



INTERNATIONAL PROGRAMS

CROSSING BOUNDARIES > CHANGING LIVES

Florence Program Manual



INTRODUCTION

Congratulations on your decision to participate in Pepperdine University's Florence Program!

This program manual contains information specific to the Florence Program. You have also been given the International Programs' Student Handbook with general information, rules and regulations for all International Program participants. We expect you to read all information provided in both handbooks carefully.

This program manual provides you with the most updated information and advice available at the time of printing. Changes may occur before your departure or while you are abroad. Your flexibility and willingness to adjust to these changes as they occur will help you in having the best study-abroad experience possible.

Our handbooks are revised annually by International Programs in Malibu. Your comments and suggestions for next year's handbook are welcome. Please direct them to the International Programs Center in Malibu.

One of the best ways to prepare for study abroad is to learn as much as possible, prior to departure, about your program's host country as well as the countries you will visit. Visit the International Programs website, talk with faculty and program alumni, visit the suggested websites included in this program manual and consult books about the area. Your flexibility in adjusting to unanticipated situations and cultural differences will determine, in great part, the kind of experience you will have while abroad.

We wish you a successful and rewarding study-abroad experience!



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History of Villa Di Loreto and Residenza Tagliaferri

The first Pepperdine International Program in Florence was operated in temporary locations during the summers of 1985 and 1986. In 1987, the program moved to a rented Villa la Macine in the suburb of Il Pogetto. Although students enjoyed the beautiful grounds that surrounded the Villa, part of the building itself was nearly 500 years old and many of the things that most Americans take for granted – like ample hot water for showers – were hard to come by. Parts of the facility were in poor repair and, being a rented facility, it was difficult to keep everything in accordance with Pepperdine standards. To go into the center of Florence, students either had to pay approximately \$10 for a taxi or had to walk nearly a quarter of a mile to catch a bus.

In 1995 the University purchased two adjacent properties which had the same owner. These are now known as the Villa Di Loreto, which contains the classrooms, library, offices and the apartment for the Visiting Faculty member, and the Residenza Tagliaferri, which contains the dining room, student center and student rooms. The Villa Di Loreto was built in the late nineteenth century by a Russian emigre, the Countess Platoff, and its stained glass windows and other architectural features were brought from Russia. When Pepperdine purchased the property, the owner and his family occupied the main and upper floor, and he operated a small factory that made a line of designer shoes for women in the basement. The Residenza Tagliaferri was operated as the three-star Hotel Astor until April of 1995.

Location

Located at viale Milton 41, the Pepperdine facility is within walking distance of Florence's historic center's many museums, cathedrals, and architectural treasures and the city's main railway station, Santa Maria Novella. The surrounding buildings are primarily residential, although a lively shopping area is located only a block away. Three classrooms are located on the Villa's lower level. A collection of carefully selected class resource materials is available in the library.

Program Office

The Program Office is situated on the first floor of the Villa. Office hours are Monday through Thursday from 9:00am – 1:00pm and 2:00pm – 6:00pm and Friday morning from 9:00am – 1:00pm. Office phone: +39 055 47 41 20.

Telephone

Each student room has a telephone in the room. They can use dial codes for emergency, long distance, and room-to-room calls. Phones in the rooms do not permit local calling. For local calls, a student may use the pay phone located in the hallway on the ground floor or one of the prepaid phone cards largely available in Florence (USA AT&T, MCI, EUROPA, etc.).

Dialing Instructions

When dialing the US from Florence:

- First dial the international calling code 001, then the area code, then the number.
- Example: to call the Pepperdine switchboard from the Villa – 001 310 506 4000.

When dialing Villa from outside Italy:

- First dial the international calling code (either 011 from the USA or 00 from Europe), 39 (Italy's country code), then 055 (Florence's city code) followed by the local number.
- For example dialing the office from the USA 011 39 055 47 41 20 or from Europe 00 39055474120.

On Campus Dialing

All the extensions correspond to the room number except the following:

Room 3	ext. 35
Room 4	ext. 34
Program Office	ext. 10
Director Office	ext. 13
Faculty apartment	ext. 15

Taxi	5005, 5006
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Emergency Numbers

Police	5008
Fire	5009
Ambulance	5010
Medical Center (24 hrs a day)	5007
Director Elizabeth Whatley (mobile)	5025
Director Elizabeth Whatley (house)	5026

Long Distance Carrier

Our phones are pre-programmed for the following long distance calling cards:

USA AT & T	5001	
MCI	5002	
SPRINT	5003	
TIGER CARD	5030	
EUROPA TEL CARD	800 969577	5031
EUROPA TEL CARD	800 985675	5032
EUROPA TEL CARD	800 066735	5033
PLANET COMMUNICATION CARD	5034	
USA PHONE CARD	800930048	5035
EUROPA COMMUNICATION	800 969588	5036

Where to Buy Calling Cards

MASTER SHOP

Via Nazionale, 155/R
Tel 0554625028/0554625006

IL CHIOSCHETTO

Piazza della Libertà/Viale Don Minzoni
Tel 055574471

CAFFE' DEL PONTEROSSO

Via del Ponterosso, 7/r
Ph 055490772

Calls to Your Room from Off Campus

+39 055 488657 + room number /ext.*

+39 055 488696 + room number / ext.*

**The phone computer answers to outside calls with a shrill tone. During the tone the room number / extension should be dialed. The system works only with touch-tone telephones.*

Calls from Off Campus

+39 055 474120 Program Office

+39 335 6207534 Director (mobile)

Skype

Many students prefer to use Skype as an inexpensive and efficient method for communicating with friends and family.

Student Mail

Student Mail is placed in a basket outside of the program office on a daily basis. Students can come and pick up their mail at anytime.

Classroom Facilities

The classrooms may be used for study during non-class periods. **No food or drinks are permitted in any of the classrooms.** Equipment may not be moved or used by non-faculty or staff. All class projects should be placed on Dante. Lap top computers cannot

be used during class periods. Any items left unattended in the classrooms may be thrown away during cleaning periods.

Student Rooms

Student Kitchen

The kitchen in the common room is for communal student use. There are utensils, crockery and cutlery available. Please wash and put these away after use and do not take them out of the kitchen. Be sure to label anything you put in the refrigerator. Spoiled food may be thrown away by staff.

It is critical that students clean up after themselves (wipe counters, stovetops, and wash any dishes used). Be aware of how easily illness can spread and use hot water and soap. It is each user's responsibility to keep these areas clean and tidy so that everyone can enjoy them. If the kitchen is not cleaned after use the privilege of using this kitchen could be lost. When you leave the kitchen, please ensure that the stovetops are turned off.

To ensure the minimum of damage to our environment, recycling is encourage. Proper division for trash is clearly marked on all trash cans.

Study Rooms

The study hall and computer rooms are open 24-hours a day, 7 days a week. Books may be checked out of the study hall for one week. Fines of € 2,00 will be assessed for every day the book is overdue, plus an additional fine of € 5,00 per day if the book is not properly checked out. A log to record book checkouts is kept on the resource table.

Report all computer problems to the Program Office. *Do not perform any programming, maintenance, or any sort of inspection on the computers. This includes removing cartridges and/or other parts of the printers. A violation may likely result in immediate and indefinite revocation of computer privileges.*

Laundry

The laundry room is open 24 hours per day. The washing machines and dryers are gettoni (token) operated. Gettoni may be purchased from the Program Office or from the RA's for € 1.50 each. Depending on the type of wash or dry cycles chosen, more than one gettone may be required. Instructions for using both the washing machines and the dryers are posted in the laundry room. These must be followed carefully in order to maintain the machines in good condition, and so that your clothes aren't damaged. Only soap labeled "Per Lavatrice" should be used in the washing machines. It is recommended that you use the lowest temperature settings for both washing and drying. The University assumes no responsibility for any damage caused by the machines. If competition for the machines becomes problematic, the RA's will make a sign-up sheet, and only the list issued by the RA's will be respected. Every Friday from 7:00am – 10:00am the machines are reserved for staff use. Twice a month students will be issued two gettoni tokens to wash the linens from their rooms.

House Security

The main entrance is locked and you will have to use the door code to open the door. Do not give code to anyone else – either another student or a guest. Do not share the door access code with anyone outside of Pepperdine students and staff.

Please promptly report strangers who do not appear to have legitimate business at the house to the Director, resident faculty or members of staff. If in doubt, report a concern immediately.

Guests (i.e. non-Seaver students) are not permitted in any of the student bedrooms at any time. During normal hours, guests may be entertained in public areas only and must sign in at the Program Office. All visitors will also be requested to sign in and will receive a visitor badge.

The University does not provide insurance coverage for thefts of personal property. As the University cannot assume responsibility for student property, please secure all personal belongings and valuables.

The Villa will be closed during vacation periods between semesters. Students must leave the facility on the last day of term and are not allowed to stay in Villa when the term is finished.

