

FLORENCE ETHNOGRAPHIC FIELD SCHOOL POLICIES AND PROCEDURES 2020-2021

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PRIVACY AND TREATMENT OF PERSONAL DATA

Student data is treated in accordance with the practices outlined in the U.S. Family Educational Rights and Privacy Act (FERPA) and the European Union General Data Protection Regulation (EUGDPR). In practice this means that information collected from students will be protected from unauthorized access, not used beyond the express means for which it is collected, and not shared with anyone other than the student, with the following exceptions to which the student consents by virtue of their enrollment: the University of Montana and its employees, for the purpose of generating the transcript; Worldwide Insurance Services, LLC, for the purposes of providing the mandatory insurance coverage for students travelling onsite, but not online students; licensed bookkeeper Franco Colzi, who oversees the reporting of income generated by the program; and the *Agenzie dell'Entrate* (Italian Revenue Agency), which receives the payment receipts in accordance with Italian income reporting laws.

APPLICATION AND ENROLLMENT

All applications will receive equal consideration. Admission decisions will be made by the Director, Dr. Zachary Androus, based on the applicant's suitability for the program, taking into consideration both their academic profile and their autobiographical statement.

Applicants must be at least eighteen years of age and must be currently enrolled in a university program in good academic standing.

Review of applications will begin no more than three months prior to an online session, and no more than six months prior to an onsite session. Review of applications continues on a rolling basis until all spaces are filled. Notifications of acceptance will be made within seven days of the receipt of the application.

If admitted to an onsite course, students are responsible for obtaining any and all necessary documentation to enter Italy for a period of thirty days. For US citizens this means having a round-trip ticket showing that you will return to the United States within ninety days of your original entry into Europe, and a passport with at least six months validity beyond the return date on your ticket. Student visas are not required for US citizens enrolled in programs of less than ninety days duration. For all other citizens, please consult your country's embassy or consulate website for specific requirements.

Students enrolling in the program agree to be bound by these policies and procedures, including the code of conduct and academic integrity policy contained herein.

TUITION AND FEES

There is no application fee. The total costs for each scheduled program are listed online at the following address: <https://www.florencefieldschool.com/tuition-and-whats-included/>. Admitted students will be required to pay the total cost within two weeks of their admission to confirm their participation and reserve their space, unless other arrangements are made with the Director. Payment can be made by bank transfer or by credit card via secure link. All payments are non-refundable. The program operates under Italian law as a *ditta individuale per altri servizi di istruzione*, registered in Florence to Zachary T. Androus, P. Iva 06697490487.

HOUSING (ONSITE SESSIONS ONLY)

The program will furnish admitted students with contact information for a local rental agency, with whom they will sign a rental agreement and to whom they will be directly responsible for paying rent, security deposit, and any other costs associated with housing. Florence has a problem with unlicensed and illicit rental properties, so students may not make housing arrangements through other agencies or websites. The agency will provide housing in a furnished apartment in the city center, with up to three other students, within walking or bus distance to school and markets. Meals and food are not included, but each apartment has a furnished kitchen and a wide variety of grocery stores and markets are available throughout the city. You will be responsible for maintaining the apartment (i.e., regular cleaning) and it must be left in the condition in which you received it. Any and all issues around the apartment must be resolved directly with the agency.

HEALTH AND SAFETY (ONLINE SESSIONS ONLY)

While Italy is a relatively safe place to be, accidents and emergencies can happen. You are encouraged to review the information available from the US State Department's website: <https://travel.state.gov/content/passports/en/country/italy.html> and you are advised to register to receive travel advisories and updates.

Mobile Phone Number

Students must obtain a local Italian mobile phone number for the time that they are onsite. Italian SIM cards can be purchased locally, but students should ensure their

phone's compatibility prior to departure. Please provide the number to the Director by the first day of class.

Emergencies

In the case of emergency you should first call the appropriate number for emergency services: 118 for Medical; 113 for Police; 115 for Fire; or 112 for all emergencies. Once help is on the way, or if it is something other than a police-ambulance-fire department kind of emergency, call the Director Dr. Androus. The emergency numbers, including emergency contact information for Dr. Androus, are posted in your apartment and you should put them in your local phone as well. In the highly unlikely event of natural disaster or political emergency, follow the directions posted in your apartment.

In the event that the Director is incapacitated, unavailable, or otherwise unresponsive, there is contact information for a local member of the Advisory Council in the Student Handbook (available only to enrolled students). In the event that telecommunications infrastructure is compromised as a result of a natural, political, or civic disaster, students should make their way to the consulate of their home country to coordinate with appropriate relief efforts.

Health Insurance

The program fee includes coverage by the GeoBlu Student Overseas Plan insurance through the University of Montana. Students will be required to register directly with the insurance plan upon admission to the program.

