, you may attract attention that may be perceived negatively or be misunderstood.

Also, age and gender play roles in forming relationships. For example, if you are working with older participants, they may expect you to demonstrate clear respect for them because of their long and often complex histories, yet they may feel they have to be deferential to you because you are college-educated and therefore have a high social/economic

position. These relationships of power and respect are sometimes difficult to manage, but you should always be sensitive to another individual's life experiences. Everyone is a teacher, and everyone is a student. Keep lines of communication open. Assume good will.

6. Safety

If there is any question about safety (e.g. the neighbourhood where your internship or research site is located), try to go to your site with a partner – especially at night. Consider going with a fellow student, a member of your host family, or a trusted member of the organization where you are working. Always have the organization supervisor or a staff member present at your site when you are there. Never go to your site alone when confronting a conflict or problem. Ask your program director to accompany you under such a circumstance.

7. Phone numbers

Never give out your phone number or the address or phone number of your host family. You can use the number of your program office if you absolutely must give contact information.

8. Sexuality and Gender Considerations

Cultural norms in this area vary greatly. In general, the guidelines you receive for culturally appropriate behaviour in the community and with your host families should apply for your internship or research. Check with your program director on any special considerations you need to be aware of in your particular situation. While cultural norms may vary, certain behaviours are not acceptable. Sexual harassment will not be permitted in any form (although the understanding/definition of sexual harassment will vary from culture to culture, and you need to be sensitive to this). This means that within the context of your host culture, you should refrain from any type of behaviour that gives the appearance of sexual harassment. By the same token, we will not permit any type of sexual harassment to be perpetrated on you. At the first sign of a problem please contact your program director so that you can work together to resolve the situation.

Keep in mind that any romantic or sexual relationships you form with people involved in your research or internship (clients, participants, supervisors, interviewees, etc.) may be unethical and/or culturally inappropriate, could negatively affect your ability to conduct your project, and might have negative consequences for the person you are involved with. Please consult with your program director for clarification in this regard if this is likely to become an issue.

9. Working with Children

Consult with your program director regarding cultural, ethical and legal concerns you need to understand when working with children. In general, if you witness any type of physical abuse, neglect, sexual abuse, emotional maltreatment of a child you should report to your program director. You are not permitted to transport children.

10. First Aid

You should learn and follow your organization's procedures for medical emergencies and the administration of first aid. You should wear protective gloves when coming in contact with blood or any type of wound. Take special care around needles or other medical instruments if you are working in a health care situation. It is always best, whenever possible, to allow a school nurse, local health professional, or member of your organization to handle medical and first aid situations.

11. Punctuality and Follow-through

It is important to remember that some of those with whom you may be working (e.g. children, adolescents, abused girls and women) may have abandonment issues. You may trigger negative emotions if you are late or fail to show up when you are scheduled. It is imperative that you prove to them that they can count on you for doing as you promise. In addition, you are a role model, and they will see no reason to follow through with their promises if you do not follow through with yours.

Note: This document was adapted from a document produced by the Pitzer College Community Engagement Center (formerly California Center for Cultural and Social Issues). These guidelines may be modified to fit the cultural and legal realities of your particular program site.

Pitzer College: Study Abroad
Declaration to Adhere to Ethical Practices of Research and Engagement in Community

Read the document. Place your name, date and signature at the bottom.

1. I will always obtain consent from the participants for any interview/questionnaire/research/evaluation I conduct with them. I will inform them of the purpose of the task. I will respect their decision and not treat them unfairly if they decline to participate.
2. When I ask questions of the participants – whether for research or everyday conversation – I will refrain from asking any questions which might be construed as intimidating or frightening. I will always explain my intentions and assure confidentiality.
3. I will always obtain consent for photographing, audio taping, or videotaping the individuals. If appropriate, I will get a signed release form - even if the collection of this information is for my personal use. When photographing, audio taping, interviewing, or videotaping children/minors, I will always go to the parents or legal guardian for consent.
4. If these individuals are clients of or participants in a particular organization with which I am working, I will always get permission from the director of the organization before I take any action related to my research.
5. If I keep field notes or other written records of my interactions, I will refrain from using real names. I may choose to create a key to the names, which I will keep confidential.
6. I will arrive at the organization or research site at the time I am scheduled. If there is preparatory work to be done for the meeting, I will complete that work before the meeting or arrive early enough before the meeting to make necessary preparations.
7. I will dress in a manner appropriate for the program, organization, or community with which I am working. In addition, I will be sensitive with regard to dress and attitude to not in any way demonstrate disrespect to its members, clients, or collaborators of that organization.
8. I will always use respectful language at my site and in my research interactions.
9. I will follow all safety guidelines given to me by the program director and organization supervisor, including precautions related to travel to and from my site.
10. I will ask for and follow safety, first aid, and other emergency procedures from my site.
11. If it is necessary to give a contact number to others in relation to this project, I will provide the number or email of the program office. I will not give out my personal contact information or that of my host family.
12. If I feel I am the recipient of any form of harassment in the organization with which I am working or I am confused about any behaviour or language that is directed at me, I will consult with the program director and organization supervisor immediately.
13. If I witness any type of abuse or harassment, or behaviour that I am not sure about, I will consult with my program director immediately in order to better understand the situation, and if necessary, resolve or report a problem.

I have read, understood, and agree to follow these ethical practices of research and engaging in the community.

Signature _____ Date _____

Print Name _____

Note: This document has been adapted from the original produced by the Pitzer College Community Engagement Center (formerly the Center for California Cultural and Social Issues).

APPENDIX D: ACCEPTANCE AND RELEASE

Acceptance and Release Agreement for Student Participation on Programs Directly Administered by Pitzer College

This document requires the signature of both the student and his/her parent or legal guardian (regardless of the student's age) in order to participate in a study abroad program. **READ CAREFULLY BEFORE SIGNING. MAKE A COPY FOR YOUR RECORDS.**

I understand that there are certain risks and hazards inherent in activities involved in study abroad and travel and that the best provisions possible for my safety have been arranged by Pitzer College. I also understand that the College has not made and does not make any representation regarding my personal safety while participating in this program. Specifically, but not by way of limitation, Pitzer College shall not be responsible for any negligent act or omission which injures me or my property, and which results from any activity arising while participating in the Program including, but not limited to, sanitary or health conditions, civil disturbances, crime, travel or other accidents.

I understand that various forms of travel are involved in program participation, and I agree that Pitzer College is not responsible or liable for any loss of property, injury or death during such travel. Additionally, Pitzer College is not responsible or liable for any disruption of travel or any additional expenses incurred from such disruption. I understand that personal use of a motorized vehicle in a foreign country can be extremely hazardous due to different traffic laws and regulations and that the College advises against such activity by any student. If I choose to operate a motorized vehicle, Pitzer College assumes no responsibility or liability should I be involved in an accident. I understand that any travel either before, during, or after the program is at my own expense and that Pitzer College is not responsible or liable for me while traveling. I certify that I have read and understood the health, safety and other risks identified in the CDC Health Information for Travelers and the US Department of State Country Specific Information available on-line for the location where I will be studying.

In consideration of the services rendered by Pitzer College, and in consideration of becoming part of the program, I acknowledge that I assume all risks associated with foreign study, travel, and living and hereby release Pitzer College from all liability for any negligent or wrongful acts or omissions referred to herein.

I have consulted with a medical doctor and have fully described on the health form any physical or psychological health condition(s) that I may have. I state that there are no undisclosed health-related conditions or problems that will preclude or restrict my participation on the program.

RELEASE FOR MEDICAL TREATMENT

I authorize the College to receive and use the medical information I have provided for the purpose of determining whether, and to what degree, any medical condition(s) or other limitation(s) may impact my ability to participate, or continue to participate, in the College Study Abroad Program. I further authorize the College to receive and to use the medical information for the purpose or determining what actions, if any, may be required to be taken in case a medical emergency exists with respect to my participation in the College Study Abroad Program.

In the event of any illness or injury to me if I am unable to grant consent for treatment, I authorize and grant permission to any official representative of the Pitzer College program to secure medical treatment (including but not limited to surgery and the administration of an anesthetic), on my behalf, to notify my emergency contact, and to execute written or oral consents to medical action as may be required.

I wish to participate in the study abroad program indicated in my letter of acceptance from Pitzer College. I have read and I understand the terms of this Acceptance and Release Agreement as stated above, and I agree to be bound by these terms and the terms of the acceptance letter and the Conditions of Participation. It is my express intent that this Agreement shall also bind my family, estate, heirs, administrators, personal representatives and assigns. I state that I am at least eighteen years of age and fully competent to sign this Acceptance and Release Agreement and that I have signed this agreement as my own free act.

Student Name Printed _____ Date _____

Signature of Student _____ Signed at _____

(Please indicate city and state)

As the parent or legal guardian of the participant whose signature appears above, I have read and understood the terms of this Acceptance and Release Agreement and agree to be bound by these terms and the terms of the acceptance letter and Conditions of Participation, and have given my child or ward permission to participate in the study abroad program indicated in the letter of acceptance from Pitzer College.

Parent or Legal Guardian Name Printed _____ Date _____

Signature of Parent or Legal Guardian _____ Signed at _____
(Please indicate city and state)

APPENDIX E: CONDITIONS OF PARTICIPATION

PITZER COLLEGE STUDY ABROAD CONDITIONS OF PARTICIPATION FOR PITZER STUDENTS

Please read this document carefully and acquaint yourself with these policies before signing to indicate acceptance. Make a copy for your records and make your parents or guardians aware of these policies. Return the original to the Office of Study Abroad by the due date listed in your acceptance letter.