Emergency Procedures

The following is a list of procedures that should be followed in the event of an emergency in Villa Di Loreto or Residenza Tagliaferri. The safety of all students, faculty and staff should be the primary goal of any emergency situation.

1. When the alarm sounds off in the Villa or the residence, all students, faculty and staff should evacuate the premises immediately.
2. Students leaving the residence should make sure that their roommates have heard the alarm and are also leaving the building.
3. When leaving their rooms, students should close the door behind them.
4. All students, faculty and staff should leave the premises through the door on Viale Milton or the two gates, via the court yard on Via Landino, or the door by the piano on Via Landino.
5. After leaving the villa, all students, faculty and staff should meet across the street on Via Landino, and check in with the RA's or Program Director.
6. Student Representatives and Resident Assistants will check to make sure their assigned rooms have been evacuated.
7. In order to facilitate the roll call, please group yourselves with your roommates.

8. The Program Director will serve as the official spokesman during an emergency.
9. When it is safe to do so, the Program Director will announce that students, faculty and staff can return to the villa and residence.

Fire Safety

Fire extinguishers are located on each floor and under no circumstances should be moved or used unless there is a fire. Setting off the fire alarm triggers an automatic call to the fire station and will incur significant cost. Break glass in fire alarms only in a real emergency.

Hot plates and heating coils are fire hazards and are not permitted in the rooms. Smoking and the burning of candles and incense are prohibited. Please ensure that the smoke detectors in your rooms are uncovered all times. Fire inspectors make regular unannounced checks and will make official reports if these rules are not observed.

During a fire drill, or an actual fire, when the fire alarm rings, you must exit the building using the most direct route and the nearest exits, closing fire doors behind you if it is safe to do so. When safely out of the building, remain on the sidewalk until the person in charge accounts for all students and other residents. Each semester we will have a fire drill.

What to do in Case of Fire

Call 115 the free national fire brigade number, available 24 hours a day. Calling 115, here is what you have to say in Italian:

IL MIO NOME E'(SAY YOUR NAME)

IL MIO INDIRIZZO E' VIALE MILTON, 41 (# QUARANTA UNO)

ABBIAMO BISOGNO DI AIUTO. C'E' UN INCENDIO

NON PARLO ITALIANO

House Policies

Because of Pepperdine University's foundation in the Christian faith, and as a basis of its expectations of student conduct, it is expected that all students will adhere to biblical teachings regarding moral and ethical practices. Engaging in, promoting, or conducting a lifestyle inconsistent with traditional Christian values is not permitted. It is expected that students will maintain the highest standard of personal honor, morality, and integrity. The University reserves the right to refuse admittance to, and/or dismiss any person who violates these principles.

Student Conduct

The following are rules of the Florence Program, which if violated will place a student on automatic University probation without a hearing. If the offense is severe, and dismissal of the program is at hand, a judicial hearing will take place according to the university handbook.

- Disruptive behavior of any kind to our University neighbors
- Disruptive behavior to the Florence Villa community
- Alcohol overdose, drug overdose, or drug possession of any kind (even if you are not in the city of Florence)
- Vandalism of any kind
- Stealing of any kind
- Sexually compromising behavior of any kind
- Missing our weekly convocation more than two times
- Missing any activities on the educational field trip
- Unauthorized possession, duplication or use of keys to any university premise
- Unauthorized entry or use of University premises, which includes the University kitchen and program office
- Unauthorized guests spending the night in the Villa
- Unauthorized guests given access to our front door code

House Maintenance

All repairs must be written promptly on the Fix-it list located on the bulletin board in the student center. The list is checked routinely each morning and intermittently thereafter, Monday through Friday. If there is need of an emergency repair, notify the Program Office, faculty family or any available staff member immediately.

Guests/Visitors

Guests are permitted in the Student Centre only in special cases. All guests must be signed in at the Program Office. Guests who are not resident in villa may only be received in the public areas from 9:00am – 11:00pm. Guests are never permitted on any of the floors that contain student bedrooms without the permission of the Program Director.

The University reserves the right to refuse entry to a visitor as well as request a guest to leave. Again, no overnight guests are allowed.

For Visitors from Other European International Programs

The Florence Villa has dormitories and rooms available for students coming from other Pepperdine International Programs.

Students who wish to stay in another Program's facility must request permission to do so by faxing the other Program's Director, by the Tuesday before the requested weekend of lodging. (Students may fax requests for housing at any time in order to obtain priority,

but must follow up the request on the Tuesday before the actual requested weekend. The student must wait to receive fax confirmation from the other Program before leaving).

Each week, the Resident Advisors (RAs) will coordinate all housing requests with the Facility Manager and Program Assistant.

Meals

Most meals are prepared in the facility's commercial kitchen by an Italian chef and served in the former hotel's dining room Sunday evening through Thursday evening. Meals while traveling on weekends will be the responsibility of the student. On Friday, Saturday, and Sunday mornings, students may enjoy free breakfast (pastries, sandwiches, coffee, etc.) at Café Libertà down the street from the Villa. Guests are welcome to eat breakfast, lunch and/or dinner in the dining room for a fee of € 5,00 per meal. A request to host a guest for one of the meals must be made at least 24 hours in advance. A guest cannot eat more than two meals in the villa.



What do you need? What should you leave behind? How will you ever get all of your things into the suitcases the airline will let you check in? The answer to all three of these very valid questions is “Less is definitely more!” Do not take too much and choose carefully what you do take.

As to choice, that should be determined by two factors: climate and cultural differences. As to quantity, that will be determined by airline luggage restrictions. Airlines have strict luggage allowances, and they will charge you a costly excess baggage fee for exceeding the maximum weight or size allowed. In some cases they may refuse to allow luggage on the airplane.

Typical Luggage Allowance

Policies on maximum number of checked luggage, dimension and weight restrictions, and checked luggage fees vary from airline to airline. It is the student's responsibility to check with his or her airline for these luggage restrictions. Most airline carriers charge a fee for each piece of checked luggage. Fees vary by airline, and it is the student's responsibility to be prepared to pay these fees at the airport.

What to Take

During the week, students have a schedule much like Malibu. Classes and meals will take up most of the day, but evening activities may vary. The most common student dress is casual – jeans or khakis, long-sleeved shirts, sweaters and sweatshirts. It is much colder

and damper in Europe in the fall and winter than it is in Malibu. (But there will be enough warm days to justify taking a few short-sleeved tee shirts.)

Take clothing that layers. Start with jeans or slacks and a long-sleeved shirt. For really cold weather, add an under layer of thermal or silk underwear (one bottom and one top should be sufficient) and a top layer that is lightweight and warm (a hoodie or fleece pullover), which you can add or remove, depending on the temperature. The outer layer (coat) needs to be waterproof and warm. A down-filled parka, or ski-type jacket, is ideal for very cold weather and travel. But it might also be desirable to have a long, dark-colored raincoat (perhaps with a zip-out insulated lining) for city wear. Three pairs of shoes should cover it: waterproof comfortable walking shoes are absolutely necessary (think miles and miles of walking and uneven rocky surfaces), athletic shoes for daily wear, and nice shoes for dressy occasions. Waterproof sandals or flip flops are a good idea for wearing in the showers and bathrooms both in the house and when traveling.

One of the most obvious cultural differences between Europeans and Americans is dress. When Europeans go out at night, even to a local restaurant, they tend to dress up. You should too, even when traveling. This doesn't mean formal wear – nice slacks or jeans and a sweater are fine for all but the fanciest restaurants. Something dressier is appropriate for the opera, the symphony or the theatre. Dress to blend in with your country's culture. Europeans are seldom seen on the street wearing shorts and tank tops, even in summer, unless at beach resorts. If you must wear a pair of shorts and a tank top, please save it for the beach or inside the house – especially women for safety reasons!

Suggestions from Program Alumni

- The weather tends to be extremely warm in the early fall and late spring, so be sure to pack lightweight clothing for these times of the academic year.
- Practical clothes that are dark-colored, machine-washable, wrinkle-resistant, and colorfast will last longer and be more comfortable. Keep in mind that storage space is more limited in the Florence bedrooms than it is in the Malibu dorms.
- Don't take too many shoes. You'll be much happier with a few pair of versatile, comfortable shoes than a suitcase of shoes to match every outfit.
- You can find personal products like toothpaste, shampoo, soap, etc. overseas – often even the same brands. However, bring your favorite product if you can't live without it. If you wear contact lenses, you may want to take along a supply of lens solution. The brands overseas may differ slightly from those in the U.S. If you plan to travel frequently by rail, it is helpful to bring a couple travel-sized bottles of antibacterial gel to wash your hands with.
- Cathedrals and other religious sites often require modest attire, which is defined both for men and women as covered shoulders and long pants (or skirts). Women may wish to carry a large, lightweight scarf during warm weather so they can quickly cover their shoulders.
- If you are on medication, bring a supply from home. U.S. prescriptions will not be filled overseas. Generic brands of aspirin, cough syrup, etc., may be found locally, but not always the brands you prefer. Some medications that are sold over the counter in the United States require a prescription in Florence such as Robitussin DM cough syrup and Neosporin. You may wish to bring these items

- with you. When traveling with a medication, keep it in its regular prescription container and keep a copy of your doctor's prescription with you. If you must take medication by injection (i.e., insulin) please carry your doctor's letter describing your condition and inform Pepperdine's staff overseas immediately upon arrival.
- BED LINENS ARE PROVIDED in the houses but you need to take your own towels and washcloths. When you travel, you will find that many hotels do not provide washcloths. (If space is an issue, you can always get towels overseas. Just take one and purchase more if you need them.)