Prescription and OTC Medication

Plan to bring an adequate supply of any prescription or over-the-counter medications and/or medical supplies that you require. This is important: medicines and medical supplies cannot be shipped internationally, so pack your entire supply of medicine/medical supplies in your carry-on baggage, and be sure to include photocopies of the prescriptions. The availability of prescription and OTC medicines varies from country to country, so it may not be easy to get in Italy just because you can get it easily in your country. Please note that medical marijuana and its derivatives (i.e., any products containing THC), are illegal to possess or bring into Italy. Prescriptions from the US for any product containing THC will not be recognized in Italy and you will face criminal charges for possessing or attempting to bring such products into the country.

Pharmacists in Italy can give advice about routine complaints, but they cannot write prescriptions and will not issue prescription drugs (including antibiotics and birth control pills) without a prescription from an Italian doctor.

Personal Safety

Florence is a generally safe place, with relatively little violent crime. Petty crime (like theft of phones, cameras, bags, and backpacks) is common however, so please use your 'city sense' while you are in Florence, on the street, and in buses and trains: keep bags and backpacks in sight (not on your back), use your arms to block access, don't set them down in restaurants or train stations, don't leave them unattended on the back of a chair, and so on. If you are the victim of a crime, contact the authorities immediately in the case of an emergency or if you are in danger;

otherwise, contact Dr. Androus, who will assist you in filing a police report. When foreign students are victims of theft, assault, or injury, alcohol is commonly a factor. Always using your best judgment will help to minimize the risk of accident or injury.

Alcohol and Drugs

The drinking age in Italy is 18, but the culture around alcohol is very different than it is in English speaking countries. If you're thinking about the lower drinking age as an opportunity to hit bars and clubs, then this is not the right program for you. By Italian standards, visibly showing the effects of alcohol is socially unacceptable: it indicates that you've had too much to drink. By American standards, this is just being tipsy. But by Italian standards, that's already too much. As guests, we should strive to accommodate the host culture's values, so students are prohibited from appearing visibly intoxicated in public and from drinking on the street, in piazzas, or in other public spaces.

When you are in a foreign country you are subject to that country's laws and justice system. Both "soft drugs" (marijuana and hashish) and "hard drugs" (everything else: ecstasy, cocaine, heroin, prescription medication without a prescription, etc.) are illegal to buy, sell, or possess in any quantity in Italy. **If you are arrested in Italy you will not be returned to your country, you will be detained in Italy until the resolution of your case, which could take a long time.** If you are found guilty and sentenced to jail time, it will be served in an Italian prison. Neither your country's Embassy nor the Field School can do anything for you if you are arrested in Italy, so it's better not to take the risk.

Liability and Responsibility

The Florence Ethnographic Field School, through its Director Dr. Androus, is responsible for providing students with appropriate resources regarding their health, safety, and well-being while they are enrolled in the program. This is done through pre-departure meetings online, the provision of a student handbook in advance of arrival, and ongoing guidance provided throughout the duration of the course. The program and the Director's liability is limited to those activities directly connected to the program itself: classroom activities, field trips, and assignments. Students remain responsible and liable for their own activities outside of the hours in which they are participating in program activities, including during their travel to and from program activities. Cases of sexual harassment and/or sexual assault occurring between program participants, or between program participants and faculty or staff will be dealt with directly by the Italian authorities pursuant to Italian law, available in summary for review here: <http://eige.europa.eu/gender-based-violence/regulatory-and-legal-framework/legal-definitions-in-the-eu>.

ACADEMICS

This is an academic program, whether or not your home institution is granting credit or approving this to satisfy degree requirements. You are expected to attend classes and participate fully in the life of the program. This is designed to be an intensive and rewarding experience for students who are serious about studying the social sciences.

Academic Eligibility

You must maintain satisfactory academic progress to remain eligible for participation in the Florence Field School. Satisfactory academic progress is defined as attending at least 75% of class meetings and maintaining a passing grade (C or better). Students who fail to maintain satisfactory progress are subject to cancellation of their enrollment and expulsion from housing. Students at risk of failing to maintain satisfactory academic progress will be notified in advance and will be given the opportunity to improve their standing to remain eligible.

Academic Transcripts

Following completion of the course, the University of Montana will issue a transcript for a three credit/45 contact hour Anthropology course: ANTY495 Field Experience: Urban Ethnographic Methods. The transcript will indicate whether the course is for Undergraduate or Graduate credit, and the letter grade earned according to the grading scale in the syllabus, which may differ from the grading scale used at your home university. Please note that the Florence Ethnographic Field School does not offer a Pass/Fail option, so a letter grade will appear on your transcript even if your home university is granting credit on a Pass/Fail basis. Transcripts will only be granted to students who complete the course (i.e., there is no "Withdrawal" option.)

