JAMES MADISON UNIVERSITY

M.A. PROGRAM IN POLITICAL SCIENCE:
EUROPEAN UNION POLICY STUDIES
CONCENTRATION

Florence, Italy

STUDENT HANDBOOK

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Congratulations on being accepted into such a challenging, rewarding, and enriching master’s program! You are about to embark on an amazing experience based in Florence—a city where the process of European integration virtually started in the 15th century. Six centuries later, Florence remains at the forefront of European cultural and educational developments; it is the home of the EU-sponsored European University Institute, the historical archives of the EU, and some of the oldest and most prestigious cultural institutions in Europe, such as the Gabinetto Vieusseux, the Academy, the Uffizi, the Bargello, San Marco, and many more.

As international educators, we consider advice and assistance to be an essential part of a successful program. We aim to maximize your European experience and to minimize the challenges you face in adjusting to the Florentine culture and an intensive master’s-level curriculum. Please take full advantage of the information presented in this handbook, as it will help you to prepare for graduate school and assist you while you live in Florence. Feel free to ask the JMU team any questions that may come up; we will be happy to help you!

I. PALAZZO CAPPONI: THE HOME OF JMU IN FLORENCE

Palazzo Capponi, where you will be taking your classes, is a building of considerable artistic and historical importance. Built in the Oltrarno artisan district in the 16th century, it was the home of the noble Capponi family. Today, you can still observe the family’s coat of arms above the entrance to the palazzo.

In 1829, the building became the headquarters of a charitable institution founded by Count Girolamo dei Bardi, the Pio Istituto de’ Bardi, which taught arts and crafts to the younger, needier members of society to provide them with a trade.

The palazzo runs the entire length of Via dei Michelozzi and borders Via del Presto di San Martino on one side and Via Maggio on the other. The latter is one of the most prestigious streets in Florence and is the site of numerous palaces established by members of the Medici court. Today Via Maggio is the site of many of Florence’s most valuable antique shops.

The palazzo is a very lovely building and a place that we hope you will come to love.

II. PRE-DEPARTURE PROGRAM INFORMATION

This section should help you to prepare for your time in Florence in the months that remain before your arrival. It considers insurance coverage, necessary documentation, phone plans, mailing, and medical treatment while abroad. In addition, you will find important information on planning for visits from friends and family, as well as for your own off-site travelling.

Travel Recommendations and Arrival in Florence
James Madison University does not arrange travel to or from Florence. It is your own responsibility to book a flight. Once you have booked a flight, you must inform us of your flight schedules via the Terra
Dotta online system administered by JMU’s Office of International Programs (the OIP will provide information about how to access this system in due course). Please ensure that you allow two or more hours between your connecting flights, because delays that could prevent you from catching your second flight can occur. Also, if you are not an EU citizen, please be sure to arrive in Italy/the Schengen area no earlier than the program’s start date (August 30, 2016).

When booking an itinerary, you should check to see how luggage and carry-on allowances may differ on your connecting flight; limits imposed by European airlines are often much lower than those allowed on transatlantic or other long-haul flights. For example, if your suitcase(s) weigh/s 40 kilos and the limit on the connecting flight to Florence is 20 kilos (which it is for many carriers), you could be charged as much as €11 per every kilo over the 20-kilo limit. In this case, your final bill could be as much as, or more than, the price of an additional ticket. You may be limited to a single carry-on item.

Also, bear in mind that luggage is occasionally held up and sometimes arrives in Florence a few days after your flight. For this reason, we encourage you to keep in your hand-luggage at least a change of underwear and the address and telephone number of JMU in Florence (Via dei Michelozzi 2, 50125 Firenze; 0039 055 2657661) so that you can instruct the airport where to deliver your cases (if you are calling from a US phone, dial 01139 055 2657661).

Once you have booked your inward travel itineraries, you will upload your itinerary to the Terra Dotta system. You should plan to arrive in Florence on August 30, 2016 between 9:00 AM and 5:00 PM. JMU-Florence staff members will be in the Florence (Amerigo Vespucci, Peretola, “FLR”) airport, holding a “James Madison University” sign. They will be standing just outside of the baggage claim area and will meet you upon your arrival. They will provide you with a small folder of information and help you to find a taxi to your flat. You should budget about €25 for the taxi trip. The ATM at the Florence airport is rather temperamental, so make sure to have some euros in your pocket before you arrive in Florence (you should plan to acquire euro notes before you leave or in transit/at your layover airport).

The taxi driver will drop you off at your flat (the trip usually takes 20-25 minutes, depending on traffic, time of day, etc.). An employee of the property management firm will meet you at your flat with your keys, information about the flat, etc.

On the first full day of the practical orientation process, a representative of the property management company will address all students, covering common policies, taking pertinent questions, etc.

**Insurance Coverage**

Your program fees provide you with a health insurance coverage plan that Cultural Insurance Services International (CISI) has designed specifically for JMU students studying outside of the United States. This plan will cover you for the duration of the program while you are studying in Florence and traveling abroad. Please note, however, that if you travel home for any breaks, holidays, or personal reasons, you are not covered under this plan. Due to this fact, it is our recommendation that you do not discontinue any of your home health care insurance.

Your individual CISI cards will be distributed to you via email before the program begins. Please be sure to print out a copy of this card and carry it with you, just as you may do with your home health insurance plan. Before departing, it is important that you familiarize yourself with the terms and conditions of this coverage so that you can evaluate whether or not you will need any additional health insurance coverage while abroad. All information, including claim forms, can be found at
Please note that if you require medical treatment at the main Tuscan university hospital or at any other medical/dental practice, you will be expected to pay cash up front and then seek to have the sum reimbursed by your insurance company (CISI and/or other, supplemental health insurance coverage).

We advise you to consider purchasing an insurance policy that covers other eventualities (e.g., the loss or theft of personal belongings) that may arise while you are studying in the program. You might want to check with your family to find out whether their homeowner's policy will provide coverage for you while abroad in case your property is lost or stolen.

**Visas**
All students who are not EU citizens must obtain a student visa prior to their arrival in Italy. We strongly advise you to use the Office of International Programs at James Madison University to obtain your visa. The OIP will guide you through the process of applying for the student visa.