Clothing

- Slacks or jeans
- Shorts
- Skirts
- Tees
- Long-sleeved shirt
- Warm sweaters/polar fleece pullover/sweatshirt
- Warm coat (which you may need to wear over dress clothes) and/or jacket
- Warm, water-proof shoes or boots
- Walking shoes
- Underwear
- Warm socks
- Cold-weather gear: thermal underwear or heavy knit tights, gloves/mittens, warm hat or scarf
- Warm pajamas and a lightweight robe
- Slippers or sandals – bare feet aren't allowed in our houses or in hotel lobbies
- Some special occasion wear (theatre, opera, banquet, a date?!)
- Swimming suit

Other Essential Items

- Emergency envelope (see Student Handbook for details)
- Telephone calling card – purchase a local card upon arrival in Florence
- Travel alarm clock
- Lightweight towel and washcloth (at least one of each; more can be purchased locally)
- Backpack for weekend travel
- Money belt or passport pouch (to store valuables under your clothes)
- Umbrella (as collapsible as possible)
- Flash Drive
- Spare contacts or glasses
- Supply of prescription medication in original containers

A Few Tips

- Don't put valuables (cameras, computer, etc.) in your checked baggage

- Avoid over-packing your bag so that the airport security screener will be able to easily reseal your bag if it is opened for inspection.
- Avoid packing food and drink items in checked baggage.
- Place identification tags with your name and phone number on all of your baggage, including your laptop computer. It is a good idea to place an identification tag inside your baggage as well.
- Pack one change of clothing and necessary toiletries in your carryon luggage. Suitcases do not always arrive when you do.
- Roll your clothes instead of folding them. This saves space and leaves room for overseas purchases.
- Wear your bulkiest, heaviest shoes and your coat or jacket on the plane so you won't have to pack them.
- Use the space inside your shoes for small items (socks, toiletries, etc.)
- Don't forget to save space for your books!
- DO NOT pack money, travelers' checks, or credit cards in your checked luggage.
- **Save space for your return trip – luggage restrictions can be even more strict flying from Europe to the United States.**

Do Not Bring

- Linens
- Expensive jewelry or other valuables
- Too many shoes
- Sophisticated electronic equipment
- Things on the list above that you'd rather buy overseas
- Anything you don't absolutely need

Electrical Appliances

Voltage and plugs differ in Europe and without the proper voltage converter American appliances (110 volts) will “fry” when plugged into European electricity outlets. Voltage converters that are sold widely with plug converters do not work very well – in spite of manufacturers' claims. Using them for such things as radios and stereos may mean damage to the unit. Do not bring sophisticated electronic equipment that might be damaged by even the slightest voltage change unless they are battery operated (and bring a good supply of batteries!).

The following electricity standards apply:

- Central/Southern Europe 220v/50hz (round, 2-pronged plug)
- United Kingdom 220v/50hz (plug shape differs from rest of Europe)

Definitely DO NOT take American hair dryers, straighteners, or curling irons since converters are not sufficient for their high watt requirements. European versions are readily available and reasonably inexpensive.

Do not use electrical appliances in the bathrooms. Faulty insulation of an iron or hairdryer in connection with water is lethal with 220-volt power supplies. You cannot use many US electronic appliances in Italy – if you are unsure please check before you plug anything in. Adapters and electronic items such as hairdryers can be found at electronics shops.



Arriving in Italy

The group flight participants in the Florence Program will fly non-stop from LAX to Frankfurt, Germany, then on to the Florence airport. Flight exemption students should follow the instructions that follow at their point of entry into Italy. When you arrive at your final overseas destination, you will have to pass through Immigration or Passport Control before leaving the airport. You will be asked to show your passport and visa.

U.S. citizens studying in Italy must apply for a student visa. Students will be given instructions on obtaining this visa well in advance of the program's start date. Please note that there is a fee associated with this visa. Non-U.S. passport holders may be required to have visas to enter some countries. It is the responsibility of the International Programs participants to make sure that they have all the necessary visas for the program country and the country of the Educational Field Trip BEFORE DEPARTING the U.S. Consult local consulates and/or embassies to obtain information about which countries require visas. Please be prepared to pay a visa tax imposed by the Italian Government upon arrival. Students will have to pay € 63.00 for the academic year or € 45.00 for only one semester or the summer.

It is important for Pepperdine students to identify themselves as visitors and students in an American university program because Italian laws restrict visitation periods and immigration that take jobs and/or positions in Italian universities.

The next step in entering Italy is passing through Customs. Pepperdine students should pass through the gate posted "Nothing to Declare" (Green) since, as visitors, they can expect to consume or carry out whatever they bring in.

Residence Permit

For the Italian Residence Permit Form to be completed at orientation in Florence, all students must bring the following:

- € 100.00 for Italian Insurance (Staying both Fall & Spring semesters)
- € 50.00 for Italian Insurance (Staying only one semester)
- € 30.00 for the police report (Staying both Fall & Spring semesters)

- € 30.00 for the Post Office (Now in charge of the whole process) (Staying both Fall & Spring semesters)
- € 20.00 for the required registered stamp (Staying both Fall & Spring semesters)

A student staying both Fall & Spring semesters will therefore pay € 180.00.

A student staying one semester only, will not need to request the Residence Permit but just pay € 50.00 for the Italian Health Insurance.

Please note that payment cannot be made in dollars or by credit card.

- Four identical passport pictures – not three or two. Printing pictures with the computer is not allowed. Pictures must be identical, so if you bring two pictures taken in the States and then take two more pictures here in Florence, it will not work.

The following documents are necessary for the Police Department:

- A letter from the Consulate saying that the student has a VISA from the Consulate
- An affidavit of health insurance
- An affidavit of financial support
- A bank statement

Second Alternative

Some students may come with just one letter written on Pepperdine letterhead. That letter is accepted by the Police Department as a substitute for ALL the above-mentioned documents, but it needs to be stamped by the Italian Consulate. The Police Department needs to see the Italian Consulate stamp somewhere. For that reason, every single student is expected to come here with at least one document stamped by the Consulate. Many students and parents have the mistaken perception that the process they have gone through for the Italian VISA is the only one they needed to allow the student to stay in Florence. That's probably why some students leave their stamped documents home in the States. The VISA is just the permission to enter Italy. There is an additional process to actually STAY in Italy. Students that come to Florence without a visa (due to the fact that they hold a passport from another country which does not require a visa) will be responsible for registering themselves to the local authorities.

Transportation to Your Facility

Transportation from the airport in Florence to the Pepperdine facility is provided for all students arriving on the group flight. Should a student choose to be a flight exemption and make his or her own travel arrangements, they are then responsible for ground transportation from the airport to the Pepperdine facility. However, if they are on the same flight or a flight that is arriving around the same time, they do have the option of taking the ground transportation provided for the group flight students. There is an additional € 20.00 fee associated with this option and needs to be paid upon arrival in Florence. These arrangements need to be made in advance with the Flight Coordinator in the Malibu Office.

By Train

Pepperdine's facility, Villa Di Loreto and Residenza Tagliaferri, is located at viale Milton, 41. The Villa is within walking distance from Stazione di Santa Maria Novella (SMN), Florence's main train station. Exit the station and go right on Via Valfonda. Then go left on Via Nazionale, which becomes Via S. C. D'Allessandria. Then turn right on Viale Spartaco Lavagnini. Then turn left on Via C. Landino. The Villa is located on the corner of Via C. Landino and viale Milton. Please use the main office entrance at Via Landino 15. Students should arrive between 9:00am – 5:00pm.

NOTE: If you fly into the Pisa Airport, the train to Florence takes approximately one hour. Be certain to buy your ticket in the airport unless you have an activated rail pass.

By Taxi

The Pepperdine facility is on the corner of viale Milton and via Landino. The walk-in entrance to the Villa is on viale Milton, a short 100 feet from the intersection of via Landino. Note: Italians pronounce the address "41 Milton" as "Quar-un-too-no Meal-tone."