Eligibility: Pitzer College considers participation in study abroad as a privilege and places in the programs may be limited. Study abroad programs are open to all qualified juniors and first semester seniors (i.e. students who have completed a minimum of 16 and a maximum of 24 courses prior to participation) who might benefit from on-site international and intercultural experiences. Students with less than 16 and a minimum of 12 courses completed prior to participation may be considered if space is available. Selection will be made by the External Studies Committee. Approval for study abroad will be based not only on the applicant's academic record, but also on his/her suitability for the program in question. Some programs are more competitive than others. In order to be selected and to participate in a study abroad program approved by Pitzer College, a student must satisfy the program's requirements and be considered by the External Studies Committee as likely to benefit from and contribute to the program.

The Office of Study Abroad maintains a listing of the Pitzer College programs and exchanges that have been approved by the College. Students may petition for unapproved programs but a limited number of spaces are available. If a student is approved for one of the limited spaces on a non-Pitzer program, that program will be regarded, for the duration of the student's participation, as a Pitzer-approved program. Policies regarding credit and refunds will vary depending on the type of program chosen. Students on programs directly managed by Pitzer College, which presently are: Pitzer in Botswana, Pitzer in China, Pitzer in Costa Rica, Pitzer in Ecuador, Pitzer Exchange in Italy, and Pitzer in Nepal must sign Form A. Students on other exchanges and students on non-Pitzer programs must sign Form B.

Required Health Insurance: Pitzer College requires all participants to have adequate health, hospitalization and accident insurance coverage during participation on and travel to and from the program. It is the responsibility of student to verify that any current policy (or new policy they obtain) will provide insurance coverage during the full period of overseas study. Pitzer College makes no assessments or assurances regarding the level of health insurance necessary for its programs, nor does it make any assessments or assurances regarding the individual health needs of any of its participants or for specific program locations.

Initial to acknowledge you agree to the conditions in the Required Health Insurance section: _____

Fees and Financial Aid: For all first-time participants on a semester study abroad program approved by Pitzer College, students are charged Pitzer's comprehensive fee for 2011-2012 (Pitzer tuition, fees, room and board) and a flat \$550 travel contribution. The comprehensive fees for a first semester abroad cover: tuition, room, board, a round-trip airline ticket for travel from Los Angeles International Airport to the international airport nearest to the program site, an International Student Identity Card (ISIC) and the overall cost of administering study abroad at Pitzer College. There is one exception to this, the CMC Washington Semester, for which students are neither provided with nor charged for room and board. Students on a second semester abroad pay the full comprehensive fee, are responsible for paying the full cost of airfare for the least expensive destination but are not charged an additional \$550 contribution. In addition, accepted students may be responsible for some portion of their travel expenses (if extending their stay, departing from or arriving at alternate airports, making additional stops or making late arrangements that increase the cost of the ticket). Students may be charged additional fees for some courses and/or field trips (e.g. lab fees, art fees and optional field trips). In cases where the total costs paid by Pitzer, including the College's own overhead, exceed Pitzer's comprehensive fee, students may be asked to pay the difference. Pitzer financial aid is granted only to students approved for study abroad by the External Studies Committee. All program fees, charges and expenses, whether mandatory or discretionary, are paid in U.S. dollars to Pitzer College in Claremont, California. **Some costs connected with overseas studies are NOT included in the fees paid to Pitzer** and should be considered in the student's budget planning. Expenses that are the student's responsibility include fees for a passport and student visa, medical insurance coverage while abroad (required), the medical exam required prior to participation, immunizations recommended for participation, photographs, additional costs incurred if departure is not from Los Angeles or if arriving before or extending after the program dates, cost of housing and meals before or after the program or during school break periods or independent travel, textbooks, housing or damage deposits (these will be refunded to you at the end of the program if you do not cause any damage), expenses for items or services that are not typically provided on the program but to which American students may be accustomed (e.g. telephones in rooms, email/internet access, access to computer labs, gymnasium and sports facilities, etc.), field trips that are not a required part of a course, long distance

phone charges, laundry charges, etc.), and expenses for a difference in the cost of living and generally expenses for items that are not covered in fees paid to Pitzer (e.g. personal entertainment, toiletries, independent travel during school breaks, etc.). Students are advised to be attentive to the exchange rate and the impact that it will have on their budget.

Initial to acknowledge you agree to the conditions in the Fees and Financial Aid section: _____

Participation and Reasons for Dismissal: All study abroad programs are governed by the normal rules and regulations of Pitzer College as stated in the Student Handbook and the Pitzer College Catalogue. In addition, students are expected to participate fully in all dimensions of their program, obey all laws of the host country, follow all program specific rules, and make a sincere effort to understand and respect the host culture, especially in interactions with their host family and community and in their participation in program activities and classes. The Program Director, in consultation with the Assistant Vice President for International Programs, has the authority to dismiss a student when in his/her view, it is determined that the student's behavior 1) is in violation of the laws of the country, 2) is excessively offensive or disrespectful to the student's host family, the host community members or members of the program staff, 3) is potentially detrimental to the health and safety of self or others, or 4) compromises the ability of the College to operate the program and realize its educational objectives. Students dismissed under these circumstances will receive no credit or refund.

Participants are subject to the laws of the host country. It is the student's responsibility to be informed of and observe the laws in the country in which the program is offered and other countries where a student may travel during any free time. Possession and use of illegal drugs is a serious criminal offense punishable by fine, imprisonment and/or deportation; thus, students currently dependent upon any such substances should not participate. Students found to be in violation of the laws of the host country are subject to immediate expulsion from the program. Pitzer College is not responsible for providing any assistance under such circumstances. Students should also understand that the US Embassy can only aid in obtaining legal assistance and cannot obtain release from jail for any US citizen. Any costs associated with such legal problems (including but not limited to lawyer fees, fines, return airfare) are the sole responsibility of the student.

Initial to acknowledge you agree to the conditions in the Participation and Reasons for Dismissal section: _____

Program Changes: Programs are offered contingent upon minimum enrollment, permission from host governments or institutions, stable political conditions, etc. Pitzer College reserves the right to alter or cancel a program or withdraw approval for any program in the event of unforeseen circumstances. Some programs are only offered on a one-time or alternate-year basis. In the event of program cancellation, participants may not receive course credit.

Initial to acknowledge you agree to the conditions in the Program Changes section: _____

WITHDRAWAL AND REFUND POLICY

Charges and Refunds: In the event of a withdrawal, deferral or change to another program any time after May 15 for fall programs and November 15 for spring programs, a \$350 administrative fee will be charged to the student's account. Any refund of Pitzer's comprehensive fee will be made according to the schedule below. If written notification of change of status is received by the Office of Study Abroad:

- on or before two days prior to the study abroad program start date, the refund will be the balance of charges remaining after paying the \$350 administrative processing fee, and repaying the amount of any allowances and stipends (for airfare, meals, room and board) previously paid by Pitzer College to the student and other non-recoverable costs or deposits made on behalf of the student by Pitzer College (e.g. tuition and fees) either in the US or at the study abroad site. Students enrolled in exchanges may be responsible for tuition, room and board fees up to \$9,000 if the host institution charges Pitzer such fees or decides that the student has taken up an exchange slot that cannot be filled.
- on or before the tenth day of the program, the resulting refund will be 60% of charges;
- on or before the twenty-fifth day of the program, the resulting refund will be 40% of charges;
- on or before the fortieth day of the program, the resulting refund will be 20% of charges;
- after the fortieth day of the program, there will be no refund.

Notification of Change of Status: Refunds will be calculated from the time written notification by the student of withdrawal, deferral or change is received in Claremont, California at Pitzer College's Office of Study Abroad. Notifying another campus office does not fulfill this obligation. After the refund amount has been determined, a new balance statement for the student account will be issued and refunds, if any, paid. Refunds may take up to 90 days to process. Notification of change of status is acceptable by fax or a scanned document attached to an email if it bears the student's legible signature or by direct email if it is sent through the student's college email account.

Financial Aid: Students on financial aid should check with the Financial Aid Office to see what if any effect the change of status will have on their financial aid package. In some cases, even in the case of medical or family emergency, a full or significant portion of a student's financial aid for the semester may have been allocated and prove unrecoverable for subsequent semesters, even if students receive no or partial credit for their semester abroad.

Enrolling in courses back at Pitzer: Students who withdraw from or defer enrollment in study abroad program and wish to return to Pitzer to register for classes must do so on or before the last date to add courses published in the Pitzer catalog for that semester. Students returning after this date will not be eligible to return to Pitzer College for that semester. Such students will be placed on a Leave of Absence and must follow procedures required by the Office of the Registrar to return to Pitzer in a subsequent semester. Students who return to Pitzer and register for classes prior to the last day to add courses will be charged the comprehensive semester fees for tuition, fees, room, and board on campus in addition to the amount due based on the refund schedule for study abroad above.

Airfare: If students withdraw from, defer enrollment in or change a program anytime after their tickets are confirmed with the designated travel agent they will be charged the full cost of their plane tickets minus the \$550 travel contribution. If they withdraw, defer or change programs they will be responsible for working directly with the travel agent to change or refund their tickets and for any fees or penalties associated with the change or refund process.