**Permesso di Soggiorno**
Within eight days of entering Italy, you must apply for a stay permit (called a *permesso di soggiorno*). This, combined with the fact that all visas will have an August 30, 2016 start date, is the reason why all EUPS students who are not EU citizens must arrive in Italy/the Schengen zone on exactly August 30, 2016; there is no alternative arrival date. You will be required to submit an application form and a specific set (“kit”) of documents to Italian post office officials. The process of applying for and receiving the *permesso di soggiorno* is complicated and bureaucratic. Consequently, the JMU office in Florence will help you to fill in the forms, assemble all relevant documentation, and organize the consignment of your application kit. Please note that non-EU citizens must have both a visa and a *permesso di soggiorno* to study legally in Italy. You get your visa before arriving in Italy; you apply for the *permesso di soggiorno* once you are on the ground.

In order to complete your application for the *permesso di soggiorno*, you must provide, by the deadlines specified on your first week’s schedule (which you will receive when you arrive in Florence), the following documentation:

- The “Acceptance Letter for JMU Master’s Degree Program in Political Science.” This letter is submitted to the Italian Consulate as part of the process of obtaining your visa. It is returned to you with the official stamp of the Italian Republic on it. You must have this stamped letter. This is vital, since you cannot apply for a *permesso di soggiorno* without it.
- Your passport, every page of which must be photocopied. JMU staff in Florence will make photocopies of every page for you.
- Your credit card, which must be photocopied, front and back. JMU staff in Florence will make photocopies of the front and back of the credit card for you.
- Four identical photographs on a plain white background with your signature on the back of each. You must submit these photos to the Office of International Programs before your departure.

Students who fail to provide the relevant paperwork, within the time requested, will be responsible for their own applications, so as not to hold up the applications of other students. If you fail to obtain a *permesso di soggiorno*, you may be deported by the Italian police. After submitting your application, you will receive an appointment requiring that you report to the immigration office on a particular date and at a particular time. There, your fingerprints will be taken.

Please note that the appointment at the immigration office is usually scheduled within two months of the submission of the application kit and that it is not possible to reschedule the time assigned by the
immigration office. Thus, before you make any plans or bookings for fall break, you have to wait until you have been given an appointment with the immigration office. Program staff will communicate the appointment’s date to you as soon as they receive the date; generally, this takes place in mid-October.

III. LIVING IN FLORENCE

Culture Shock
Your graduate experience in Florence will shape your intercultural awareness, build your self-confidence, and reinforce your intellectual curiosity. The experiences and lessons that you will gain will encourage new levels of sophistication and tolerance. These traits will benefit you, personally and professionally, but they will also benefit society at large.

Still, you will initially encounter much that is likely to be unfamiliar to you (even if you have been in Italy and/or Florence before), and you will have to make many lifestyle adjustments. When you start your experience, you will miss your family and friends; you’ll be confronted with another language and culture; you’ll have to learn how to get around a new city and/or neighborhood, how to catch a bus, how to buy postage stamps, etc., etc.; you’ll adjust to a different diet, different grocery habits, and different eating habits; you’ll be surrounded by people you don’t know; and, during the hotter months, you’ll have to put up with tenacious mosquitoes.

At times, you will find all of this frustrating and exhausting, so don’t be surprised if you occasionally find yourself a little tearful and depressed once the initial euphoria of being in Italy and starting the program has begun to wear off. Your frustration will not last long. Remember that you are not alone. You can always talk to the staff in Palazzo Capponi. You’ll find that they are very supportive, especially in times of need. Keep in mind that too many things that remind you of home (not least Facebook, Twitter, and Skype) may contribute to homesickness and distract you from the multitude of interesting experiences waiting for you in Italy. Keep an open mind, be ready to explore new and different things, be ready to participate in civic and social life with Italians, and accept cultural differences for what they are without expecting to find the same values and comforts you are used to at home.

Medical/Mental Health Treatment
If you need medical advice while staying in Florence, we will provide you with assistance in getting appointments with the appropriate English-speaking professionals, e.g., general doctors, dentists, gynecologists. In serious cases, the staff at the program site may even accompany you. However, you will be expected to pay for these visits and any travel expenses (i.e., taxi to and from medical appointments/visits), even if your own insurance reimburses you later.

There are two hospitals located in Florence: Santa Maria Nuova (in the city center) and Careggi, the main Tuscan university hospital (located north-west of town). Be sure to alert program staff to any medical conditions that require constant attention (medication allergies, etc.) on the HETA form that you will complete before the program beings and (in full confidence) once on the ground. This information will remain confidential but will be helpful should an emergency arise.

If you are currently, or were recently, under the care of a mental health professional or are managing mental health issues, we recommend that you carefully plan for your time in the program. Consult with your insurance provider and your health care provider prior to your departure, and develop a detailed plan for support and care in advance of your arrival in Florence.
The transition to living in Italy can be stressful under the best of circumstances. Culture shock can be more pronounced if other issues are present. Please take the time to develop a strong support and action plan with your therapist and family. We also recommend that you share with on-the-ground staff as much information as you comfortably can so that we might provide necessary support and referrals. Europeans take a somewhat different approach to mental health care in some instances, and it can be very expensive. Developing a solid plan before you begin the program is in your best interest.

**Communication**
Communication is always important. Be sure to check in regularly with family and friends at home to let them know about your experiences in Italy. Bear in mind, however, that balance is key. It is important to keep friends and families informed, but be careful not to spend so much time online and making phone/Skype calls that you miss out on the incredible opportunities surrounding you.

**Internet Access**
Internet/e-mail access in Florence will probably be more limited than the service you expect in the United States. All flats and Palazzo Capponi are outfitted with Wi-Fi. Telephone lines in Italy sometimes are less sophisticated than in other countries, though, and there can occasionally be delays. In addition to Palazzo Capponi’s Wi-Fi network, a number of computers with Internet connections are available in the building (open 9:00 AM – 5:00 PM on weekdays), and there are two computers and two printers available for use by EUPS students.

We strongly encourage you to bring a laptop with you. Your personal laptops/tablets/devices will be given wireless access in your flats and in Palazzo Capponi. Florence also offers many Internet cafés that charge reasonable sums for Internet access – a great way to save on phone bills home and also good places to meet students from other universities. Always be vigilant, though, about your personal belongings.

There are also a number of wireless hotspots around the city of Florence in the main piazzas, as well as an increase in wireless availability in bars and cafes. Most of these places, however, place a time limit on Internet connections and traffic exchanged. For more info, visit [http://www.i-florence.com/everyday-life/firenze-wifi-free-hotspot](http://www.i-florence.com/everyday-life/firenze-wifi-free-hotspot). There is also an excellent city library (Biblioteca delle Oblate) in the center that provides free Internet service on your personal laptop for a maximum of six hours a day. Skype (available for download at skype.com) allows you to make “computer-to-computer” calls for free (both voice and video calls), as well as telephone calls anywhere in the world at an inexpensive rate.