Returning to the United States

Upon return, United States Immigration and Customs requires a valid passport and a statement about articles purchased outside the United States. Immigration officers check passports and make sure that the customs declaration form presented on the airplane has been completed. After collecting luggage from baggage claim, the customs declaration form and luggage is then presented to a Customs officer, who may ask either to see any purchases or search luggage. It is wise to place all purchases together in the same suitcase and retain receipts that prove the amount of purchase.

A U.S. citizen or permanent resident may bring goods totaling a value of \$ 800.00 into the United States. If purchases exceed that amount, the customs official will compute the duty, usually including articles with the highest rate of duty in the allowed \$ 800.00. (Rates of duty vary for different kinds of articles.) Should unclaimed articles be discovered in a search, they may be confiscated and/or a fine levied. Duties and fines must be paid either by cash, personal check, or credit card before leaving the Immigration and Customs facility at the airport.

Live animals, plants, or other agricultural products (including sausages and other meats) may not be brought into the United States. A person twenty-one years of age or older may bring in one bottle of liquor. A person eighteen years of age or older may bring in two cartons of cigarettes. Products from Cuba – including Cuban cigars – are banned altogether. Anything purchased from Duty-Free at an airport or on an airplane is included in these limits. Customs officials will confiscate goods in excess or in violation of these standards.

Resident Advisors

One male and one female RA are hired and trained by the IP Office prior to departure. RAs are expected to work together with the Program Director, Visiting Faculty, and IP Office to create a strong learning community, maintain Pepperdine standards, and promote the IP mission statement within the group. Through planning events, acting as a leader and working as a liaison between the students and the Program Staff, RAs are essential for the development of comradery within the house.

Media Coordinator

One IP Media Coordinator (IPMC) is hired and trained by the IP Office prior to departure. The IPMC acts as a liaison to the IP Office for collecting photos and video footage from the program and then creating videos from that footage. The IPMC creates two end-of-the-semester videos, an Orientation House Tour video, a service-oriented video, and a 5-minute video to be shown at *The Return* the following Fall semester. Additionally, they are responsible for creating two “check in” videos per month while abroad. These videos are posted onto both the IP and program-specific Vimeo sites: <http://vimeopro.com/pepperdine/ip> and <http://vimeopro.com/pepperdine/florence>

Library Worker

The library worker is hired on the Malibu campus before departure for the program. This position serves as a resource for managing and organizing the library resources at the facility, and helping students to more effectively use online library resources provided by the Pepperdine University Libraries.

Student Worker Positions

Student Workers are hired by the Program Director once students arrive at their program. These positions range in the amount of responsibilities and time commitment. If you are interested in acquiring a job overseas in the house, please make sure that you have an updated I-9 card with Student Employment. Students should bring this card with them overseas.

Kitchen Worker

Mondays, Tuesdays, Wednesdays and Thursdays the program serves breakfast, lunch and dinner to students. On Sundays, only dinner is offered. Consequently the following positions are available: Breakfast set-up, Lunch clean-up, Dinner set-up, Dinner clean-up

This is roughly what they need to do:

Breakfast Set-up

- Put the plastic tablecloths on the serving tables.
- Set out: glasses, coffee cups, tea cups, spoons, sugar, paper napkins, bowls, bread, 4 kinds of cereals, yogurt, juices, 2 kinds of cold milk, jams, honey and chocolates.
- Coffee (3 thermos), tea and hot milk.
- Check if the coffee and the tea need to be replaced.
- Check if anything needs to be full and replaced.
- Rotate the cereal every morning.

Breakfast Clean-up

- Put back all the food and drinks in their place in the kitchen.
- Clean and put back the dishes, the teapots and the coffee makers in their own places.
- Turn the sanitizer is off.
- Check if all the paper napkins, paper tablecloths and plastic cutlery are thrown away.
- Clean and dry the plastic tablecloths.
- Check if the cabinet and the serving table are cleaned.
- Check if the cabinet and the kitchen door are closed.
- Check if they throw away the trash from the kitchen and the mensa.

Lunch & Dinner Set-up

- Check if all the tables are ready with: paper tablecloths, paper napkins, cups, cutlery, 1 oil set on each table, 1 bottle of water.
- Check if all the oil set, Parmesan cheese and the bottles of water are full.
- Check if on the serving tables are placed the plates.
- Check if the cabinet is locked during lunch and dinner (only the cabinet with plastic cutlery, cups and napkins can be open).
- Check if bread is ready in a bowl and if it is replaced upstairs in the dining area.
- Check if the fruits are washed and ready.
- Check if the bowl with hot water and soap is ready upstairs on the trolley.
- Check if the coffee cups and the tea cups are replaced near tea and coffee on the serving table.
- Check if coffee, tea and cookies are ready.
- Check if the food is placed on the serving tables for every course.

Lunch & Dinner Clean-up

- Check if all the dishes, cutlery, cups, oil sets and cheese bowls are taken back to the kitchen.
- Check if the oil sets are refilled for next time and if they washed them at least once a week.
- Check if all the bottles of water are empty.

- Check if the cabinet, the serving table and all the tables are cleaned.
- Check if they sweep and mop the dining room.
- Check if the pots and pans are cleaned and replaced in their places in the kitchen.
- Check if all the dishes, cups and cutleries are cleaned and replaced in the cabinet upstairs.
- Check if they cleaned and put the bottles of water in the sanitizer (they have to do this operation one time a day)
- Check if the sinks and the kitchen table are cleaned.
- Check if they sweep and mop the kitchen.
- Check if the oil sets are full.
- Check if the cabinet is locked.
- Check if the kitchen door is closed when they're working and when they have finished.
- Check if they throw away the trash from the kitchen, the mensa and the student centre.

If you are interested in acquiring a job overseas in the house, please make sure that you have an updated I-9 card with Student Employment. Students should bring this card with them overseas. The Service Coordinator position is also hired upon arrival to the program.

Service Coordinator

The Service Coordinator duties are listed as follows:

Food Service

- We deliver food once a day depending on the student's class schedule.
- We take a sign up sheet from the students and depending on their class schedule we make a calendar of when they are to deliver the food
- We will start the food delivery during the first week of October
- We will have a training session with each student to show them where they need to go.
- The student worker packs up the food for them.
- It takes about 15 minutes to walk to the square and 5 minutes to give the food and bring back the empty containers.
- We supply the carts for the students to roll the food down to the center.

Orphanage

- First we need to determine how many students are interested
- We need to fill out an application
- We have to be approved by the Orphanage
- We have a meeting all together at the Orphanage and then we have a tour of the Orphanage and we meet the children for the first time
- We start the week after our official meeting.

- Once we establish our day in which we are going to serve we will make a sign up sheet with a back up calendar.
- (All above should be done before our field trip)
- This program should start the weekend after our Field Trip.

Big Brother Big Sister

- Dates have been determined from 6pm to 8pm on Thursdays for those who participate.
- Goal is to teach English to young children from the age 6-14
- We divide the 6-7 year old 8-9 year old 10-12
- We might have older children, but we will need to decide what we should do with them
- This project is the most time consuming and the hardest, but at the end the most enjoyable to our students.
- In the past we have done a play which means that each time we worked in base of this.
- The students wrote the play and we practiced each time we got together
- Other time have a theme each time and we have had work station and the group would
- The themes need to be determined at the beginning of October
- Each week we need name tags for the students and our Pepperdine students (we need to make sure we have correct spelling of everyone's names)
- We need to know what supplies are needed the by Monday of each big Brother/Big Sister
- Set up starts at 5pm and we need a few students to assist each time with set up.
- We need to have a lesson plan for each week which you need to come up with.



Big Brother Big Sister

This is a program that started in the spring of 2003. The goal is to teach English to local Italians. The student will be assigned a child from the age of 6-14. We hope that you will speak only English during this time even if it is tempting to speak Italian.

Depending on the age, each group will have different activities. A calendar and schedule will be made for each week, however the BB/BS usually takes place on Thursdays. The Program has been putting on several Disney plays like Little Mermaid or Peter Pan etc. in English but from 2010-2011 we have tried to organize more activities so that the kids could learn and have fun in the same time. Each week we will have printed name tags for both our students and the Italian students.

Food Service

The Florence program is cooperating with a homeless shelter institute in Florence that offers meals to the homeless community of the city. Students are asked, on a voluntary basis, to daily bring our left over food to the Institute and bring the empty boxes back to the Villa.

CIRS

Several times during the semester our students can visit the hosts of a social institute that provides shelter to a small community of people affected by different kind of mental and physical disabilities. CIRS stands for Comitato Italiano per il Reinserimento Sociale and its goal is to help these people catch back with the general society of Florence. For instance, mentally retarded people can find assistance at CIRS in many different types of labor and artistic activities, such as porcelain, theatre, physical education, etc. Our students often go there and spend a couple of hours talking to them, interacting and helping them out in their different activities. Pepperdine students are always welcome at CIRS and the relationship is one of the most genuine and fulfilling.