Academic Credit: The granting of credit, if any, to students withdrawing early from a Pitzer program will be decided by Pitzer College on an individual basis. Academic credit is usually not given to Pitzer students who withdraw early from a Pitzer exchange or non-Pitzer programs.

Housing: Students who withdraw early or defer from their study abroad program and plan to re-enroll at Pitzer are responsible for contacting the Office of Student Affairs to arrange housing. Campus housing may not be available and is not guaranteed.

Initial to acknowledge you agree to the conditions in the WITHDRAWAL AND REFUND section: _____

Credit Policy: Credit information is included as part of this document as this policy is dependent upon the type of program chosen. Students should note the section on the following pages that is applicable to their category of program.

- Programs directly administered by Pitzer College - Includes Pitzer in Botswana, Pitzer in China, Pitzer in Costa Rica, Pitzer in Ecuador, Pitzer Exchange in Italy, and Pitzer in Nepal.
- Programs not directly administered by Pitzer College - i.e. other exchanges and non-Pitzer programs.

Please ensure you have the page that refers to the conditions that apply to your chosen category of program and return that with this document. If on more than one program, you will need to sign the appropriate version for each program.

Agreement to Conditions: I will be participating on the _____ program. I agree to the terms of Pitzer's acceptance letter and these "Conditions of Participation" and acknowledge by my signature below and initials as required above that I have read and understood them thoroughly.

Student's Name Printed _____

Student's Signature _____ Date _____

**A. Credit policy specific to programs directly administered by Pitzer College
Includes Pitzer programs in Botswana, China, Costa Rica, Ecuador, Italy and Nepal**

No credit will be granted to Pitzer students for study abroad programs during the academic year without approval of the External Studies Committee and payment to Pitzer College for the comprehensive semester fee and the flat \$550 travel contribution. The comprehensive fee includes tuition, student fees, room and board charges for a double room and full meal plan. Grades received on Pitzer College programs in Botswana, China, Costa Rica, Ecuador, Italy or Nepal will be treated as any grade received for courses offered in Claremont and will be included in the calculation of the student's cumulative GPA. Students are required to participate fully in all program components and are not allowed to withdraw from individual courses. Students are not allowed to take program course work on a pass/no credit basis and must take all courses for a letter grade.

Students can expect to receive their transcript for fall programs by approximately the first week of March. Spring program transcripts are normally available in the first week of August. Nepal and Italy grades are available later since the Independent Study Project (ISP) papers are graded after the end of the program by faculty who may be away during the summer or winter holidays. Transcripts for these programs may not be available until the end of September for spring programs and end of March for fall programs. Pitzer College is not responsible for delayed transcripts in the event of late or incomplete work by the student.

Agreement to Conditions: I will be participating on the _____ program.

I agree to the terms of Pitzer's credit policy for programs directly administered by Pitzer College and acknowledge by my signature below that I have read and understood them thoroughly.

Student's Name Printed _____

Student's Signature _____ Date _____

READ CAREFULLY BEFORE SIGNING. MAKE A COPY FOR YOUR RECORDS.

PITZER COLLEGE STUDY ABROAD CONDITIONS OF PARTICIPATION FOR VISITING STUDENTS

Please read this document carefully and acquaint yourself with these policies before signing to indicate acceptance. Make a copy for your records and make your parents or guardians aware of these policies. Return the original to the Office of Study Abroad by the due date listed in your acceptance letter.

Pitzer College recognizes the need to educate students to be informed citizens of the world by providing a variety of study abroad programs. Students interested in overseas study should prepare carefully for these programs by enrolling in appropriate courses, such as language and/or regional or comparative studies. Students should consult their own study abroad offices for additional requirements.

Eligibility: Pitzer College considers participation in a study abroad program a privilege and places in the programs are limited. Acceptance for a program will be based not only on the applicant's academic record, but also on his/her suitability for the program in question. In order to be selected and to participate in a Pitzer College program, a student must satisfy the program's requirements and be considered by Pitzer College as likely to benefit from and contribute to the program. Applicants are responsible for following all procedures related to participation that may be required by their home institution.

Required Health Insurance: Pitzer College requires all participants to have adequate health, accident and hospitalization insurance coverage during participation on and travel to and from the program. It is the responsibility of students to verify that any current policy (or any new policy they obtain) will provide insurance coverage during the full period of study. Pitzer College makes no assessments or assurances regarding the level of health insurance necessary for its programs, nor does it make any assessments or assurances regarding the individual health needs of any of its participants, or for specific program locations.

Initial to acknowledge you agree to the conditions in the Required Health Insurance section: _____

Fees and Financial Aid: For all programs offered during the academic year by Pitzer College, students are charged a comprehensive study abroad fee. The comprehensive fee covers: tuition, room, board, round-trip airline ticket from Los Angeles, Chicago or New York **depending on the location of your home school**, required course-related trips, evacuation insurance as provided by the International Student Identity Card (ISIC), transcripts, as well as the overall cost of providing and supporting study abroad at Pitzer College. Pitzer financial aid is granted for Pitzer College students only. Visiting students should consult their own institution's study abroad office for information on any aid available for study abroad. **Some costs connected with overseas studies are NOT included in the fees paid to Pitzer** and should be considered in the student's budget planning. These include: fees for passports, student visas, airfare to the departure airport (Los Angeles, Chicago or New York), additional required insurance coverage while abroad if not already covered under a parent's comprehensive plan, immunizations, photographs, fees for visas and passports, books, personal spending for supplies, gifts, independent travel, entertainment, postage, phone calls, laundry and other such expenses. Additionally, many insurance policies require that students pay directly for necessary services and file a claim form for reimbursement. Students should have immediate access to funds either through a credit card or reserve travelers' checks in the event of a medical emergency.

In order to hold a student's place upon acceptance to the program, a student must return the acceptance documents by the deadlines indicated on the acceptance letter. A non-refundable \$500 deposit must be received by the deadline in acceptance letter (or guaranteed by the sending institution on the *Contact and Billing Information* sheet) to hold a student's place on the program. When paid, this deposit will be deducted from the total amount to be paid to Pitzer College. Payment of the balance of the program fee is due before the start of the program or students may participate in the payment plan with the organization designated by Pitzer College.

Initial to acknowledge you agree to the conditions in the Fees and Financial Aid section: _____

Expectations of Participation and Reasons for Dismissal: All study abroad programs are governed by the normal rules and regulations of Pitzer College as stated in the Student Handbook and the College Catalogue. In addition, students are expected to participate fully in all dimensions of their program, obey all laws of the host country, follow all program specific rules, and make a sincere effort to understand and respect the host culture, especially in interactions with their host family and community, and in their participation in program activities and classes. The Program Director, in consultation with the Assistant Vice President for International Programs, has the authority to dismiss a student when in their view, and after review, it is determined that the student's behavior 1) is in violation of the laws of the country, 2)

is offensive, disrespectful or rude to the student's host family or the host community or to members of the program staff, 3) is potentially detrimental to the health and safety of self or others, or 4) compromises the ability of the College to operate the program and realize its educational objectives. Students dismissed under these circumstances may receive no credit or refund.

Participants are subject to the laws of the host country. It is the student's responsibility to be informed of and observe the laws in the country in which the program is offered and other countries where a student may travel during any free time. Possession and use of illegal drugs is a serious criminal offense punishable by fine, imprisonment and/or deportation. Students found to be in violation of the laws of the host country are subject to immediate expulsion from the program. Pitzer College is not responsible for providing any assistance under such circumstances. Students should also understand that the US Embassy can only aid in obtaining legal assistance and cannot obtain release from jail for any US citizen. Any costs associated with such legal problems (including but not limited to lawyer fees, fines, return airfare) are the sole responsibility of the student. **Initial to acknowledge you agree to the conditions in the Expectations of Participation and Reasons for Dismissal section: _____**

Program Changes: Programs are offered contingent upon minimum enrollment, permission from host governments, stable political conditions, etc. Some programs are offered on a one time or alternate-year basis. Pitzer College reserves the right to alter or cancel a program in the event of unforeseen circumstances, especially if student well-being is considered to be at risk. In the event of program cancellation, participants may not receive course credit. **Initial to acknowledge you agree to the conditions in the Program Changes section: _____**

WITHDRAWAL AND REFUND POLICY

Charges and Refunds: In the event of a withdrawal, deferral or change to another program any time after May 15 for fall programs and November 15 for spring programs, a non-refundable \$500 deposit will be charged to the student's account. Any refund of Pitzer's comprehensive fee will be made according to the schedule below. If written notification of change of status is received by the Office of Study Abroad:

- On or before two days prior to the study abroad program start date, the refund will be the balance of charges remaining after paying the non-refundable \$500 deposit and repaying the amount of any allowances and stipends (for airfare, meals, room and board) previously paid by Pitzer College to the student and other non-recoverable costs or deposits made on behalf of the student by Pitzer College (e.g. tuition and fees) either in the US or at the study abroad site. Visiting students enrolled in Pitzer exchanges may be responsible for tuition, room and board fees up to \$9,000 if the host institution charges Pitzer such fees or decides that the student has taken up an exchange slot that cannot be filled.
- On or before the tenth day of the program, the resulting refund will be 60% of charges.
- On or before the twenty-fifth day of the program, the resulting refund will be 40% of charges.
- On or before the fortieth day of the program, the resulting refund will be 20% of charges.
- After the fortieth day of the program, there will be no refund.