**Cell Phones (Calling Cards/Dialing Codes)**
All students must upload a copy of their passport to the Terra Dotta site that the Office of International Programs administers before departure so that the telephone provider in Italy can register a cell phone number in each student’s name prior to arrival. These telephones will then be distributed, to those who did so, at arrival. All phones will have an initial credit of €10, paid for by the program, just to get you started. Thereafter, you will need to top-up your own call credit by purchasing call time up to the amount you choose to spend. You can do this at numerous stores and tabaccherias throughout the city, and the JMU staff and phone provider will explain the process.

You can purchase overseas international calling cards from any tabaccheria. When you do so, you must specify the country you want to call. Otherwise, you can obtain calling cards from the following providers in the United States for use in Italy to call home: AT&T, MCI, or SPRINT. To reach your particular company, you must dial the access code, and the operator will answer. Following are the access codes to use from Italy to the major U.S. long-distance companies:
By dialing 170 from Italy, you can make a collect call to any other country in the world.

Should you ever find yourself in an emergency without sufficient credit in your cell phone to make a call, simply dial 4888 before the telephone number of the person you wish to call, and this will enable you to make a collect call. To check your credit balance, dial *123#. While you are in Italy, all incoming calls are free. When you are outside of Italy, you will be charged a roaming fee for incoming calls.

Local calls, to landlines or cell phones, will have an initial connection fee, after which the call will cost approximately 12 cents per minute. Long-distance calls, to landlines or cell phones in the United States, will have a higher initial connection fee and a higher per-minute charge. Text messages cost approximately 15 cents per text, both internationally and within Italy. All of these rates are subject to change.

You are responsible for your assigned mobile phone and will need to return it in good condition at the end of the program. If you lose or damage your cell phone, you must cover the replacement costs, which will be approximately €25.

The prefix for the United States from Italy is 001. The prefix for Italy from the United States is 011 39 followed by the cell phone number or by the city prefix, if you are calling a landline. The Florence prefix is 055, so to call the JMU Florence program offices from the United States, you would dial 011 39 055 265 7661. You must use the Florence prefix (055) for all Florentine calls, even when dialing from Florence. From an Italian land line or cellphone, the prefix for the US is 001.

The cheapest way to call the United States is by using Skype. Many students sign up for Skype credit subscriptions so that they can call landlines and cell phones in the US cheaply, in addition to free Skype-to-Skype calling features.

In addition to their program-provided cell phones, many EUPS students also bring their US cell phones with them to Florence. If you bring your US phone to Florence, program staff will collect phone numbers upon your arrival. It is critical that all students load the numbers of program administrators onto their cell phones. In the event of an emergency, program administrators may need to contact you. Thus, it is extremely important to keep lines of communication open.

Most students have US-based cell phones that allow them to turn off any data plan they might have and take advantage of Wi-Fi connections and associated free apps. Students can use Wi-Fi connections in conjunction with apps like iMessage (for texting between iPhones), Facetime (for video chat), Facetime audio (for phone calls through Facetime), and others (e.g., Viber, WhatsApp). While Italian Wi-Fi connections can be less reliable than US Wi-Fi connections, these free tools can be helpful: they can enable communication between users in Florence (e.g., communication with your friends in the program) and communication between users in Florence and users in the US (e.g., parents, friends).

Mailing
Anyone sending parcels from the United States must indicate what each parcel contains and specify the estimated value. On the basis of this information, students will be charged duty upon delivery in Florence. This duty is approximately 21% of the estimated value, plus an additional 3-5% for European
taxes. To give you an example: a student’s mother sent her a parcel of clothes, which had been estimated to be worth approximately $200. Upon delivery, the student was charged €50 duty on the sum declared. To avoid paying duty, the sender should state that the parcel contains only used personal belongings and declare a low estimated value. However, be aware that if you do this and the parcel gets lost, you will not be able to claim the proper value of the contents.

Additionally, never have medicine or cash money sent from the United States. Medicines frequently get held up in customs, at the point of entry in Italy, until you have satisfied a complex series of requests for documents, including Italian medical certificates, etc., and payments. Either bring enough medicine with you to last for the whole semester/year, or find out what the principal ingredients are so that you can buy an Italian equivalent here. Be sure to bring any prescriptions to show that the drugs you have are legal.

**Travel Policies and Information Regarding Academic Breaks**
When travelling on the weekends or during program breaks, you must give your itinerary to the designated JMU staff member with flight details and addresses where you will be staying. Emergencies do occur, unfortunately. If and when they do, the program may need to reach you. Make sure you take your cell phone and JMU-Florence’s telephone number with you, and keep an emergency money supply for the last day/night of your trip.

When travelling, you should also keep all of your most important things – money, passport, and credit cards – in a money belt underneath your clothes. If you are alone, try to be vigilant.

Palazzo Capponi will close for winter break at 10:00 AM on December 16, 2016, and will re-open at 9:00 AM on January 9, 2017. Your flats will remain open/habitable for the entirety of the academic year. In other words, you may continue to inhabit your flats during fall, winter, and spring breaks and during the period between the spring and summer terms.

**Family and Friends’ Visits**
Of course, family members or friends are welcome to visit you during your year in Florence. Keep in mind, however, that the program has a no-overnight-guest policy. Program staff can suggest hotels in the neighborhood for family and friends. Family and friends will not be permitted to join JMU activities (such as class visits to the EU institutions and occasional in-town or out-of-town trips).

**Working in Italy/the Schengen Zone**
Some of you may be approached to work in a bar or a pub by friends you make in Florence, and you may even contemplate doing so as a fun way of making some extra money. James Madison University expressly forbids any non-EU citizen from working for an outside organization or individual while on the EUPS program, and the legal consequences of doing so are very severe.

Non EU-citizens do not have the same rights when it comes to employment and residence. The Italian government is trying to crack down on illegal immigrants and severely punishes those who try to exploit them by hiring them illegally. Consequently, very harsh laws are in place to punish all concerned. If you are found working in Italy without having previously acquired a visa specifically for that purpose, you can be immediately arrested, accompanied to the border, and thrown out of the country.

In such a case, JMU will not be able to intervene to enable you to return to Italy, and you will lose all your academic credits for the semester. Additionally, the person who hires you risks workplace closure and a prison sentence of up to five years. Please do not think that the likelihood of such an event is rare, since plain-clothes police often visit clubs, restaurants, bars, and shops with the express purpose of
catching such people. The excuse that “I was only helping out for a few hours” will not stand up in court because a) you have been secretly observed over a period, and b) in bars and restaurants there are various legal procedures regarding good sanitation (i.e., one needs vaccinations and certificates before even coming into contact with food). So, as you can see, what may seem like “no big deal” may actually turn into something really quite serious.