Corri la Vita

Corri la Vita is a non competitive running race organized by the city of Florence that serves as a fund raising event to help the scientific research against cancer. It usually takes place late September every year and it gathers about 20000 runners each edition. Pepperdine University is happy to sponsor this activity for the students because Corri la Vita is a Florentine tradition that connects charity purposes with a true Italian experience, highly regarded at the national level.

Green Day

Students will be asked every year to serve for the environment spending their time for this good purpose. In past years students have decided to help cleaning the small river from the trash and, as a general rule, they always separate trash inside the Villa: paper, plastic, and general trash.

Olive and Grape Picking

According to the harvest period and if weather permits, an olive and grape picking activity is scheduled to give the student the opportunity to experience the true pleasure of picking up olives and grapes in the Tuscan hills, reconnecting with nature and helping the community with this heavy task.



It's exciting to identify cultural differences and develop the ability to navigate comfortably bi-culturally. Here are some funny and interesting differences between American and Italian cultures.

- Greetings are expressed “cheek to cheek” instead of hugs, from right to Left
- Time is usually expressed in terms of a 24-hour clock.
- Dates are written with the day first and the month second.
- Measurements: use the metric system and Celsius scale.
- Addresses are written with the street name first and the number after.
- Pedestrians do not have the right of way.

Personal Finances

On January 1, 1999 one of the largest steps toward European unification took place with the introduction of the euro as the official currency in eleven countries (Austria, Belgium, Finland, France, Germany, Ireland, Italy, Luxembourg, Netherlands, Portugal, and Spain). However, residents of the first European Union countries that adopted the euro didn't begin using euro banknotes and coins until January 1, 2002.

The symbol of the Euro is similar to the Greek letter €, and even though member states place their own motif on banknotes and coins, the Euro is now accepted in the twenty one countries which include: Andorra, Austria, Belgium, Cyprus, Finland, France, Germany, Greece, Ireland, Italy, Kosovo, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Portugal, San Marino, Slovenia, Spain, and Vatican City. This effectively means there is no need to exchange money when traveling in continental Western Europe.

Great Britain (England, Scotland, Northern Ireland, and Wales), though a member of the European Union, has chosen to retain the national currency known as the Pound Sterling. Few establishments in any of the EU countries actually accept payment in American dollars, so students will need to choose among the following options:

Credit Cards

Major American credit cards are widely accepted in Europe (Visa, MasterCard, and American Express in order of preference). However, note that most places charge an additional fee for the use of a credit card. Purchases made with credit cards are billed in the local currency and the credit card company converts the amount to dollars. Since most credit card companies are major financial institutions, they receive the bank conversion rate, which is far better than may be obtained by converting travelers' checks or cash. Many money exchanges in Europe allow the use of a Visa or MasterCard to obtain cash for an often steep fee. Although American Express is not as widely accepted for purchases as Visa and MasterCard, an American Express card offers unique advantages. With offices located in all major cities, American Express will quickly replace lost or stolen cards. American Express will also cash personal checks for American Express cardholders, provided the arrangement has been made prior to departure from the United States.

ATM Cards

Obtaining cash from automated teller machines with ATM cards is probably the most convenient option for obtaining cash in major European cities. Cards marked “Plus,”

“Cirrus,” and a red star symbol are widely accepted, although not all ATMs accept all cards. European ATMs only accept four-digit pin numbers, so before departure, be sure to check with your bank to determine whether or not your current ATM card has an international PIN. Also, be aware that banks charge fees for ATM transactions, and sometimes fees are charged both by the bank that provides the ATM card and the bank that operates the automated teller in Europe.

Cash

If possible, take along \$100.00 exchanged into the currency of the country to which you are going. This initial money will be helpful during your first few days abroad. American Express cardholders can obtain foreign currency at American Express offices in the United States. Many U.S. banks offer this service if the foreign currency is ordered ahead of time. Money also may be exchanged at Los Angeles International Airport but the exchange rate may not be favorable.

Cultural Activities

History, Art and Spare Time

www.florence.ala.it

Cultural and Sporting Events

Below are websites where you can get information and directly purchase tickets for the most important cultural, sports, music events, and art exhibitions both in Florence and throughout Italy. It is centrally located in Florence and it is easy to reach.

www.ticketone.it, www.boxol.it

Teatro Comunale

Known worldwide for its classical music concerts and opera representations.

Corso Italia, 12

Ticket Office

Tel: 80011211

www.maggiofiorentino.com

Theatres in Florence

Famous for their comedies, theatre representations, and musicals.

Teatro Verdi

Via Ghibellina, 101

Tel: 055212320

www.teatroverdifirenze.it

Teatro della Pergola

Via della Pergola, 12/32

Tel: 0552264335

www.pergola.firenze.it

Classical Music Concerts in Florence

Amici della Musica

Via G. Sirtori, 49

Tel: 055608420

www.amicimusica.fi.it

Original Language Films

Odeon Original Sound

Via Sassetti, 1

Tel: 055214068

www.cinehall.it

Every Monday and Tuesday

Ticket € 7.20; Club Card: 6 films € 27.00

Museums

The number you can call to make reservations at these museums is: 055 2654321. If you are interested in visiting the famous “Last Supper” by Leonardo Da Vinci in Milan you can make reservations by calling this number: 02 89421146.

Uffizi Gallery

Loggiato degli Uffizi, 6

Tel: 05523885

Closed Mondays

Gallery of Modern Art

at Pitti Palace, Piazza Pitti

Closed 1st, 3rd, 5th Monday & 2nd, 4th

Sunday of each month

Academy Gallery

Via Ricasoli, 60

Tel: 0552388609

Closed Mondays

Silver Museum

at Pitti Palace, Piazza Pitti

Tel: 0552388713

Closed 1st and last Monday of each month

Brancacci Chapel

Piazza del Carmine

Tel: 0552382195

Closed Tuesdays

Costume Gallery

at Pitti Palace, Piazza Pitti

Closed 1st, 3rd, 5th Monday & 2nd, 4th

Sunday of each month

Palatine Gallery

at Pitti Palace, Piazza Pitti

Closed Mondays

Churches

Duomo

P.za San Giovanni

Baptistery of San Giovanni

P.za S. Giovanni

Basilica of Santa Croce

P.za Santa Croce

Basilica of San Lorenzo

P.za San Lorenzo

Basilica di S. Maria Novella

P.za S. Maria Novella

Church of S. Miniato al Monte

V.le Galileo (near Piazzale Michelangelo)