Notification of Change of Status: Refunds will be calculated from the time written notification by the student of withdrawal, deferral or change is received on the *Request to Change Status for Study Abroad Programs* form in Claremont, California at Pitzer College's Office of Study Abroad. Notifying another campus office or the home school does not fulfill this obligation. After the refund amount has been determined, a new balance statement for the student account will be issued and refunds, if any, paid. Refunds may take up to 90 days to process. Notification of change of status is acceptable by fax or a scanned document attached to an email if it bears the student's legible signature or by direct email if it is sent through the student's college email account.

Financial Aid: Students on financial aid should check with their financial aid office to see what if any effect the change of status will have on their financial aid package. In some cases, even in the case of medical or family emergency, a full or significant portion of a student's financial aid for the semester may have been allocated and prove unrecoverable for subsequent semesters, even if students receive no or partial credit for their semester abroad.

Enrolling in courses back at your home college: Visiting students who withdraw from, or defer enrollment in a Pitzer program will be subject to the regulations of their home institution regarding enrollment and registration for classes.

Airfare: If students withdraw from, defer enrollment in or change a program anytime after their tickets are confirmed with the designated travel agent they will be charged the full cost of their plane tickets. If they withdraw, defer or change programs they will be responsible for working directly with the travel agent to change or refund their tickets and for any fees or penalties associated with the change or refund process.

Academic Credit: The granting of credit, if any, to students withdrawing early from a Pitzer program will be decided by Pitzer College on an individual basis.

Housing: Students who withdraw early or defer from a Pitzer program or Pitzer exchange and want to return to their home campus are responsible for contacting the housing officer at their home institution to arrange housing. Campus housing may not be available and is not guaranteed.

Initial to acknowledge you agree to the conditions in the WITHDRAWAL AND REFUND section: _____

Grades, Credit and Transcripts: Please also note that all grades will be recorded on a Pitzer transcript. Credit is awarded in the form of course credit with each course credit equal to four semester units. A normal course load is four course credits, or sixteen semester units. Pitzer has no control in how a student's own registrar will translate Pitzer grades and Pitzer credit. Before choosing to participate, students should understand the policy of their home campus for awarding credit and translating grades from a Pitzer program. Students are required to participate fully in all program components. Upon completion of all required course work and receipt of full payment of fees, transcripts will be sent to the address designated by the student in the transcript release form of the application. Students can expect to receive their transcript for fall programs by approximately mid March. Spring program transcripts will be available in mid August with the exception of the Nepal and Italy programs. Since the Nepal and Italy Independent Study Project (ISP) papers are graded by faculty who may be away during the summer, transcripts for this program may not be available until the end of September. Pitzer College is not responsible for delayed transcripts in the event of work that is incomplete or submitted late by the student.

Agreement to Conditions: I agree to the terms of Pitzer's acceptance letter and these "Conditions of Participation" and acknowledge by my signature below and initials as required above that I have read and understood them thoroughly.

Student's Name Printed _____

Student's Signature _____ Date _____

Pitzer College Office of Study Abroad
REQUEST TO CHANGE STATUS FOR STUDY ABROAD PROGRAMS

Student name (print) _____ Home institution _____

Program name _____ Semester / Year _____

Location (city and country) _____

I _____ hereby notify the Pitzer College Office of Study Abroad that
Student name - please print

I am withdrawing from the above program effective _____.
Month / Day / Year

Pitzer students only:

I intend to re-enroll at Pitzer College for the _____ and understand the last day to add classes for
Semester / Year
that semester is _____.
Month/Day/Year

I do not intend to re-enroll at Pitzer College for the _____ and acknowledge I will be on a
Semester / Year
Leave of Absence for that semester.

All students, including Pitzer students:

I request a change of my participation in this program to _____.
Semester / Year

I request to change my program from the program listed above to the following program for the same semester:

Program Name _____

Location (city and country) _____

I am neither requesting a deferral nor a program change.

I understand that approval to defer my participation or to change programs is at the sole discretion of Pitzer College. I have read and understood the Change of Status and Refund Policy for Study Abroad Programs and agree to abide by the terms of this policy.

Student's signature _____ **Date** _____

Currently in (city and country) _____

Request to Change Status for Study Abroad Programs may be submitted to the Office of Study Abroad by fax or a scanned document attached to an email if it bears a legible signature or by direct email if it is sent through the student's college email account. Submit your request to:

Pitzer College, Office of Study Abroad, Scott Hall 110, 1050 North Mills Avenue, Claremont, CA 91711
Telephone 909.621.8104 • Email studyabroad@pitzer.edu • Fax 909.621.0518

APPENDIX F: ITALY, HOLY SEE (VATICAN CITY) AND SAN MARINO COUNTRY SPECIFIC INFORMATION

U.S. Department of State Italy, Holy See (Vatican City) and San Marino Country Specific Information

http://travel.state.gov/travel/cis_pa_tw/cis/cis_1146.html

June 02, 2011

COUNTRY DESCRIPTION: Italy is a developed democracy with a modern economy. The Holy See is a sovereign entity that serves as the ecclesiastical, governmental, and administrative capital of the Roman Catholic Church, physically located within the State of the Vatican City inside Rome, with a unique, non-traditional economy. San Marino is a developed, constitutional democratic republic, also independent of Italy, with a modern economy. Tourist facilities are widely available. Read the Department of State [Background Notes on Italy](#), the Holy See, and San Marino for additional information.



SMART TRAVELER ENROLLMENT PROGRAM (STEP) / EMBASSY LOCATION: If you are going to live or visit Italy, San Marino, or the Holy See, please take the time to tell our embassy or consulates about your trip by enrolling in the [Smart Traveler Enrollment Program](#). If you enroll, we can keep you up to date with important safety and security announcements; it will also help your friends and family get in touch with you in an emergency.

Local embassy information is available below and at the [Department of State's list of embassies and consulates](#).

U.S. Embassies

U.S. Embassy Rome

Via V. Veneto 119/A, Rome, Italy
Telephone: 39-06-46741
Facsimile: 39-06-4674-2217
Email: uscitizensrome@state.gov
Website: [U.S. Embassy Rome](#)

U.S. Embassy to the Holy See

Via delle Terme Deciane 26, Rome, Italy
Telephone: 39-06-4674-3428
Facsimile: 39-06-575-8346
Website: [U.S. Embassy to the Holy See](#)

U.S. Consulates

U.S. Consulate General Florence

Lungarno Amerigo Vespucci 38, Florence, Italy

Telephone: 39-055-266-951

Facsimile: 399-055-215-550

Email: uscitizensflorence@state.gov

Website: [U.S. Consulate General Florence](#)

U.S. Consulate General Milan

Via Principe Amedeo 2/10, Milan, Italy

Telephone: 39-02-290-351

Facsimile: 39-02-290-35-273

Email: uscitizensmilan@state.gov

Website: [U.S. Consulate General Milan](#)

U.S. Consulate General Naples

Piazza della Repubblica, Naples, Italy

Telephone: 39-081-583-8111

Facsimile: 39-081-583-8275

Email: uscitizensnaples@state.gov

Website: [U.S. Consulate General Naples](#)

There are U.S. Consular Agents located in the following Italian cities:

U.S. Consular Agencies

Genoa

Dante 2, Genoa, Italy

Telephone: 39-010-584-492

Facsimile: 39-010-553-3033

Email: usconsge@libero.it

Palermo

Via Vaccarini 1, Palermo, Italy

Telephone: 39-091-305-857

Facsimile: 39-091-625-6026

Email: uscitizenspalermo@state.gov

Venice

Viale Galileo Galilei 30, Venice, Italy

Telephone: 39-041-541-5944

Facsimile: 39-041-541-6654

Email: uscitizensvenice@state.gov

ENTRY / EXIT REQUIREMENTS FOR U.S. CITIZENS: Italy is a party to the Schengen Agreement. As such, U.S. citizens may enter Italy for up to 90 days for tourist or business purposes without a visa. The passport should be valid for at least three months beyond the period of stay. For further details about travel into and within Schengen countries, please see our [Schengen Fact sheet](#).

For all other purposes, you need a visa, which you must get from an Italian Embassy or Consulate before entering Italy. For further information concerning visas and entry requirements for Italy, you may contact the [Embassy of Italy](#) at 3000 Whitehaven Street NW, Washington, DC 20008, or via telephone at (202) 612-4400; or Italian Consulates General in Boston, Chicago, Detroit, Houston, Los Angeles, Miami, Newark, New Orleans, New York, Philadelphia, or San Francisco, accessible through the [Italian Embassy website](#).

Are you a non-resident? U.S. citizens staying or traveling within Italy for less than three months are considered non-residents. This includes persons on vacation, those taking professional trips, students registered at an authorized school, or persons performing research or independent study.

Under Italian law, all non-residents are required to complete a dichiarazione di presenza (declaration of presence). Tourists arriving from a non-Schengen-country (e.g. the United States) should obtain a stamp in their passport at the airport on the day of arrival. This stamp is considered the equivalent of the declaration of presence. Tourists arriving from a Schengen-country (e.g. France) must request the declaration of presence form from a local police office (commissariato di zona), police headquarters (questura) or their place of stay (e.g. hotel, hostel, campgrounds) and submit the form to the police or to their place of stay within eight business days of arrival. It is important that applicants keep a copy of the receipt issued by the Italian authorities. Failure to complete a declaration of presence is punishable by expulsion from Italy. Additional information may be obtained (in Italian only) from the [Portale Immigrazione](#) and the [Polizia di Stato](#).