**Florentine Addresses and Business Hours**
The following is a list of addresses, telephone numbers, and operating hours for places you may be visiting in Florence. Please note that in Florence business addresses are red numbers, and residential addresses are black and/or blue numbers. Therefore, when you see a street number followed by an r (in capital or small letters), this is an abbreviation for red. Consequently, there could be two of the same number per street – one red and the other black. Black numbers are written without any letters.

<table>
<thead>
<tr>
<th><strong>James Madison University</strong></th>
<th>09.00 – 17.00 M - F</th>
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<tbody>
<tr>
<td>Palazzo Capponi</td>
<td>Closed Sat/Sun</td>
</tr>
<tr>
<td>Via dei Michelozzi 2</td>
<td></td>
</tr>
<tr>
<td>50125 Firenze</td>
<td></td>
</tr>
<tr>
<td>Tel. 055 2657661</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Banca CR Firenze (Bank)</strong></th>
<th>08.30 - 13.30, 14.45 - 16.15 M - F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Via Tornabuoni 23r, 50123</td>
<td>Closed Sat/Sun</td>
</tr>
<tr>
<td>Tel: 055 215862</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>Ufficio Postale (Post Office)</strong></th>
<th>08.15 - 19.00 M - F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Via Pellicceria 3</td>
<td>08.15 - 12.30 Sat</td>
</tr>
<tr>
<td>Tel: 055 27741</td>
<td>Closed Sun</td>
</tr>
</tbody>
</table>

Normal shop hours:
Summer 09.00 - 13.00, 16.00 - 20.00, Winter 09.00 - 13.00, 15.30 - 19.30
Closed Monday mornings.
Some shops in the city center stay open right through from 09.30 - 19.30

**Never buy counterfeit goods from anyone in the streets.** Never buy from anyone selling fake handbags, purses, etc., in the streets since new laws to protect the “Made in Italy” label have been introduced whereby you can be fined as much as €10,000 (yes, ten thousand) if plain-clothes police see you purchasing fake goods – even if you sincerely say that you thought they were real. To be on the safe side, only buy goods from street vendors that do not have labels or trademarks on them.

**Arrival/Airports**
As noted above, you should plan to arrive, on the first day of the program, at the Florence airport. This airport is sometimes called “Florence-Peretola” and/or “Florence-Amerigo Vespucci;” its three-letter airport code is FLR. Alternatively, you may plan to arrive in Rome or Milan and travel to Florence by train. Another option is Pisa; there are direct coaches (operated by Autostradale or Ryanair) from the Pisa airport to Florence’s main train station (Firenze-Santa Maria Novella) that run with some frequency. For both bus companies (Autostradale, Ryanair), tickets can be purchased at a booth just outside the airport, and passengers hop on the buses in a parking lot just beyond the booth. If you choose to arrive at an airport other than FLR, a JMU staff member will not be able to meet you at the airport.
If you fly into Milan or Rome and take a train to Firenze-Santa Maria Novella, be sure to validate your train tickets before getting on the train. To do so, insert your ticket in the machines located at the beginning of the train platform. Purchase tickets before boarding the train to avoid a surcharge.

When booking personal travel once you are in Florence (e.g., weekend trips, fall break), be aware that some student travel agencies offer reduced fares for international travel. You should check both train and plane costs, because flying can turn out to be cheaper (and quicker) if you are traveling a long distance.

Help for Foreigners

- The APT (Azienda Promozione Turistica) tourist offices will provide you with all of the information you require. Any American Express office works in the same way. Addresses/Hours for the APT offices are: Via Cavour 1r Tel: 055 290832 Hours: 08:30 - 18:30 M - Sat, Sundays 08:30 - 13:30 (Closed on Sunday during the winter).
- Piazza Stazione 4 Tel: l055212245 Hours: 8:30-19:00 Monday thru Saturday, Sunday 8:30-14:00

Out-on-the-Town Tips

Although life in Florence may appear to be romantic, you should apply the same general safety rules as you would when living in any larger city. As far as personal belongings are concerned, please take only the bare essentials out with you, i.e., just the money you intend to spend that day or evening, your key, a photocopy of your passport, and your cell phone. Do not bring any documents that link your key to your address. Petty theft occurs frequently, but the following tips should help you to limit your losses:

- When walking down the street, always keep your bag on the inside, next to the buildings. This makes snatching it off your shoulder more difficult for passing scooter drivers.
- When in crowded places (e.g., buses and markets), make sure that all zippers are fastened properly.
- If anyone approaches you with a question, always be sure that you have your personal belongings safely in your grasp before answering, since this could be an attempt to divert your attention while an unobserved accomplice robs you.
- Be especially vigilant when approached by groups of children and/or adults trying to surround you.
- Always carry your cell phone with you so that you are only a call away from receiving assistance.

On the whole, Florence is a safe city by European standards, and while we can help to protect you from some dangers, we cannot protect you from yourselves. Problems invariably occur at night, usually following heavy drinking, so, as a good safety rule, we always advise you to avoid drinking to excess and to go out in groups so you can look out for one another. If you decide to leave the group, for whatever reason, never walk alone at night; always get a cab. Rapes do occur, like everywhere else in the world, so be on your guard. Again, as long as you stay with your friends, they can see you safely home or seek medical assistance, if necessary, on your behalf.

You can contact JMU’s Resident Administrator any time should you find yourself in difficulty. And never be afraid to approach the Italian police – Vigili Urbani (the traffic police) or Carabinieri (the military police) – who are at hand to help you, regardless of whether you have been drinking.

Florence Outings

Try to learn to be a real Florentine resident, not just a tourist. This means not wearing shorts and sneakers (and certainly not putting your feet up on chairs or train seats!), which are a sure give-away. It
also means adopting a quiet speaking voice, steering clear of the usual tourist attractions, and avoiding ritualized drinking and public drunkenness. Try to observe the different quarters of the city and their distinctive characters. We hope you will have worn out three pairs of shoes, been on every street in downtown Florence, and ridden a lot of suburban buses that tourists never find!

**Shopping**
Florence is a real “shoppers’ city”. The city has been intensely materialistic since the late 13th century, when artisan crafts and fine finishing of English wools were the basis of its economic power and political independence. Shopping may not be a “historical experience,” but it does provide a sense of Florentine style and elegance, which every student should at least vaguely comprehend before returning home.