Church of SS. Annunziata

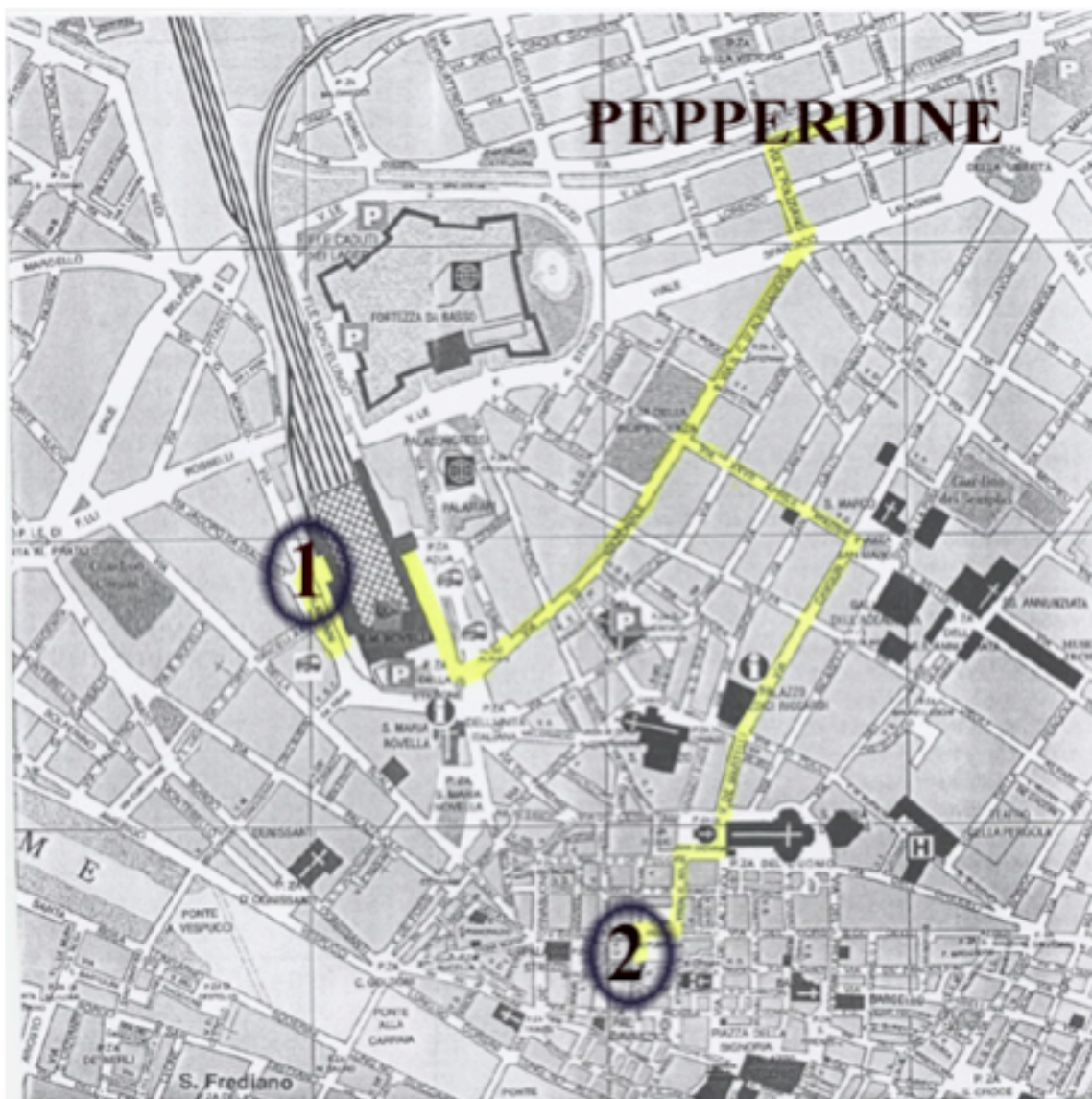
P.za SS. Annunziata

Postal Services

The post office is very close to the Villa. It is in Piazza Libertà 40/r (see “Map of the Neighborhood” page 2). The post office in Piazza Libertà is open Monday – Friday from 8:15am to 1:00pm and on Saturday from 8:15am to 12:30pm

If you are looking for a post office open in the afternoon you can go to one of the post offices listed below. These post offices are open Monday – Friday, 8:15am to 7:00pm and Saturday from 8:15am to 12:30pm.

1. Post Office in via Luigi Alamanni, 18/r (near the train station)
2. Post Office in via Pellicceria, 3 (near Piazza della Repubblica)



Where to Buy Stamps

You can buy stamps either at the post office or at any shop (bar or café) with the blue sign with a white “T” on it, which stands for “Sali e Tabacchi”. The stamps you can purchase are for Priority Mail and cost 0.60 € for mail addressed to Italy or 0.85 € for mail addressed to USA.

Bookshops

1. **Feltrinelli International**
Via Cavour, 12
Tel: 055219524 - 055292196
2. **Libreria Martelli**
Via de' Martelli, 22r
Tel: 0552657603
3. **Edison**
Piazza della Repubblica, 27/r
Tel: 055213110

Turn left out of the Residenza on Viale Milton. Walk straight and take the first street on your left, Via A. Poliziano. Walk straight till you reach Viale S. Lavagnini, cross the street and take Via S. Caterina d'Alessandria. Go straight on and turn at the third street on your left, Via XXVII Aprile. Walk straight down this street until you reach Piazza San Marco, then turn right on Via Cavour. Take Via Cavour, walk straight. Feltrinelli International (1) is on your left at # 12 r.

Walk straight, down via dei Martelli until you find on your left Libreria Martelli (2) at # 22r.

From there, walk straight to Piazza San Giovanni. Cross the square and take the first street on your right, via Roma. Walk straight until you get to Piazza Repubblica, turn right. Edison (3) is on your right, under the arches at # 27/r.



Dining Out

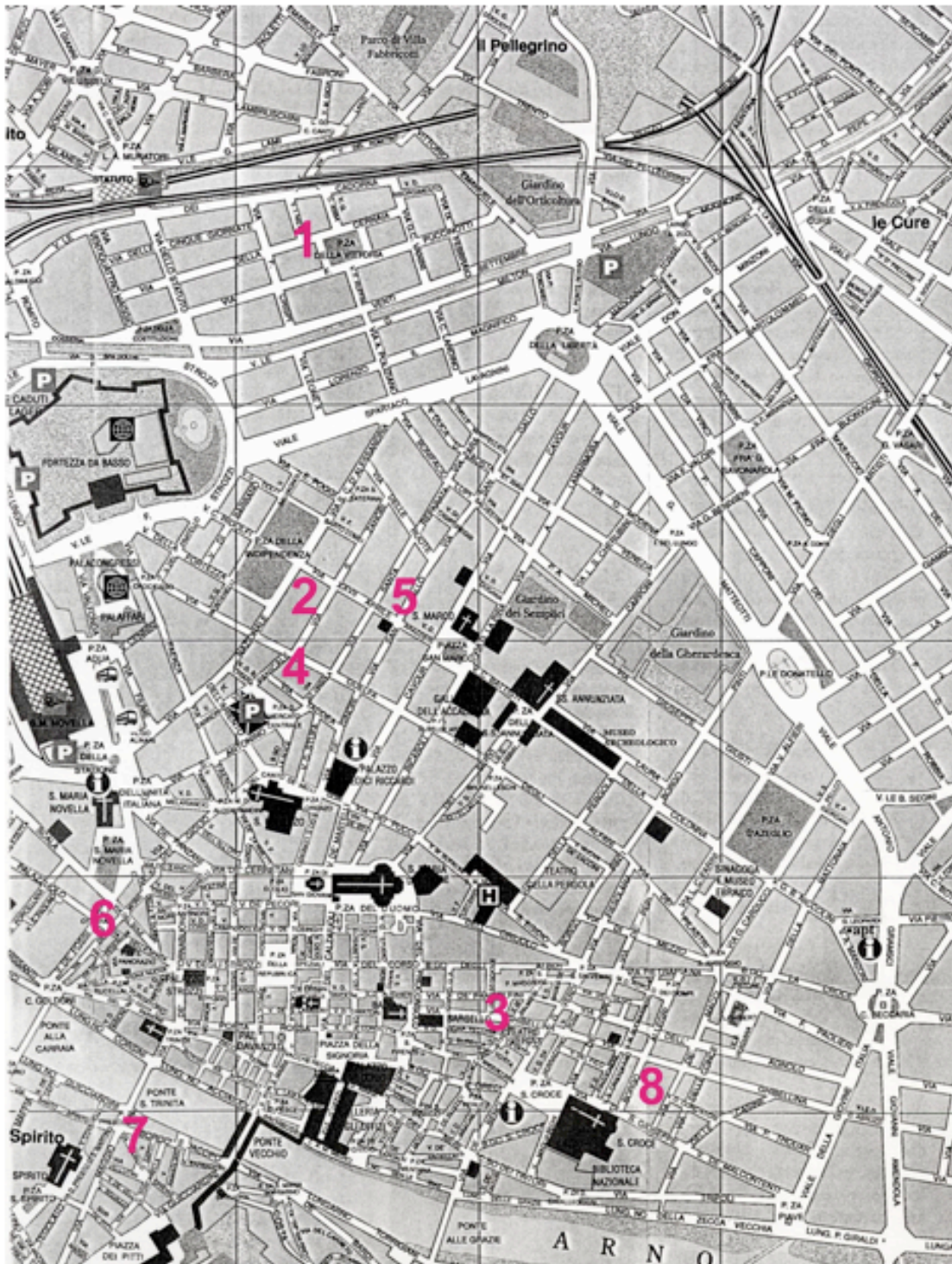
Below is a list of local restaurants suggested by Program Alumni. The map of these restaurants is on the following page.

1. **Pizzeria "Spera"** (very close to the Villa)
Via Cernaia, 9/r
Tel: 055495286

Closed Mondays

2. **Pizzeria “Il giardino di Barbano”** (walking down Via Nazionale)
Named by the students “Red Door”
P.zza Indipendenza, 3/r
Tel: 055486752
Closed Wednesdays
3. **Ristorante “Acqua al Due”** (close to Bargello Palace)
Via della Vigna Vecchia, 40/r
Tel: 055284170
Open every day from 7:00pm – 1:00am
4. **Trattoria “Za Za”** (close to San Lorenzo market)
P.za del Mercato Centrale, 26/r
Tel: 055215411
Closed Sundays
5. **Ristorante “Da Mimmo”** (close to San Marco church)
Via San Gallo, 57/r
Tel: 055481030
Closed Sundays
6. **Ristorante “Il Latini”** (close to Strozzi Palace)
Via Palchetti, 6/r
Tel: 055210916
Closed Mondays
7. **Ristorante “Quattro Leoni”** (close to Pitti Palace)
Via Vellutini, 1/r
Tel: 055218562
Closed Wednesdays
8. **Ristorante “I’ Francescano”** (close to S. Croce Church)
Lg Bargellini, 16/N
Tel: 055241605
Closed Tuesdays

Map of Restaurants



Shopping

The Mall: Gucci, Armani, Valentino Outlets

Via Europa, 8
Leccio- Reggello (Firenze)
Tel: 055 8657775

Monday – Sunday 10:00am – 7:00pm
*Closed January 1st, Easter, April 25th,
May 1st, August 15th, December 25th and 26th*

There are three different ways to get to the Mall:

1. You can take the train from Florence to Rignano. Then from Rignano train station take a taxi to Gucci outlet.

2. You can reserve the shuttle bus which goes directly to the outlet calling the number 0558657775 or via e-mail info@design-management.it. The bus can pick you up from any centrally located point of Florence on request. A reservation of two people minimum is required. The bus leaves from Florence at 9:30am and 2:30pm (Monday – Saturday) and just at 2:30pm on Sunday. To come back to Florence the shuttle bus leaves from the Mall at 1:30pm and 6:30pm (Monday – Saturday) and at 6:00pm on Sunday. The cost is € 25.00 per person (roundtrip fare).