Academic Integrity and Honesty

Academic integrity and honesty together provide the foundation of all scholarly and scientific research and they are of the utmost importance to the Florence Ethnographic Field School. In its essence, academic integrity and honesty means giving credit when you use ideas and information other than your own thoughts. In practice this means that all sources must be cited with references: direct quotations in quotation marks, paraphrasing without quotation marks, even making indirect reference or borrowing examples to make a point of your own must give credit to the source. In this program you will learn how to use your major discipline's citation style, if you don't already know, because it is such an important part of social scientific methodology. You will also be taught when and how to cite and appropriately credit information from any source: websites, interviews, public records, etc. Knowingly taking credit for the ideas or words of another person by presenting them as your own, which is to say presenting them without a clear and direct reference by citation, violates the principles of academic integrity and ethical scholarship and will not be tolerated. To avoid confusing deliberate plagiarism with errors in how a source should be cited, ask first! Cases of deliberate plagiarism including, but not limited to, the purchase or commission of written work by others and the intentional misrepresentation of others' thoughts or words as your own, will result in a failing grade on the assignment in question. Repeated or multiple violations will result in a failing grade for the course, which will render the student academically ineligible to remain enrolled.

Grade Appeals

Only grades for specific forms of assessment may be appealed. In other words, the final course grade itself cannot be appealed.

Grade appeals must be made by email directly to the professor, before the next graded item is due. In the email students should indicate:

- the specific assignment in question
- the grade they received

- the grade they believe appropriate instead
- justification for what they believe to be the appropriate grade, including specific references to how they satisfied the criteria for the assignment

The professor will respond by email before the next graded assignment is due, or within one week. If the student is not satisfied, they may repeat the procedure a second time. If the student is still not satisfied, they may escalate the grade appeal by notifying the professor, who will provide the entirety of the grade appeal related correspondence to an ad hoc committee comprised of three members of the Advisory Council. Their determination is final.

ADVISORY COUNCIL

The Advisory Council is comprised of individuals with expertise in the best practices of research methodology and international education. The Council supports the development of the FEFS by providing the Director with guidance and oversight on an ongoing basis. Additionally, members of the Advisory Council convene on an ad hoc basis to address escalated grade appeals and other grievances. In the case that a student wishes to appeal a grade or a disciplinary action.

CODE OF CONDUCT (ONSITE COURSES ONLY)

The specific items below in the code of conduct are intended to help you avoid behavior that is socially acceptable in English speaking countries but not in Italy. Lots of English speakers, including study abroad students from the US, tend to ignore the local social standards in Florence, often without realizing it. We'll talk more about the code of conduct and how to engage positively with the local community during the online pre-departure sessions and throughout the program.

You may be expelled from the program if:

- you violate local laws (even if you are not arrested for doing so)
- you show up to any class or school activity under the influence of alcohol or drugs (this includes being hungover enough to impact your performance in class)
- you are drinking in public space (on the street, in a plaza or square, on the steps of a building, in a park, etc.) at any time during the program's duration
- you are visibly intoxicated by alcohol or drugs in public at any time during the program's duration
- you use or are in possession of any illicit substances during the program's duration (illicit substances also include legal or prescription substances used illegally or by someone other than the intended recipient)
- you fail to adhere to the ethical codes governing ethnographic research presented in the course, including but not limited to the University of Montana's Institutional Review Board requirements

APPEAL PROCESS: ACADEMICS AND CONDUCT

Students wishing to appeal grades or disciplinary actions taken for violations of any policies, including the code of conduct, may do so by indicating the basis their desire to make an appeal in writing to the Director, who will notify the Advisory Council. The Advisory Council will appoint an ad hoc committee of three of its members, which will be provided with written accounts of the appeal by both the student and the Director. The committee will make a determination to either support the disciplinary action taken, or rescind it.

WEEKEND TRAVEL (ONSITE ONLY)

Europe has much more to offer than just Florence, and the opportunity to see it is a big reason to study abroad. Because of that, you are **strongly urged** to do your other travelling before or after the course, **not** on the weekends during the course. One the one hand, you will need this time in Florence to complete the ethnographic research that is an essential part of the course. But on the other hand, years of experience teaching study abroad has shown me that you won't really have as much fun trying to squeeze in trips on weekends, especially if there's work to do for class. You end up spending half the time travelling to and from the place and barely get a chance to see things, everything's crowded because it's the weekend, flights are more expensive, and so on. Instead, if you plan to stay another ten or twelve days beyond the end of the course, not only can you travel more economically and leisurely, but you'll enjoy the benefit of just having learned all about how to understand the social and cultural complexity of cities through firsthand experience, meaning that you'll actually get much more out of the places after you've taken the class! Be sure you arrange for additional insurance coverage beyond the end of the program if you're going to continue travelling.

If you have any questions or concerns at any time, please contact:

Dr. Zachary T. Androus
prof.androus@florencefieldschool.com