**IV. ACADEMIC PROGRAM**

The program is designed to improve understanding of the European Union as a system of governance and as a multinational actor, to promote awareness and understanding of the growing importance and expanding scope of the transatlantic partnership between the European Union and the United States, and to provide you with the necessary research and policy analysis skills to be effective participants in this partnership.

**Curriculum Summary**

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<th>Requirements</th>
<th>Credit Hours</th>
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<td>POSC 604: Policy-Making Processes</td>
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<td><strong>SPRING SEMESTER</strong></td>
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<td>POSC 641: Topics in Economic and Social Policy</td>
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</tr>
<tr>
<td>POSC 642: Topics in Foreign Policy and Internal Security</td>
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<td><strong>SUMMER SEMESTER</strong></td>
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<td>POSC 692 EU Seminar</td>
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*Total credits* 33

*Students will take either POSC 641 or POSC 642.

**Fall Semester**
Fall semester coursework provides students with a foundation in the historical, political, economic, and social aspects of the European Union (EU). These core courses acquaint students with key features of EU politics, policy, and society. All students will complete the following courses:
POSC 603 The Political Institutions of the European Union
This course is a comprehensive consideration of the EU’s institutions and the relationships among them. It analyzes the roles of the EU’s institutions and advisory bodies and considers the ways that executive, legislative, judicial, and advisory institutions interact. The course also engages debates about the nature and limits of democracy in Europe and considers whether changes in the Union’s institutional architecture might increase the quality of European democracy.

POSC 604 Policy-Making Processes
This course examines policy cycles and illuminates the range of general and sector-specific policy processes that take place in the EU and other complex decision-making environments. The course analyzes the structures of policy regimes and the ways that those structures affect the behaviors of diverse policy actors.

POSC 605 Comparative European Politics
This course examines the functioning of Europe's national political systems. It focuses on state formation, nation building, models of democracy, territorial governance, electoral systems, party systems, legislative-executive relations, state-society dynamics, and other core elements of national governance. The course involves analysis of similarities and differences among national political models and consideration of Europeanization's effects on national governance.

POSC 620 The EU: Contemporary Issues and Controversies
This course offers a deep look into contemporary issues and debates in EU politics. The particular subject matter changes from semester to semester; contemporary issues include the future of the common currency, immigration and asylum, relationships between particular member-states and the broader Union, and EU foreign policy challenges. Regardless of its specific focus, this course considers the historical background of the debate, the positions of different member-states and policy players, and the likely future of the issue. The course requires active engagement with contemporary media coverage, think tank analyses, and scholarly literature.

Spring Semester
In the spring semester, students undertake specialized public policy studies, exploring in greater detail issues and policies raised in the core curriculum in the fall. All students declare a policy track of specialization in (a) economic and social policy or (b) foreign policy and internal security. Policy-making and application is integrated into all spring semester courses. All students complete the following coursework (enrolling in POSC 641 or POSC 642, depending on their policy track of specialization):

POSC 640 Policy Analysis and the European Union
This course offers an intensive immersion into the methods and concepts of policy analysis, with emphasis on applications involving European affairs. It introduces students to various techniques in policy forecasting, monitoring, and evaluation while discussing their potential application to policy decision-making, policy advocacy, and policy implementation. Students apply those techniques in case-based projects.

POSC 641 Topics in Economic and Social Policy
In-depth exploration of specialized topics in EU economic and social policy. The topics for each semester will vary and may include the single market, economic and monetary union, competition policy, social policy, agricultural policy, regional policy, environmental policy, energy policy, and research and development policy.
POSC 642 Topics in Foreign Policy and Internal Security
In-depth exploration of specialized topics in EU foreign policy and internal security. The topics for each semester will vary and may include European foreign policy, European security and defense policy, police and judicial cooperation, immigration and asylum, and efforts to combat organized crime.

Summer Semester
All students will complete the following two courses:

POSC 690 Tutorial in EU Policy Studies
In this course, students will engage in individualized projects in their area of policy specialization to develop further expertise in this area. To complete this course successfully, students must engage in one of the following:

1. An internship with a government office, NGO, or business. In this option, students are exposed to and maneuver within EU policies and procedures. Students may work in a number of settings but must design the internship in such a way that EU policies, procedures, laws, etc., are explicitly addressed through the applied experience (with a written report). To meet the requirements of this course, students pursuing this option also must engage in directed readings and research related to this experience. The Director (John Scherpereel) and Academic Coordinator (Caterina Paolucci) will provide a full description of the project guidelines during orientation.

OR

2. An individual intensive research project resulting in a written thesis in the policy specialization area (this will involve one-on-one faculty supervision of an in-depth original research paper, fieldwork studies, or a comparable in-depth specialized project). The Director and Academic Coordinator will provide a full description of the project guidelines during orientation.

POSC 692 EU Seminar
This is the capstone seminar for the program designed to address students’ professional development. The course will integrate individual students’ experiences and give further consideration to topical issues in the European Union. It seeks to build students’ professional networks and to aid their transition into the professional realm. Coursework includes speakers, a simulation of EU decision-making, roundtable discussions, and research colloquia.

A portfolio submitted by students to fulfill the requirements of POSC 692 will be used to assess student learning in the program overall. This portfolio will include self-assessments by students pertaining to their classroom academic experiences, internship and/or research activities, evidence of foreign language proficiency, resume, and other relevant materials pertaining to their experiences in the program overall. The portfolio will be reviewed and rated by the instructor for completeness, breadth of knowledge, and overall quality, and also will be reviewed by the EUPS Program Director. The Director and Academic Coordinator will provide a full description of the portfolio requirements during the fall orientation.

The portfolio must demonstrate breadth of knowledge and depth in specific content areas to be determined by the graduate program faculty. It must reflect the content of the student’s academic program, and its completion will require the integration and synthesis of what the student has learned. These materials will serve as the equivalent of the comprehensive examination experience for the
student and will be the final assessment of mastery for the program.

**Language Training**

During the fall term, all students will be enrolled in Italian language classes. The first week of these classes will involve full immersion (daily classes for five days, 1.5 hours each day). For the remainder of the fall term, students will attend class twice a week for 1.5 hours. These classes will be scheduled around the graduate course schedule. Students are also required to complete formal Italian language training in the spring term.

Participation in and successful completion of language training is a requirement of POSC 692, the EU Seminar, which students enroll in during the summer term. A portion of the grade for POSC 692 will be based on students’ final grade in their Italian classes (based on exams, participation, and attendance). Each student will take an Italian placement test during the second week of orientation and will then be placed in a language course suitable for the level of proficiency. The cost of this course is included in the program tuition.