3. You can take the bus “SITA”, near the train station in via Santa Caterina da Siena, 17 asking for a ticket to the Mall. To get to the bus station, go to the train station, pass through the station, cross the street, turn left and then right. Pass by Bar “De Anna” and turn right. The bus station is on your right.

The bus leaves from Florence at 9:00am and 12:30am from Monday to Friday and at 9:00am on Saturday. Get off in the parking area of the Mall. To come back to Florence the bus leaves at 12:00pm and 5:00pm until June 4th and then at 12:00pm and 5:20pm after June 6th (Monday – Friday). On Saturday the shuttle bus leaves from the Mall just at 12:00pm. The cost is € 2.60 per person, one way fare.

Prada Outlet

Loc. Levanella- Montevarchi (Firenze)
Tel: 055 91901

Monday – Friday	10:00am – 7:00pm
Saturday	9:30am – 7:30pm
Sunday	2:00pm – 7:00pm

Take a train from Florence to Montevarchi. At Montevarchi train station get off and take a taxi to Prada Outlet.

Barberino- McArthur Glen Outlet

Via Meucci, I - 50031
Barberino di Mugello (Firenze)
Tel: 055 842161

Monday	<i>Closed</i>
Tuesday – Friday	10:00am – 8:00pm
Saturday – Sunday	10:00am – 9:00pm

<http://barberino.mcarthurglen.it>

The Barberino outlet is the third project developed by McArthurGlen in Italy. Situated in the Sieve valley, near Lake Bilancino, Barberino is about a half-an-hour from Florence.

To reach the Outlet you can take a “SITA” bus (Tel number 800 373760), near the train station in via Santa Caterina da Siena, 17 and ask for the outlet. To get to the bus station: go to the train station, pass through the station, cross the street, turn left and then right. Pass by Bar “De Anna” and turn right. The bus station is on your right.

On Friday, Saturday and Sunday, a shuttle leaves from the SITA at 9:30am, 2:00pm and 4:30pm. The shuttle will leave at the information desk. It costs € 10.00 roundtrip. To come back the shuttle leaves at 12:00pm, 3:00pm and 7:00pm. Monday through Thursday only two SITA busses connect Florence directly to the outlet: the first one leaves at 8:30am, the second at 12:25pm. To come back the first one leaves at 9:30am and the second at 1:00pm. The ticket costs € 3.10.

Department Store “I Gigli”

Via San Quirico, 165
Campi Bisenzio (Firenze)

Monday – Saturday	9:00am – 10:00pm
Sunday	<i>First of each month</i>

If you want to visit the big department store “I Gigli”, you have to catch two busses: # 30 and the “Personal Bus”. The first bus stop is pretty close to the train station: go to Piazza Stazione, pass through the station, cross the street, turn left and then right. The bus stop is in front of “DeAnna”caffè. Catch the bus and then get off in Piazza Gramsci (Campi Bisenzio). There catch the “Personal Bus”, which must be reserved before you leave from Florence.

Call the phone number: 800.019794 from 6:30am to 7:30pm. Remember that it takes about 40 minutes to reach Piazza Gramsci, so think about this when you reserve it. The cost of the ticket is that one of a regular one (€ 1.00). For coming back, you need to reserve the “Personal Bus”, which will bring you from the department store to bus # 30. The last departure of the bus is at 7:00pm.

Inexpensive Department Stores

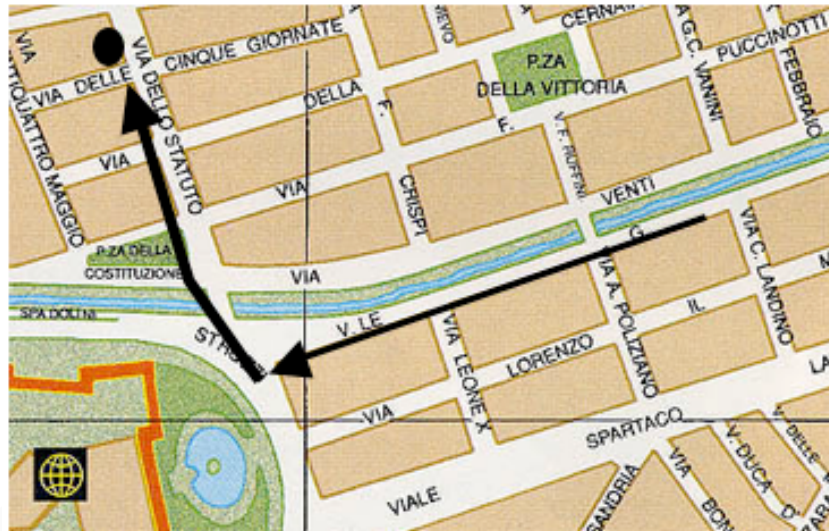
These are some department stores, where you can buy different kinds of items. These two department stores are very similar to the American “Target” and “Wal-Mart”. At Upim, in particular, you can buy alarms, hairdryers, towels and bed sheets at a very good price. For directions on how to get to these stores, please refer to the maps below.

How to Get to Upim

Via Statuto, 19/r

Tel: 055499216

Turn left out of the Villa on to viale Milton. Walk straight until the end of Viale Milton and turn right. Cross the bridge, pass by Piazza della Costituzione and walk straight down via dello Statuto. Upim is at your left at # 19/r.

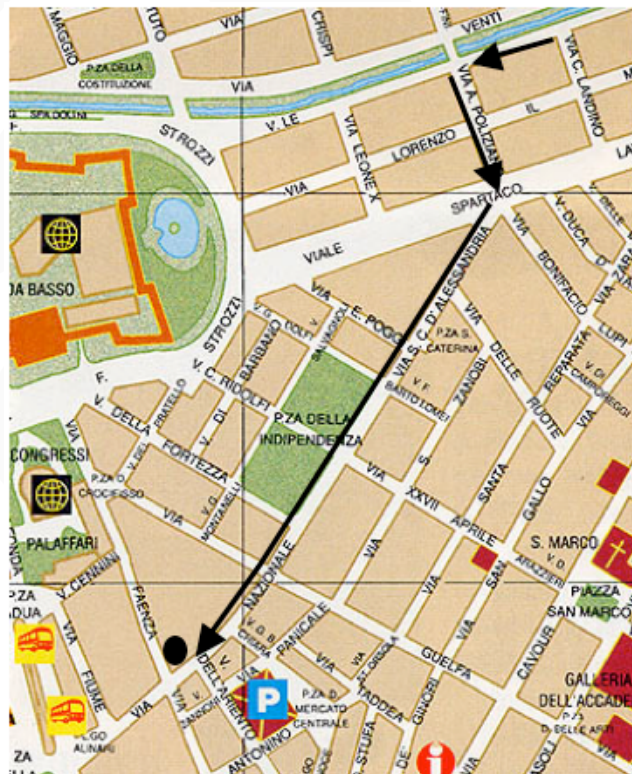


How to Get to Oviessa

Via Nazionale, 29

Tel: 055215346

Turn left out of the Residenza on Viale Milton. Walk straight and take the first street on your left, Via A. Poliziano. Walk straight till you reach Viale S. Lavagnini, cross the street and take Via S. Caterina d'Alessandria. Walk straight, passing by Piazza Indipendenza. Keep on walking straight down Via Nazionale; Oviessa is at your right at # 29.



Getting Around the City

City Bus

Here is the web site of the Florentine public bus company: ATAF. You can find information about all the links, bus stops, and bus schedules for traveling down town.

www.ataf.net

RadioTaxi

Here are the phone numbers you can dial for calling a taxi wherever you are in Florence:

055 4390 055 4242

055 4499 055 4798

Personal Safety

Florence is a relatively safe city, but there are some things you need to watch for.