Are you a resident? U.S. citizens staying in Italy for more than three months are considered residents and must obtain a permesso di soggiorno (permit of stay). This includes U.S. citizens who will work or transact business and persons who want simply to live in Italy. An application "kit" for the permesso di soggiorno can be requested from one of 14,000 national post offices (Poste Italiane). The kit must then be returned to one of 5,332 designated Post Office acceptance locations. It is important that applicants keep a copy of the receipt issued by the post office. Additional information may be obtained from the [Italian immigration website](#). Within 20 days of receiving the permit to stay in Italy, U.S. citizens must go to the local Vital Statistics Bureau (Anagrafe of the Comune) to apply for residency. It generally takes one to two months to receive the certificate of residence (Certificato di Residenza).

The U.S. Department of State is unaware of any HIV/AIDS entry restrictions for visitors to or foreign residents of Italy.

Information about [dual nationality](#) or the [prevention of international child abduction](#) can be found on our website. For further information about customs regulations, please read our [Customs Information page](#).

THREATS TO SAFETY AND SECURITY: Several major earthquake fault lines cross Italy. Principal Italian cities, with the exception of Naples, do not lie near these faults; however, smaller tourist towns, such as Assisi, do lie near faults, and have experienced earthquakes. An earthquake severely damaged the town of L'Aquila in 2009. General information about disaster preparedness is available online from the U.S. Federal Management Agency (FEMA). Detailed information on Italy's fault lines is available from the U.S. Geological Survey (USGS).

Italy also has several active [volcanoes](#) generating geothermal events. Mt. Etna, on the eastern tip of the island of Sicily, has been erupting intermittently since 2000. Mt. Vesuvius, located near Naples, is currently capped and not active. Activity at Mt. Vesuvius is monitored by an active seismic network and sensor system, and no recent seismic activity has been recorded. Two of Italy's smaller islands, Stromboli and Vulcano, in the Aeolian Islands north of Sicily, also have active volcanoes with lava flows. Detailed information on volcano activity in Italy is available from the USGS.

[Politically motivated violence](#) in Italy is most often connected to Italian internal developments or social issues. Italian authorities and foreign diplomatic facilities have found bombs outside public buildings, received bomb threats, and were subjects of letter bombs. Buildings or offices are sometimes the targets of firebombs or Molotov cocktails, although generally at night; such incidents are instigated by organized crime or anarchist movements, and have not targeted or injured U.S. citizens.

[Demonstrations](#) may have an anti-American character, especially in areas hosting U.S. military bases. Even demonstrations intended to be peaceful have the potential to turn confrontational and possibly escalate into violence. You should take common sense precautions and follow news reports carefully. Stay up to date by reading the Embassy's [Demonstration Notices](#).

Italian authorities have made several high-profile arrests involving members or affiliates of transnational terror groups. Like other countries in the Schengen area, Italy's open borders with its Western European neighbors allow for the possibility of terrorist groups entering/exiting the country with anonymity.

- Bookmarking our [Bureau of Consular Affairs website](#), which contains the current [Travel Warnings and Travel Alerts](#) as well as the [Worldwide Caution](#).
- Follow us on [Twitter](#) and the Bureau of Consular Affairs page on [Facebook](#) as well.
- Calling 1-888-407-4747 toll-free within the U.S. and Canada, or a regular toll line, 1-202-501-4444, from other countries.
- Take some time before travel to consider your personal security –Here are some useful tips for traveling safely abroad

CRIME: Italy has a moderate rate of crime. You should exercise extra caution at night and at train stations, airports, nightclubs, bars, and outdoor cafes. If you are drinking heavily, your ability to judge situations and make decisions may be impaired and this can make you a target for crime. Young drinkers are particularly vulnerable to robbery and physical and sexual assault.

Petty crimes such as pick-pocketing, theft from parked cars, and purse snatching are serious problems, especially in large cities. Pick-pockets sometimes dress like businessmen. You should not be lulled into a false sense of security by believing that well-dressed individuals are not potential pick-pockets or thieves. Most reported thefts occur at crowded tourist sites, on public buses or trains, or at the major railway stations: Rome's Termini; Milan's Centrale; Florence's Santa Maria Novella; and Naples' Centrale and Piazza Garibaldi. You should also be alert to theft in Milan's Malpensa Airport, particularly at car rental agencies. Clients of Internet cafes in major cities are also targeted. Be careful with your bag or purse, as thieves on motor scooters are very quick and can snatch a purse off of your arm from a moving scooter. Resisting these thieves can be hazardous, as some tourists have suffered broken arms and collarbones.

Thieves in Italy often work in groups or pairs. Pairs of accomplices or groups of children are known to divert tourists' attention so that another can pick-pocket them. In one particular routine, one thief throws trash, waste, or ketchup at the victim; a second thief assists the victim in cleaning up the mess; and the third discreetly takes the victim's belongings. Criminals on crowded public transportation slit the bottoms of purses or bags with a razor blade or sharp knife removing the contents.

Some travelers in Rome, Florence, and Naples have reported incidents where criminals used drugs to assault or rob them. These incidents have been reported near Rome's Termini train station; at bars and cafes near Rome's Colosseum, Colle Oppio, Campo de Fiori, and Piazza Navona; and at bars or cafes in the center of Florence and Naples. Criminals using this tactic "befriend" you at a train station, restaurant, café, or bar, and then offer you a drink laced with a sleeping drug. When you fall asleep, criminals steal your valuables and may sexually assault you. Some victims of these assaults in Rome have required hospitalization.

Thieves are also known to have impersonated police officers in order to steal. The thief shows you a circular plastic sign with the words "police" or "international police" and then in perfect English asks to see your identification and your money. If this happens to you, you should insist on seeing the officer's identification card (documento), before handing over your wallet as impersonators tend not to carry forged documents. You should immediately report thefts or other crimes to the actual police.

Be alert to the possibility of carjackings and thefts while you are waiting in traffic or stopped at traffic lights. This has been a particular problem in Catania, Sicily. Use particular caution driving at night on highways, when thieves are more likely to strike. Americans have reported break-ins of their rental cars during stops at highway service areas; thieves smash car windows and steal everything inside. Theft of small items such as radios, luggage, cameras, briefcases, and even cigarettes from parked cars is prevalent. Vehicles parked near beaches during the summer can be broken into and robbed of valuables. Lock car doors whenever you park, and do not leave packages in your car in plain view.

The U.S. Secret Service in Rome is assisting Italian Law Enforcement authorities in investigating an increase in the appearance of ATM skimming devices. These devices are attached to legitimate bank ATMs, usually located in tourist areas, and capture the account information stored electronically on the card's magnetic strip. The devices consist of a card reader installed over the legitimate reader and a pin-hole video camera mounted above the keypad that records the customer's PIN. ATMs with skimming devices installed may also allow normal transactions to occur. The victim's information is sold, traded on-line, or encoded on another card such as a hotel key card to access the compromised account. Here are some helpful hints to protect against and identify skimming devices:

1. Use ATMs located in well-lighted public areas, or secured inside a bank/business
2. Cover the keypad with one hand as you enter your PIN
3. Look for gaps, tampered appearance, or other irregularities between the metal faceplate of the ATM and the card reader
4. Avoid card readers that are not flush with the face of the ATM
5. Closely monitor your account statements for unauthorized transactions

Organized criminal groups operate throughout Italy, but are more prevalent in the south. They occasionally resort to violence to intimidate or to settle disputes. Though the activities of such groups are not generally targeted at tourists, visitors should be aware that innocent bystanders could be injured.

Don't buy counterfeit and pirated goods, even if they are widely available. Not only are the bootlegs illegal to bring back into the United States, if you purchase them you may also be breaking local law.

According to Italian Law (Law 80 of May 14, 2005), anyone caught buying counterfeit goods (for example, DVDs, CDs, watches, purses, bags, belts, sunglasses, etc.) is subject to a fine of no less than EUR 1,000. Police in major Italian cities enforce this law to varying degrees. You are advised to purchase products only from stores and other licensed retailers to avoid unknowingly buying counterfeit and illegal merchandise.

VICTIMS OF CRIME: If you or someone you know becomes the victim of a crime abroad, you should contact the local police and the nearest U.S. embassy or consulate. We can:

- Replace a stolen passport.
- For violent crimes such as assault or rape, help you find appropriate medical care,
- Put you in contact with the appropriate police authorities, and contact family members or friends.
- Although the local authorities are responsible for investigating and prosecuting the crime, consular officers can help you understand the local criminal justice process and can direct you to local attorneys.

The local equivalent to the "911" emergency line in Italy is 113.

Please see our [information on victims of crime](#), including possible victim compensation programs in the United States. Please see also [information regarding assistance for victims of crime in Italy](#).

CRIMINAL PENALTIES: While you are traveling in Italy, you are subject to its laws even if you are a U.S. citizen. Foreign laws and legal systems can be vastly different than our own, and criminal penalties vary from country to country. There are also some things that might be legal in the country you visit, but still illegal in the United States; for instance, you can be prosecuted under U.S. law if you buy pirated goods. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime [prosecutable in the United States](#). If you break local laws in Italy, your U.S. passport won't help you avoid arrest or prosecution. It's very important to know what's legal and what's not where you are going.