**Faculty**

All courses are taught by doctoral-level instructors drawn from JMU and its various university partners—the European University Institute, the University of Florence, the University of Bologna, the University of Siena, and other doctorate-granting institutions. Specialized policy courses are taught by doctoral-level instructors with academic and practical experience in the areas covered. Instruction is supplemented wherever possible with guest lectures by practitioners and experts in the field of study. Information about current and past faculty is available on the program website.

**Attendance and Participation Policy**

Attendance at all classes, trips, and outings is required. These activities are all part of the program and are considered academic, not extracurricular, activities. Should you fail to attend scheduled events without a compelling excuse, we will expect you to reimburse the program for your tickets (travel, admissions, etc.). All classes will be held at scheduled times, with no special accommodations made for your personal travel. Classes may be rescheduled when they conflict with program trips, conferences and related academic events, and national holidays. Students are expected to attend all rescheduled classes.

If you miss more than three of any class, in-Florence academic events, or out-of-town academic trips without a valid excuse (such as a serious illness), we will send you and The Graduate School a warning letter. If your attendance does not improve within two weeks, you will be dismissed from the program and will lose all academic credit.

The Academic Coordinator and other program staff will hold regular informational meetings to discuss academic and/or residence issues. Attendance at these meetings is mandatory for all students. Students will be informed in advance of the meeting schedule.

**Program Travel**

In both the fall and the spring terms, students will travel to Brussels for several days to visit EU institutions, meet with policymakers, and engage in other activities related to the academic program. In the spring term, students will travel to Strasbourg to attend an EP plenary session and meet with policymakers. All travel costs to and from Brussels/Strasbourg, as well as lodging, will be covered by the program tuition. Students will be responsible for all other expenses incurred on these trips, including food.
To secure the most affordable ticket price, travel to and from each destination is booked as a group trip and cannot be modified to suit individual needs. Thus, the program cannot make arrangements for open return tickets. Students who choose not to return to Florence with the group will have to make their own arrangements for return travel and bear the costs of this travel themselves. In addition, if students do not travel with the program on the way to a program trip destination, they will have to cover the costs involved in procuring transportation at the tail end of the program trip. Students must inform the Academic Coordinator in advance of the trip of their independent travel plans.

**Research Projects**

If you intend to complete an intensive research project in the summer, you should begin planning for this project in the fall. The research project can be an extremely rewarding experience. The Academic Coordinator can help research project students to liaise with professors and policy experts at the European University Institute (EUI) before and during the process of completing the project. Research projects have proven to be terrific exercises for students who are interested in demonstrating deep sectoral expertise to employers and in pursuing further graduate-level studies after the EUPS program.

**Internships**

If you intend to do a summer internship, planning will begin in the fall term. Students interested in the internship will be asked to specify the sort of work they are interested in doing and to identify, to the extent possible, potential internship sites. Students will work with the Academic Coordinator throughout the spring to locate and contact potential internship providers. Responsibility for obtaining internships will be shared between the student and the Academic Coordinator. While the Coordinator will provide substantial assistance in this regard, students should also recognize that they must be active participants in the process. While fluency in Italian or other languages is not required, students who have taken the language courses seriously and made friends with local Italians have had more options during the internship search.

Students may be interested in pursuing an internship outside the immediate Florence area. If you are interested in this option, you must make ALL internship arrangements yourselves. It is important to note that students completing internships beyond Florence are still responsible for the full program cost. These students must also complete POSC 690 and POSC 692 via distance learning. Students will also be required to return to Florence for important events that are integral to the academic program, such as the EU simulation. In addition to travel and housing, other costs may be associated with an internship located outside of Florence. Students wishing to undertake internships in the United Kingdom may find that new UK immigration laws make this arrangement unlikely, and a Prior Entry Clearance, obtained before leaving the student’s country of origin (e.g., if the student is not a British citizen), will almost certainly be necessary. Immigration laws in other countries may not allow internship work, even on an unpaid basis.

**Purchasing Books**

Information about course texts will be distributed to you well in advance of each semester. We generally recommend that you purchase books in the United States, as textbooks in the US tend to cost less than textbooks in Italy. You can, however, order course books in Florence through the Paperback Exchange bookstore (www.papex.it), which is located near the Duomo, or via amazon.uk. Students are responsible for procuring all course books themselves. However, some copies of the main texts may be found in the palazzo graduate study room. Information about fall term books will be sent to you during the summer. Information about journal articles and other non-book sources will be distributed during the academic orientation session in the fall.
Library Resources
JMU takes full advantage of the Cooperation Agreement it has signed with the library of the European University Institute. This is a graduate-level research facility with holdings that fully meet EUPS students’ needs. Travel to the library is easily accomplished by bus. Students may not check out books from this library, but the facility provides wonderful study spaces. You can gain access to the library via the following website: http://www.eui.eu/Research/Library/Index.aspx

While in Florence, students have full access to the JMU Harrisonburg Carrier Library Web site and to Interlibrary Loan services. You will find the latter to be particularly useful for obtaining journal articles and other periodical materials. These will be delivered to you electronically at no cost. Students are able to make full use of the library’s electronic databases as well. Information about using these services will be provided during the program orientation. You can also contact our reference librarian at the Harrisonburg Carrier Library, who has developed a special section of the library website to facilitate the bibliographic searches of the EUPS students.

The program director will lead a library orientation session during program orientation. Students will also be introduced to the EUI library system; they will be guided through the process of applying for an EUI library membership card in due course.

Photocopying, Printing, and Faxing
Fax machines, photocopiers, and printers are available in Palazzo Capponi.

Registration for Coursework
All students must register for fall, spring, and summer courses through JMU’s MyMadison system. The Director will advise students on which courses to take.

Academic Program Evaluation
At the end of each semester, we will ask you to write evaluations of the professors and courses. We will also ask you to complete program evaluations at the conclusion of the program.

Dismissal from the EUPS Program
In the event that you are dismissed from the EUPS Program, you must vacate all university-affiliated facilities upon dismissal, including Palazzo Capponi, classrooms, offices, and any other premises used or operated by JMU. If dismissed from the program, you will receive a “W” in all courses. You will forfeit any remaining program fees, tuition, room, and any other fees associated with the program, and you will remain responsible for any fees or other costs that have yet to be paid. Student behavior that results in dismissal from the program will be referred to the JMU judicial system.