Based on the Vienna Convention on Consular Relations, bilateral agreements with certain countries, and customary international law, if you are arrested in Italy, you have the option to request that the police, prison officials, or other authorities alert the nearest U.S. embassy or consulate of your arrest, and to have communications from you forwarded to the nearest U.S. embassy or consulate.

SPECIAL CIRCUMSTANCES: [Strikes and other work stoppages](#) occur frequently in the transportation sector (national airlines, airports, trains, and bus lines); most are announced in advance and are of short duration. Reconfirmation of domestic and international flight reservations is highly recommended.

You must obey local transportation laws and regulations. You must purchase train and metro tickets and validate them by punching them in validating machines usually located near the entrance of train/metro tracks prior to boarding. Failure to follow this procedure may result in an on-the-spot fine by an inspector on the train. You must purchase bus tickets prior to boarding and validate them immediately after boarding. Tickets may be purchased at tobacco stores or kiosks. Failure to follow this procedure may result in an immediate fine imposed by an inspector on the bus. If the violator does not pay the fine on the spot, it will automatically double and will be forwarded to the violator's home address.

You must obey local driving laws and regulations. Vehicle traffic in some historic downtown areas of cities and towns throughout Italy is limited by a system of permits (called "ZTL" and functioning the same way as an electronic toll system in the United States might on the freeway). Cameras record the license plates of cars driving in parts of the city that require a permit. Although most of the automated verification stations are clearly marked, if a driver passes one it is impossible to know at the time that a violation occurred or has been recorded. Violators are not pulled over or stopped, and there is no personal contact with a police officer.

Whenever possible, the fines imposed for these violations are forwarded to the driver's home in the United States to request payment. [Notice from Italian authorities of a violation may take a year or longer to arrive.](#) The fines are cumulative for each time a driver passes a control point. A similar system of automated traffic control cameras is in place in many parts of the highway system and is used to ticket speeding violations.

Accessibility: While in Italy, travelers with disabilities may find accessibility and accommodation different from what is found in the United States. Many find Italy's narrow cobbled streets and storied monuments charming; they can, however, be a challenge for physically impaired travelers. Many Italian sidewalks lack ramps, some Italian streets lack sidewalks altogether, or for instance in the case of Venice, may feature staircases and narrow pedestrian bridges. While some major sights and hotels have put time and planning into ensuring accessibility, there are others that lack ramps, elevators, or handicap-accessible bathrooms. Advance planning can go a long way in making a difference in accommodation for disabled travelers. Inform airlines and hotels of your disabilities when making reservations as some time may be needed to prepare accommodation. Call ahead to restaurants, museums, and other facilities to find out if they are wheelchair-accessible. Most, but not all train stations in Italy have accommodations for those traveling in wheelchairs. With advance notice, personal assistance can be provided to a disabled person traveling through a particular station. More information is available at [Trenitalia's website addressing disabled travelers](#). For those who wish to rent cars, hand-controlled vehicles are available in Italy from major car-rental companies. You should contact the car rental company well in advance of your trip in order to reserve the vehicle. Remember that Italy functions on 220 volt current. To recharge an electric wheelchair motor you may require a transformer to change the 220 current to 110 volts, as well as an adaptor to adjust the plug to fit Italian electric sockets.

Guide-dog owners must present [the documentation required by European Union Member States in order to enter Italy with a dog](#).

MEDICAL FACILITIES AND HEALTH INFORMATION: Medical facilities are available, but may be limited outside urban areas. Public hospitals, though generally free of charge for emergency services, sometimes do not maintain the same standards as hospitals in the United States, so you are encouraged to obtain insurance that would cover a stay in a private Italian hospital or clinic. It is almost impossible to obtain an itemized hospital bill from public hospitals, as required by many U.S. insurance companies, because the Italian National Health Service charges one inclusive rate (care services, room and board).

In parts of southern Italy, the lack of adequate trash disposal and incineration sites has led to periodic accumulations of garbage in urban and rural areas. In some cases, residents have burned garbage, resulting in toxic emissions that can aggravate respiratory problems.

The U.S. Navy initiated a public health evaluation in the Naples area in 2008. After finding levels of bacterial and chemical contamination of potential health concern, particularly in samples of area well water, the Navy recommended all personnel living off-base in the Naples area use only bottled water for drinking, cooking, ice-making, and brushing teeth. For more information on safe food and water precautions, see the [Centers for Disease Control and Prevention \(CDC\) website](#).

You can find good information on vaccinations and other health precautions, on the [CDC website](#). For information about outbreaks of infectious diseases abroad, consult the [World Health Organization \(WHO\) website](#), which also contains additional health information for travelers, including [detailed country-specific health information](#).

MEDICAL INSURANCE: You can't assume your insurance will go with you when you travel. It's very important to find out BEFORE you leave. You need to ask your insurance company two questions:

- Does my policy apply when I'm out of the U.S.?
- Will it cover emergencies like a trip to a foreign hospital or a medical evacuation?

In many places, doctors and hospitals still expect payment in cash at the time of service. Your regular U.S. health insurance may not cover doctors' and hospital visits in other countries. If your policy doesn't go with you when you travel, it's a very good idea to take out another one for your trip. For more information, please see our [medical insurance overseas page](#).

TRAFFIC SAFETY AND ROAD CONDITIONS: While in Italy, you may encounter road conditions that differ significantly from those in the United States. Italy has one of the highest rates of car accident deaths in the European Union. Streets in Italian historic city centers are often narrow, winding, and congested. Motor scooters are very popular, and scooter drivers often see themselves as exempt from conventions that apply to automobiles. Pedestrians and drivers should be constantly alert to the possibility of a scooter's sudden presence. Most vehicle-related deaths and injuries involve pedestrians or cyclists who are involved in collisions with scooters or other vehicles. Be particularly cautious if you rent a scooter. You should remain vigilant and alert when walking or cycling near traffic. Pedestrians should be careful, as sidewalks can be extremely congested and uneven. Drivers of bicycles, motorcycles, and other vehicles routinely ignore traffic signals and traffic flows, and park and drive on sidewalks. For safety, pedestrians should look carefully in both directions before crossing streets, even when using a marked crosswalk with a green avanti ("walk") light illuminated.

Traffic lights are limited and often disobeyed, and a different convention of right-of-way is observed. Italy has over 5,600 kilometers (3,480 mi.) of Autostrada, or superhighways. Commercial and individual vehicles travel and pass on these well-maintained roads at very high speeds. In rural areas, a wide range of speed on highways makes for hazardous driving. Roads are generally narrow and often have no guardrails. Travelers in northern Italy, especially in winter, should be aware of fog and poor visibility, responsible for multiple-car accidents each year. Most Italian automobiles are equipped with special fog lights. Roadside assistance in Italy is excellent on the well-maintained toll roads, but limited on secondary roads. Use of safety belts and child restraining devices is mandatory and headlights should be on at all times outside of urban areas.

U.S. citizens driving in Italy should also note that, according to Italian regulation, if a resident of a non-European Union country (e.g. the United States) violates a traffic law, the violator must pay the fine at the time the violation occurs to the police officer issuing the ticket. If the citizen does not or cannot pay the fine at the time, Italian regulation allows the police officer to confiscate the offender's vehicle (even if the vehicle is a rental vehicle).

For specific information concerning Italian driving permits, vehicle inspection, road tax, and mandatory insurance, contact the [Italian Government Tourist Board](#) (ENIT), tel: 212-245-5618; or the A.C.I. (Automobile Club d'Italia) at Via Marsala 14A, 00185 Rome, tel: 39-06-4998-2496. For information on obtaining international drivers licenses, contact AAA or the American Automobile Touring Alliance. Please refer to our [Road Safety](#) page for more information. Visit the website of [Italy's national tourist office](#) and [national authority responsible for road safety](#).

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) assessed the Government of Italy's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Italy's air carrier operations. Further information may be found on the [FAA safety assessment page](#).

CHILDREN'S ISSUES: Please see our Office of Children's Issues web pages on [intercountry adoption](#) and [international parental child abduction](#)

* * *

This replaces the Country Specific Information for Italy dated January 7, 2011, to update all sections.

APPENDIX G: HEALTH INFORMATION FOR TRAVELERS TO ITALY INCLUDING HOLY SEE AND VATICAN CITY

Centers for Disease Control and Prevention

<http://wwwnc.cdc.gov/travel/destinations/italy.aspx>

Travel Notices in Effect

- [2011 Measles Update](#) June 23, 2011
- [Guidelines and Recommendations: Interim Guidance about Avian Influenza \(H5N1\) for U.S. Citizens Living Abroad](#) January 13, 2011
- [Human Infection with Avian Influenza A \(H5N1\) Virus: Advice for Travelers](#) November 04, 2008

Safety and Security Abroad

- [Registration of Traveler Emergency Contact and Itinerary Information](#) January 13, 2011
- [Transportation Security Administration](#)
- [U.S. Department of State](#)



Preparing for Your Trip to Italy

Before visiting Italy, you may need to get the following vaccinations and medications for vaccine-preventable diseases and other diseases you might be at risk for at your destination: (Note: Your doctor or health-care provider will determine what you will need, depending on factors such as your health and immunization history, areas of the country you will be visiting, and planned activities.)