V. LIVING IN PROGRAM FLATS

Please bear in mind that you will be living in flats with other students in the program. Living with other people, particularly when you are far from home and adjusting to a new culture, can be challenging. While roommate issues, arguments, and misunderstandings can occur, it is important that you attempt to deal with such issues in a mature and measured way and be prepared to compromise.

In the spring before the program commences, you will be asked to fill out a housing information form, where you are able to discuss your personal habits (e.g., are you an early riser or a night owl?), your roommate preferences (if any), and other pertinent information. Once receiving forms from all students, and taking all preferences into account, JMU works with Florence and Abroad (an agency that has
specialized in Florence housing since 1983) to identify flats and to place students in particular apartments (EUPS students live with each other). The apartments are sprinkled around the city and are all located within easy walking distance of Palazzo Capponi. This arrangement maximizes student independence and encourages deep and rich engagement between EUPS students and the contemporary Florentine community.

Each apartment varies in size and structure, but all apartments are completely furnished and provided with bed linens, pots/pans, kitchen utensils, stove/oven, washing machine, TV, and DSL/Wi-Fi connections. The apartments vary in size – some may accommodate 2-3 students, others may accommodate up to six students. All contain a living room, a kitchen, bedroom/s, and bathroom/s. All flats are located within the historic city center. All ordinary accommodation-related expenses and utilities (e.g., all expenses not related to negligent or destructive behavior by tenants) are included in the EUPS program fee.

The program’s practical orientation process in the fall includes, among other things, a meeting with the agency where students are given more specific information about the properties where they are living, particularities of the flats (e.g., how to use washing machines), and more general tips about living in the city.

Security
It is important, when living in a busy city, to take security seriously. In a medium-sized city like Florence, petty theft and robbery are commonplace, so building security is a top priority, and we expect you to observe all regulations strictly. JMU-Florence also takes security seriously and has measures in place to guard the security of Palazzo Capponi. During weekdays from 9:00 AM to 5:00 PM, unless you are notified otherwise, the Resident Administrator or the Administrative Coordinator will answer the front door.

Lost Electronic Keys
All EUPS students are given electronic access keys for Palazzo Capponi. Any lost access keys should be reported to the Resident Manager immediately. Any person who loses his or her electronic access key will be charged €35. Please do not keep any key ring with the JMU logo on it, and do not carry anything in your handbag (purse) that would link you to Palazzo Capponi.

Fire Safety
IF YOU DISCOVER A FIRE:
1. Break the glass to activate the fire alarm.
2. Call fire emergency 115 from your cell phone if you are comfortable with speaking Italian, or find a staff member (if in Palazzo Capponi) or local resident (if in a flat) immediately.
3. Fight the fire, if possible, with the extinguishers hanging in your flat or in the palazzo. In the palazzo, fire extinguishers are located on every landing and in halls and other common areas. Please take a moment upon your check-in to your flat to register where fire extinguishers and alarms are located.
4. If you are in Palazzo Capponi and an emergency occurs, evacuate the building using the main entrance, and report to the person in charge (the palazzo’s resident manager) at the assembly point – the steps of the Santo Spirito Church. If the resident manager is not in the building at that time, call her immediately. Please note that the front door is the only exit point from Palazzo Capponi.

Fire Safety Rules and Regulations
- The burning of candles, incense, or any other flammable material in flats and in Palazzo Capponi
is strictly forbidden.

- Please remember to unplug the iron after use.
- Please be very wary about using electrical appliances from the United States. In general, students are encouraged to buy hair dryers/straighteners, and other hair appliances in Italy, as such appliances brought from the United States are notoriously fickle and unsafe (even when used with a converter and an adapter).
- See the section below on rules and regulations regarding smoking.
- Please remember to turn off cook tops, toaster oven, etc.

“Your Right to Know (YRTK)” Crime Reporting Policy
JMU’s standard “Your Right to Know” policy applies to Palazzo Capponi. As students, you are entitled to know about any history of crime or incidents at Palazzo Capponi. You will be emailed the link before orientation, and you may find a hard copy of YRTK at reception. You can also find the annual reports on the JMU website and in the Resident Manager’s office.

Alcohol and Drugs
The legal drinking age in Italy is 16. If you choose to drink alcohol, please do so responsibly, bearing in mind the potential consequences of your actions and behaviors.

No illegal drugs are allowed on university premises, and any student found using or possessing illegal drugs in the palazzo or elsewhere, or associating with drug dealers, will immediately be expelled from the program, and judicial action will be taken. You should also know that you are subject to Italian law while you are living in Italy. If you are caught with any illegal substance, you will be jailed and subject to the rules of the Italian state.

Smoking
Program flats and Palazzo Capponi are non-smoking facilities. Smoking on balconies and window ledges is also prohibited. Smoking in the palazzo carries a fine of €100.

Damage to Property
You and your guests will be held responsible for any damage, theft, or act of vandalism. Bills for the cost of repair will be sent to the responsible individual(s).

Misconduct
If you violate the rules outlined in this handbook, your conduct will be reviewed by program staff and, ultimately, by the Director of the EUPS Program. Disciplinary action may be taken, including potential removal from the program. Examples of misconduct include abuse of alcohol, misbehavior that affects students and program guests, damaging property, threatening or striking a member of staff or another student, and violating the other stated program rules.

Plumbing
The most common repair problems in buildings of this age are plumbing issues. Please report any suspicious situations regarding possible leaks or other problems (stains on ceilings, damp patches of carpet, etc.) to property managers. In Palazzo Capponi, flats, and in general, be conservative in the use of toilet paper to prevent clogging. Do not wash your hair in sinks. Do not lean or stand on sinks or radiators. If showers or sinks start to back up, let the property managers know.

Electrical Appliances and Electricity
We encourage students not to use US-standard hair dryers, straighteners, and other appliances, even with
international adapters/converters/transformers. The Italian electrical system cannot easily handle such appliances, and you will put yourself and other residents of your building at risk if you use such appliances.

Based on past student experiences, most standard hair straighteners and curling irons from the US will not be compatible with European plugs even with adapters/converters/transformers. Plugging in a straightener or curling iron that uses particularly high voltage will most likely result in blowing it out—hence rendering it useless, even in the US. Since these appliances are often costly, it may be more economical to purchase these tools in Italy from Amazon.it or local electronic stores for around €30.

Laptop computers, tablets, smart phones, and portable MP3 players normally have their own built-in converter (be sure yours does!). They will automatically convert Italy’s 220 volt/50-cycle per second current down to the American standard of 110 volts/60 cycles per second. That is good! Still, you will generally need to use an adapter to plug your non-Italian devices into a socket to charge. To do this, you will need a plug/socket adaptor.