To have the most benefit, see a health-care provider at least 4–6 weeks before your trip to allow time for your vaccines to take effect.

Even if you have less than 4 weeks before you leave, you should still see a health-care provider for needed vaccines, medications, and information about how to protect yourself from illness and injury while traveling.

If your travel plans will take you to more than one country during a single trip, be sure to let your health-care provider know so that you can receive the appropriate vaccinations and information for all of your destinations. Long-term travelers, such as those who plan to work or study abroad, may also need additional vaccinations as required by their employer or school.

Be sure your routine vaccinations are up-to-date. Check the links below to see which vaccinations adults and children should get.

Routine vaccines, as they are often called, such as for influenza, chickenpox (or varicella), polio, measles/mumps/rubella (MMR), and diphtheria/pertussis/tetanus (DPT) are given at all stages of life; see the [childhood and adolescent immunization schedule](#) and [routine adult immunization schedule](#).

Routine vaccines are recommended even if you do not travel. Although childhood diseases, such as measles, rarely occur in the United States, they are still common in many parts of the world. A traveler who is not vaccinated would be at risk for infection.

Vaccine-Preventable Diseases

Vaccine recommendations are based on the best available risk information. Please note that the level of risk for vaccine-preventable diseases can change at any time.

Vaccination or Disease	Recommendations or Requirements for Vaccine-Preventable Diseases
<u>Routine</u>	Recommended if you are not up-to-date with routine shots such as, measles/mumps/rubella (MMR) vaccine, diphtheria/pertussis/tetanus (DPT) vaccine, poliovirus vaccine, etc.
<u>Hepatitis B</u>	Recommended for all unvaccinated persons who might be exposed to blood or body fluids, have sexual contact with the local population, or be exposed through medical treatment, such as for an accident, even in developed countries, and for all adults requesting protection from HBV infection.

Rabies vaccination is only recommended for travelers involved in any activities that might bring them into direct contact with bats, carnivores, and other mammals. These travelers include wildlife professionals, researchers, veterinarians, or adventure travelers visiting areas where bats, carnivores, and other mammals are commonly found.

Items to Bring With You

Medicines you may need:

- **The prescription medicines you take every day.** Make sure you have enough to last during your trip. Keep them in their original prescription bottles and always in your carry-on luggage. Be sure to follow security guidelines, if the medicines are liquids.

Note: Some drugs available by prescription in the US are illegal in other countries. Check the US Department of State Consular Information Sheets for the country(s) you intend to visit or the embassy or consulate for that country(s). If your medication is not allowed in the country you will be visiting, ask your health-care provider to write a letter on office stationery stating the medication has been prescribed for you.

Other items you may need:

See suggested over-the-counter medications and first aid items for a travelers' health kit.

Note: Check the Air Travel section of the Transportation Security Administration website for the latest information about airport screening procedures and prohibited items.

Other Diseases Found in Western Europe

Risk can vary between countries within this region and also within a country; the quality of in-country surveillance also varies.

The following are disease risks that might affect travelers; this is not a complete list of diseases that can be present. Environmental conditions may also change, and up to date information about risk by regions within a country may also not always be available.

Tickborne encephalitis (TBE) occurs in warmer months of the southern part of the nontropical forested regions of Europe.

Leishmaniasis (cutaneous and visceral) is found, especially in countries bordering the Mediterranean, with the highest number of cases from Spain, where it is an important opportunistic infection in HIV-infected persons.

Variant Creutzfeldt-Jacob cases have been reported primarily from the United Kingdom, although a few cases have been reported from other countries in Western Europe. Large outbreaks of trichinosis have occurred; outbreaks in France have been linked to horse meat.

Measles outbreaks occurred in several European countries in 2006.

Risk of hepatitis A is low, although sporadic outbreaks have occurred in developed countries.

Highly pathogenic avian influenza virus H5N1 has been documented in wild birds or other avian species in several of the countries in Europe. For a current list of countries reporting outbreaks of H5N1 among poultry and/or wild birds, [view updates from the World Organization for Animal Health \(OIE\)](#).

Staying Healthy During Your Trip

Prevent Insect Bites

Diseases, like [tickborne encephalitis \(TBE\)](#) and [leishmaniasis](#) are spread through tick and sandfly bites respectively. One of the best protections is to prevent such bites by:

- Using insect repellent with 30%-50% DEET. Picaridin, available in 7% and 15% concentrations, needs to be applied more frequently.
- Wearing long-sleeved shirts which should be tucked in, long pants, and hats to cover exposed skin. When you visit areas with ticks and fleas, wear boots, not sandals, and tuck pants into socks.

For detailed information about insect repellent use, see [Insect and Arthropod Protection](#).

Prevent Animal Bites and Scratches

Direct contact with animals can spread diseases like rabies or cause serious injury or illness. It is important to prevent animal bites and scratches.

- Be sure you are up to date with tetanus vaccination.
- Do not touch or feed any animals, including dogs and cats. Even animals that look like healthy pets can have rabies or other diseases.
- Help children stay safe by supervising them carefully around all animals.
- If you are bitten or scratched, wash the wound well with soap and water and **go to a doctor right away**.
- After your trip, be sure to tell your doctor or state health department if you were bitten or scratched during travel.

For more information about rabies and travel, see the [Rabies chapter](#) of the [Yellow Book](#) or [CDC's Rabies homepage](#). For more information about how to protect yourself from other risks related to animals, see [Animal-Associated Hazards](#).

Be Careful about Food and Water

Diseases from food and water are the leading cause of illness in travelers. Follow these tips for safe eating and drinking:

- Avoid unpasteurized dairy products.
- Wash your hands often with soap and water, especially before eating. If soap and water are not available, use an alcohol-based hand gel (with at least 60% alcohol).

Diseases from food and water often cause vomiting and diarrhea.

Avoid Injuries

Car crashes are a leading cause of [injury](#) among travelers. Protect yourself from these injuries by:

- Not drinking and driving.
- Wearing your seat belt and using car seats or booster seats in the backseat for children.
- Following local traffic laws.
- Wearing helmets when you ride bikes, motorcycles, and motor bikes.
- Hiring a local driver, when possible.
- Avoiding night driving.

Other Health Tips

- To avoid infections such as HIV and viral hepatitis do not share needles for tattoos, body piercing, or injections.
- To reduce the risk of HIV and other sexually transmitted diseases always use latex condoms.

After You Return Home

If you are not feeling well, you should see your doctor and mention that you have recently traveled. Also tell your doctor if you were bitten or scratched by an animal while traveling.

Important Note: This document is not a complete medical guide for travelers to this region. Consult with your doctor for specific information related to your needs and your medical history; recommendations may differ for pregnant women, young children, and persons who have chronic medical conditions.

Map Disclaimer - *The boundaries and names shown and the designations used on maps do not imply the expression of any opinion whatsoever on the part of the Centers for Disease Control and Prevention concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. Approximate border lines for which there may not yet be full agreement are generally marked.*

- Page created: November 06, 2008
- Page last updated: June 23, 2011
- Page last reviewed: January 13, 2011

Content source: [Centers for Disease Control and Prevention](#)
[National Center for Emerging and Zoonotic Infectious Diseases \(NCEZID\)](#)
[Division of Global Migration and Quarantine \(DGMO\)](#)

APPENDIX H: ANSWERS TO THE CROSS-CULTURAL QUESTIONNAIRE

The following statements are based on expectations commonly held by US students planning to study in Italy and on dilemmas and issues students often face once they arrive in the country.

Directions: Please mark each statement below as true (if it is generally true) or false (if it is generally false).

1. TRUE - Italy is a Mediterranean country, so the weather is generally mild even during the winter.

It is true that the weather in Italy is generally mild compared to Northern Europe, especially along the coasts and in the southern areas (Sicily etc.). HOWEVER, in the Po valley, where Parma is situated, winters are rather cold. During the months of November, December, January, February and sometimes March, it is often humid and foggy, it often snows and temperatures drop below 0°C (below 32°F) during the night and sometimes even during the day. People during these months wear scarves, gloves, hats, boots, wool coats and often carry umbrellas to shield themselves from the rain or snow.

2. FALSE - Italians always eat huge meals and drink lots of wine with every single meal.

Traditionally, for all Italian families, meal-times are the most important times of the day. It is when family members gather to be together, eat and share about important events of their day. Breakfast tends to be minimal and dinners are often light meals. Lunch, however, is usually the main meal of the day and almost everyone takes a long lunch break from work to go back home and have lunch with their families.

Of course, specific habits depend on family schedules and things are rapidly changing in Italy. More and more women work outside of the home, many people commute to work and are unable to return home for lunch, and small children generally eat at school. In the modern and hurried life that most Italians have today, the bigger meal is now usually consumed in the evening and the big “pranzo” (lunch) is usually left for Sundays. Drinking wine is, in most cases, limited to evening meals and Sunday lunch. One aspect that still persists in the daily Italian schedule: all shops, offices, schools etc. close for 2 to 3 hours in the middle of the day to let people have time for lunch.

3. FALSE - Since Americans are the largest non-European group in Italy and since the media broadcast many American movies, television programs and music, Italians are generally well aware of what life in the U.S. is like.

Many Italians who have not had the opportunity to visit or study in the U.S. have many stereotypes about Americans and their culture. These stereotypes include, but aren't limited to:

Americans are all blonde, blue-eyed, and have lots of money (think, *Beverly Hills 90210* and *Baywatch*)
Americans don't know how to eat well; the typical American meal consists of hamburgers, hot-dogs and French fries
There really is no such thing as “American culture”

Also, it is difficult for Italians to imagine how big the U.S. actually is. Often, they have only heard of the big cities, such as New York and Los Angeles or San Francisco, and have heard very little of the cities that fall in-between.

Students should be aware that when they come abroad to Italy, or elsewhere, they become representatives of American culture. They should help Italians, or other Europeans, they come into contact with, to understand it.

4. TRUE - Because men are often given preferential treatment in the home, students may have a hard time adjusting to gender roles in Italy.

Although many habits in Italy are changing, Italians still strongly retain the tradition of treating female and male members of the family differently. For example, men are not usually required to help with the housework, but the women (including female host students) are. Both male and female students may feel uncomfortable, when they see that male members of the household aren't expected to do much, while female members are expected to run an efficient home *and* hold full-time jobs outside of their house. Men are given more freedom and don't tend to be questioned when going out. On-the-other-hand, families feel it is their duty to “protect” the women and they often question where a female student is going, who she is going out with, and what time she will return. There is no way to change this and students have to adapt to their host family's habits.

5 FALSE - Students who are tired of the restrictive structure of their home campus and its highly structured academic schedule may want to consider study abroad in Italy for a more relaxed schedule and a whole semester of independent, autonomous learning.

This is a common misconception for many students who choose a cultural immersion program. Students who choose to study abroad in these types of programs have to keep in mind that their learning process (their “class”) is almost “around the clock.” In the Pitzer Exchange in Italy program, the schedule is intense. Often times, students feel that they do not have much free time. While in Italy, students are required to:

- attend language classes or lectures on culture, Mon. through Fri., for about 3 hours each morning and three afternoons a week for about three hours each;
- turn in at least two written assignments for their Field Book every week of the program (including the weeks when field trips are organized);
- participate in Community Involvement;
- audit classes at the Italian University; and
- participate fully in their host family life as much as possible, this includes all set family meals.

Students usually (but not always) only have Friday afternoons and weekends for independent traveling.

6 FALSE - As a capital of fashion, Italians, even university students, tend to dress more formally than in the U.S. However, you're an American and can dress however you'd like.

Italians are very aware of what they wear. Wearing clean, ironed, tidy clothes is the norm for everyone. Students are expected to be properly dressed (this does not necessarily mean wearing expensive clothes), with kept hair and shoes at all times. Shorts and flip-flop sandals are considered beach wear and are not worn in town, by either men or women. Generally, pajamas are worn only in the bedroom and not in other rooms of the house. Typically, women only wear sandals during the hot summer months. Jeans that are in good condition are fine and many Italian students also wear them to class, but not on more formal occasions.

7 FALSE - The easiest way for a student to learn if they are not acting in a culturally appropriate way is to ask a member of their host family.

While each member of the host family is generally open and ready to give advice on whatever doubts students might have for acting appropriately in the community, they often feel embarrassed to address a specific complaint concerning the student’s behavior directly to him or her, especially at the beginning of their relationship. They often prefer to tell somebody else, usually the program staff, what they are annoyed about and ask them to explain things to their student. However, miscommunications and misinterpretations can be avoided if the student is open with the family by sharing their experiences and appreciation for the family’s advice. The best way to learn subtle typical rules is by observing your host family.

8. TRUE - A common way students inadvertently insult their host family in Italy is by locking the door to their room whenever they leave home.

Students should keep in mind that they have been accepted into the home by their host family as a family *member* and not as a paying guest. Therefore, once you have arrived in your new temporary home, you will have to forgo some “inalienable” rights, such as.... PRIVACY!! Be aware that Italians have a much different concept of personal space than most Americans have and that no spaces within the home are considered “private.” All doors in the house remain unlocked at all times and this includes your bedroom. Do not be surprised if children and other host family members may come in and out of your room while you are not there (to clean, open and close shutters, etc.).

9. TRUE - Despite the advantages for cultural immersion, traveling alone in Italy, is a risky activity.

Italy, generally speaking is a rather safe country. However, some students in the past have complained of being harassed when traveling alone. Due to this, the program staff strongly urges students to travel in groups of at least two or more. Students must also be aware that it can be dangerous to ride trains alone at night and should avoid planning late-night or over-night train rides. Walking alone late at night, regardless of the city in which you may be in, can also lead to unwanted harassment and troubles, especially for women. Students should also avoid taking buses alone after dark in big Italian cities such as Milan, Rome and Naples. In Parma, however, it is generally safe to take official taxis and ride the buses at night.

10. TRUE - Students are often disturbed by the fact that Italians do not seem to take care of their memories of the past and cultural heritage.

Italians are overwhelmed with buildings, ruins and monuments representative of the various periods of their rich history and culture. Generally speaking, they are so accustomed to seeing works of art surrounding them that they are not always aware of their immense value. Furthermore, these precious monuments in Italy are in such abundance that they have become somewhat of a financial burden on the Italian government and taxpayers. However, things are changing in Italy. Especially among the younger generations who are showing a greater awareness and caring for art. Nowadays, it is very common to see many pieces of art under restoration, a sign of this new-found respect. Students should not be too disappointed if some masterpieces they have traveled so far to see are temporarily not available for viewing and out of display.

11. FALSE - Students don't have to worry too much about leaving their rooms tidy. Families respect the fact that it's the student's personal space.

Even today, with many women working outside the home, it is considered the mother's responsibility to keep the house clean and tidy and, generally, these women take great pride in keeping an immaculate home. Students should keep in mind that leaving their room messy (or even just leaving the bed unmade) means extra, unnecessary work for the host mother who will feel an obligation to clean it (or make it). Students should be aware of this and try to adapt good housekeeping skills from day one.

12. FALSE - All Italian families are large and very open. Friends and family members come and go whenever they please.

In the past few generations, the number of children per Italian family has diminished. Northern Italy has the lowest birth rate in the country. In most cases children are limited to one or two, due to various reasons such as limited space, cost of living, etc.

Furthermore, Italians have an acute sense of privacy when their home is concerned. It is very uncommon to bring unexpected guests to dinner or to have friends over to "hang-out" or for sleep-overs. Their sense of hospitality leads them to feel extremely embarrassed if unexpected guests do not find immaculately perfect homes or well-prepared meals. Students should always remember to ask permission before inviting a friend to a meal and should never assume that they can offer a visiting friend or a family member lodging with their host family, even if there is an extra room in the apartment.

13. FALSE - Because families are so open, you don't need to tell them where you are going and when you'll be back. They respect the fact that you are an independent American student and need your space.

Absolutely false. All members of Italian families (both parents and children alike) tell each other where they are going and what time they think they'll be back. Italians NEVER go out without letting other people in the household know they are leaving. Also, they NEVER come back and go directly to their rooms without first greeting the rest of the family. Students should not take this as an intrusion of their privacy, but as a sign of affection and concern from their host family.

14. FALSE - Italy is predominately a Catholic society, therefore most Italians, of all ages, go to church on a regular basis.

It is true that Italy is a country in which Catholicism plays an important role and is the main religion of the country. Despite these facts, going to church is not an activity practiced by all Italians and it is not uncommon to see mostly older women at mass.

15. TRUE - Americans, especially women are stereotyped as sexually promiscuous throughout Italy (and most of Europe). Overt flirtation may be seen as a desire for sexual encounters.

Unfortunately, many Italians and Europeans have developed this negative stereotype concerning American women. Although Italians tend to be friendly and good natured, you (women AND men) should still ALWAYS exercise prudence when accepting the company of, or interacting with *unknown* persons of the opposite sex or otherwise.

16. TRUE - Wine is a large part of Italian culture. Drinking wine at meals is the norm for everyone in most Italian households, including children. Although wine and alcohol are such prevalent parts of the culture, their abuse is not condoned by Italians.

Drinking wine is a social rite like eating good food. Although at times wine may flow freely at the dinner table, its abuse is generally not condoned. Drinking, for the purpose of getting drunk, is not practiced much among adults or young people. Getting drunk in public (at a disco, club, etc.), is regarded by all as loss of self control and considered something that just should not happen.

17 FALSE - Refusing food prepared by your host-family is always O.K. if they prepare something you don't like.

Italians put a lot of care and pride into the food they prepare and, by consequence, they hate to waste it. If a dish a student does not like has been prepared, he or she should still taste it. One way to avoid offending the cook is to *try* to eat a large portion of what has been served onto their plate and then refuse a second helping. Students should keep in mind that it is considered rude to leave a substantial portion of food on their plate. Also, vegetarians are rare in Italy and even if a host family has accepted to host a vegetarian, often they are not aware of the many dietary restrictions this practice involves. Students should always keep this in mind and try to be open to eating new foods while in Italy. Students should tell their host mother in advance if they have any dietary limitations. Remember that in the Parma area the diet includes many pork products (prosciutto, salami etc.), butter and cheese (Parmesan cheese).

**Pitzer College Office of Study Abroad
1050 North Mills Avenue, Claremont, CA 91711**

**Telephone: 909.621.8104
Email: studyabroad@pitzer.edu
Website: www.pitzer.edu/studyabroad**