See http://goitaly.about.com/od/travelpackingtips/l/bl_electricity_italy.htm for pictures of Italian sockets. You can buy socket adapters in your home country (e.g., on-line or at airports) or in Florence.

You will find out that in Italy there are limits to the number of appliances that you can run together. If you turn on the oven and the microwave simultaneously, for example, the fuses of the kitchen often blow.

**Heating and Air Conditioning**

According to Italian law, the heating will be turned on from November 1 until April 15 for a maximum of 12 hours a day between 5:00 AM and 11:00 PM. Of course, if the temperature is very low, there will be special amendments that will allow property owners to turn on the heating before the above-mentioned date. Make sure that you pack warm clothes, because the temperature can go as low as 24 °F.

Energy saving is always a big issue in Italy, so we ask you to keep your windows and doors closed when the air conditioning is on and to turn air conditioning off when you leave your room.

**Lights**

Stairwells in most buildings have timer switches to save on the city’s very expensive electricity when light is not needed, but please turn them on for your safety when you are in these areas. Please ensure that all lights are switched off when leaving an unoccupied room or hallway.

**Telephones**

There are landline telephones in the Florence program offices. These phones are for office use only, and you should give out this number only for emergencies. For personal calls, please use your cell phone.

**Miscellaneous**

The measurement system in Europe is the metric system, not the standard system found in the United States. Flats will contain basic cooking hardware and some baking hardware. If you are a baker, though, you may want to bring some of your own measuring cups and spoons to prevent confusion in converting measurements.
VI. PACKING TIPS

The list below is meant as a guide and may not be all-inclusive.

IMPORTANT NOTE: Pay careful attention to the luggage restrictions for carry-on and checked luggage. Contact your airline for updated information and policies.

Documents
- Passport
- “Acceptance Letter for JMU Master’s Degree Program in Political Science” stamped by the Italian consulate that processed your visa
- Airline ticket
- Insurance document/card showing proof of any supplemental coverage not provided by JMU through CISI
- ATM card and credit card with emergency numbers
- Money belt/pouch to wear under clothing
- Phone numbers in case of emergency

LEAVE A COPY OF ALL THESE DOCUMENTS WITH YOUR FAMILY.

Clothing
Please keep in mind that Italians (especially Tuscans) dress rather neatly and conservatively. They take a lot of pride in their appearance and do not approve of immodest or revealing dress. Shorts are generally not worn in urban areas and are saved for the beach or lounging (although many tourists in Florence certainly do wear them).
- VERY WARM CLOTHES to wear in-house and during classes before the heating can be switched on (winter in Florence is long and humid and can be very cold)
- Several pairs of long pants/jeans, a pair of shorts
- Plenty of t-shirts and tops
- Sweatshirts or jackets to wear on chilly nights
- Umbrella (it can rain pretty heavily and for long periods) and raincoat
- One nice outfit to wear when going out in the evening or for special cultural events and academic trips/events
- For males, a jacket and tie (suit preferred) is recommended and sometimes required for academic meetings in Brussels and Strasbourg
- Bathing suit and goggles for the pool
- Comfortable shoes for hiking or walking and for going on fieldtrips (in Brussels and Strasbourg you will have to walk a lot but are not allowed to wear sneakers)
- Sport sandals, flip flops
- Pajamas, underwear, socks

IMPORTANT NOTE: Your luggage, clothing, shoes, and any items you bring will suffer a lot of wear and tear. Be practical, and plan for it.

Health Items
- Any prescription medications you take – enough for the entire length of your program and in the original prescription bottles or accompanied by your doctor’s prescription
- A spare set of glasses or contact lenses plus cleansing solution
- Soap and shampoo in leak-proof containers (these of course you can get in Florence too, so bring only the bare minimum necessary for the first weeks)
- Band-aids
- A copy of your immunization records
- A list of your allergies if you have any

**School Supplies**
- Notebook(s)
- Small pad to use when you are out and about
- Calculator for exchange rates and budgeting
- English-Italian dictionary and required textbooks
- Daypack or book-bag to carry lunch, camera, notebook
- Budget travel guide

**Miscellaneous**
- A watch or small clock with an alarm (don’t simply rely on a cell phone!)
- Camera
- Adapters for your computer, battery charger, etc.
- Good book(s) to read
- Do not bring a U.S. hair dryer

**Before You Leave Home**
- Carefully review your pre-departure information. Pay close attention to the information about money and banking.
- Organize all of your important papers.
- Research Italy and its cultures.
- Read the suggested books (you will receive a list from us).
- Provide your family and friends with your contact information, flight itinerary, etc.
## 2016-2017 EUPS PROGRAM CALENDAR

### FALL TERM 16-week term (including one week for fall break)

- Students arrive in Florence: 30 August between 09:00 and 17:00
- Program orientation: 31 August-9 September
- Standard class schedule begins: 12 September
- Fall break: 17-21 October
- Exams and final papers: 5-15 December

### Italian National Holidays
- 1 November – All Saints' Day
- 8 December – Imm. Conception
- 25 December – Christmas Day
- 26 December – St. Stephen’s Day

#### Fall break
Before making any travel arrangements for fall break, please wait until you get details on your appointment at the immigration office (see section on the permesso di soggiorno, above).

#### Semester break policy
Students are allowed to stay in their apartments throughout the winter break, but please keep in mind that Palazzo Capponi will close for winter break at 10:00 AM on December 16, 2016 and will open again at 9:00 AM on January 9, 2017. The palazzo will remain open during the fall, spring, and pre-term break weeks.

### SPRING TERM 17-week term (including one week for spring break and one week for Pre-term break)

- Ordinary class schedule begins: 9 January
- Spring break: 20-24 February
- Exams: 10-14 April
- Pre-term break: 24-28 April
- Internship/Thesis: 2-5 May

### Italian National Holidays
- 1 January – New Year's Day
- 6 January – Epiphany
- 16 April – Easter
- 17 April – Easter Monday
- 25 April – Liberation Day
- 1 May – Labor Day

The palazzo will remain open over the fall and spring break weeks and the period between the spring and summer terms, with reduced office hours.

### SUMMER TERM 7 weeks

- Term duration: 8 May-23 June
- Graduation ceremony: Friday, 23 June

### Italian National Holidays
- 2 June – Day of the Republic
- 24 June – Patron Saint’s Day

**Students must leave apartments by 26 June 2017**
IMPORTANT TELEPHONE NUMBERS AND ADDRESSES

Country Code for Italy is 39, preceded by 011 from the United States, followed by the City Code for Florence, 055.

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