Theft

When out in the city, protect yourself from pickpockets. Make sure your stuff is safe in crowds and on buses. Do not leave back packs or bag alone. In the Villa, anything left around is at your own risk. We recommend that you lock your room doors.

Gypsies

Some beg quite passively and it's clearly up to you to decide whether to give them money or not. Others, particularly groups of children and young people, can be very aggressive and will attempt to rob you – beware of the cardboard/newspaper trick.

Men

Cultural differences mean that what you see as a casual chat on the bus is often seen as an invitation for further contact by an Italian. If you feel pestered, do your best to ignore the person and make for a safe place. Most men are usually harmless. Eye contact and smile is also an invitation for further contact by an Italian.

Alcohol and Drugs

Alcohol is widely used in Italy, but alcoholism is extremely rare. However, drug abuse has become a serious issue all over Europe. In Italy, foreigners are often approached by drug dealers as potential clients. Beware of this danger, which is pervasive in this university city. Italian law is very severe about all drugs (including marijuana and hashish), and possession of even a small amount requires that the judge put you in jail.

Streets

Pedestrians do not have the right away in Italy. Be careful crossing the streets and be aware of mopeds and motor scooters. We do not recommend walking alone on Via Nazionale or the area near the train station after 10:00pm.

ATM

Do not enter an ATM if someone is inside. If possible have someone accompany you while you complete your transaction. Make sure no one can see you enter your password in an ATM and do not leave the receipt of your transaction in the ATM booth. Try to use ATMs in well-lighted, well-traveled places (like shopping areas).

Frequently Asked Questions

Q: Where can I buy bus tickets? How do they work?

A: You can buy bus tickets in any place which shows the orange sign “Rivendita ATAF”. You cannot normally buy bus tickets on the bus. However, close to the Villa, you can buy bus tickets at Robiglio Bar (see “Neighborhood map”). There are different kinds of tickets: the most used are tickets valid for 60 minutes, tickets valid for 3 hours, and 24 hours. Once you get on the bus (any bus belonging to the ATAF network), it is mandatory to validate your ticket at the proper machine. If you buy a ticket valid for 60 minutes, it will last 60 minutes from the time of validation. Within that time you can get off and get on any bus belonging to the ATAF network. It is a € 45.00 fine for not having a valid bus ticket while riding the bus. They do check tickets periodically.

Q: Where can I buy a camera/video camera?

A: A good place where you can buy a camera or a videocamera at fair prices, is “Ottica Fontani” in Viale Strozzi 18/20/20/a.

Q: Where can I buy hairdriers or hairstraighteners?

A: You can buy them at “**Lauria Anna**” in Via Nazionale 106/r.

Q: What about the Italian electrical power?

A: The Italian voltage is 220 v. while the U.S. voltage is one-half, 110 v. Be sure you have a convertor (not an adaptor), if you plug in any 110 v. appliance.

Q: Where can I buy adaptors?

A: You can buy them at the shop down Via Nazionale # 65/r, “Tondo Lucio”.

Q: Where can I buy or rent a cell-phone?

A: There are two shops very close to the Villa where you can buy or rent a mobile: one is Aglietti, for both buying and renting a mobile. Aglietti is in Viale S. Lavagnini at #28. The other one is Sieni, down Viale S. Lavagnini at #54—corner with Via Leone X, 2/A. Here you can only buy a cell-phone.

Q: Where can I find a cobbler?

A: There is one in Via Guelfa at # 29/r, close to San Marco Square. Its name is Bindi Ivo Calzature e Riparazioni



INTERNET RESOURCES

U.S. Government Sites

- Library of Congress: www.loc.gov/rr/international/portals.html
- State Department: www.travel.state.gov/
- Center for Disease Control: www.cdc.gov/travel/
- U.S. Transportation Security Administration: www.tsa.gov/public/
- Federal Voting Assistance Plan: www.fvap.gov/

Visitor Information

- Currency Converter: www.oanda.com/convert/classic
- Florence Info: www.inflorence.info/
- IP Vimeo Site: <http://vimeopro.com/pepperdine/ip>
- Florence Vimeo Site: <http://vimeopro.com/pepperdine/florence>

General & Travel Information

- Lonely Planet: www.lonelyplanet.com/destinations/europe/
- Yahoo: <http://dir.yahoo.com/regional/countries/>
- Corniche Travel: www.corniche.com/
- STA Travel: www.statravel.com/

News and Entertainment

- News: <http://libraries.mit.edu/guides/types/flnews/italian.html>
- Time Out Magazine: www.timeout.com/



MEDICAL ASSISTANCE

Medical Insurance

Prior to departing on the program, students must look into their own health insurance policies and personal health requirements.

Most students contact their current health insurance provider regarding international coverage to understand how their current policy operates overseas. Each health insurance provider has its own coverage reach and payment policy.

If the student feels that they do not have adequate international health insurance coverage one option available to them is an international health insurance plan from one of the University's insurance affiliates, Wells Fargo. Wells Fargo can be contacted via phone at 1-800-853-5899 or 1-916-231-3399. For more information on this policy please visit the

Wells Fargo website at

<https://wfs.wellsfargo.com/pepperdine/StudyAbroadPlan/Pages/default.aspx>

In addition to obtaining a health insurance policy that covers the student while overseas, some of the individual countries in which our programs are located also require students to purchase emergency health insurance. Each country has its own insurance policy and cost.

For the Florence Program, students are required to purchase supplementary health insurance.

- Cost: 50 Euro per semester or \$62 USD per semester.
- Coverage: The plan covers emergencies only.
- Reimbursement Policy: Students generally pay up front for all medical care and would then be responsible for submitting receipts for reimbursement to their own US based insurance provider.
- Payment Method: Cost per semester will be due upon arrival and paid in euros during Orientation

Please note that the information above is subject to change. Country-specific policies are not enacted by Pepperdine but by each program's government and/or independent institutions. Exchange rates are also calculated based on the rate valid on 12/18/12.

If you have any further questions please contact our office at 310-506-4230 or international.programs@pepperdine.edu.

Medical Service

Medical Service

You can contact the Medical Service, a private network of English speaking doctors that provide 24 hours medical assistance.

Medical Service

Via Lorenzo il Magnifico, 59

Tel: 055 475411

www.medicalservice.firenze.it

Walk-in visiting hours without an appointment:

Monday – Friday	11:00am – 12:00pm, 5:00pm – 6:00pm
Saturday	11:00am – 12:00pm

To set up appointments call on:

Monday, Wednesday, Friday	10:30am – 1:00pm
Monday – Friday	3:00pm – 7:00pm

If you need an English speaking doctor at night or during the weekend:

Contact the 24 hours Medical Service network by calling the pre-programmed number 5007 and listen to the answering machine message. The announcement will give you a cell phone number of the doctor on call. Call the cell number provided and the doctor will come directly to the Villa. To call the cell phone number you will need change to call from the Student Pay Phone or contact the Faculty Family to make the call for you.

Medical Service Costs:

- Office visits cost € 40.00.
- Daytime house calls cost € 70.00.
- Night house calls cost € 100.00. VISA credit card accepted.

Directions from Pepperdine to Medical Service

Turn left out of the Villa on to viale Milton. Take the first street on your left which is via Poliziano and then the first on your right, that is via Lorenzo il Magnifico. The Medical Service is at n. 59



Serious Health Emergencies

If you need immediate health care call 118, the free national health emergency service, available 24 hours a day. An ambulance will be sent to your address. Calling 118, here is what you have to say in Italian:

IL MIO NOME E'(SAY YOUR NAME)

IL MIO INDIRIZZO E' VIALE MILTON, 41 (# QUARANTA UNO)

HO BISOGNO DI UN MEDICO, E' MOLTO URGENTE

NON PARLO ITALIANO

Emergency Number List

- Health Emergency 118
- Public Police Emergency 113
- Carabinieri Emergency 112
- Fire Brigade 115

**Remember that all these numbers are free national numbers and you can call them 24 hours per day from any phone.*

Pharmacies

The following pharmacies are open 24 hours a day. Late at night you have to buzz the intercom, then show your prescription or ask for emergency medications.

Farmacia Comunale

(Located at the train station)

S.M. Novella central station, 13

Tel: 055216761-055289435

Farmacia All'insegna del Moro

(Next to the Duomo)

Piazza del Duomo, 20/r

Tel: 055211343

Farmacia Molteni

(Next to the Giotto Bell tower)

Via De' Calzaiuoli, 7/r

Tel: 055289490-055215472



Travel Agencies

CTS

This is a student travel center. Here you can get good prices and information for traveling all around Italy and Europe. In order to get these special prices, you need an International Student Card or you can become a CTS member at the cost of € 5. In Florence, there are two CTS offices: one is in the very center of Florence, 15 minutes from the Villa; the other one is outside the center, but they're both really good.

CTS Viaggi (1)

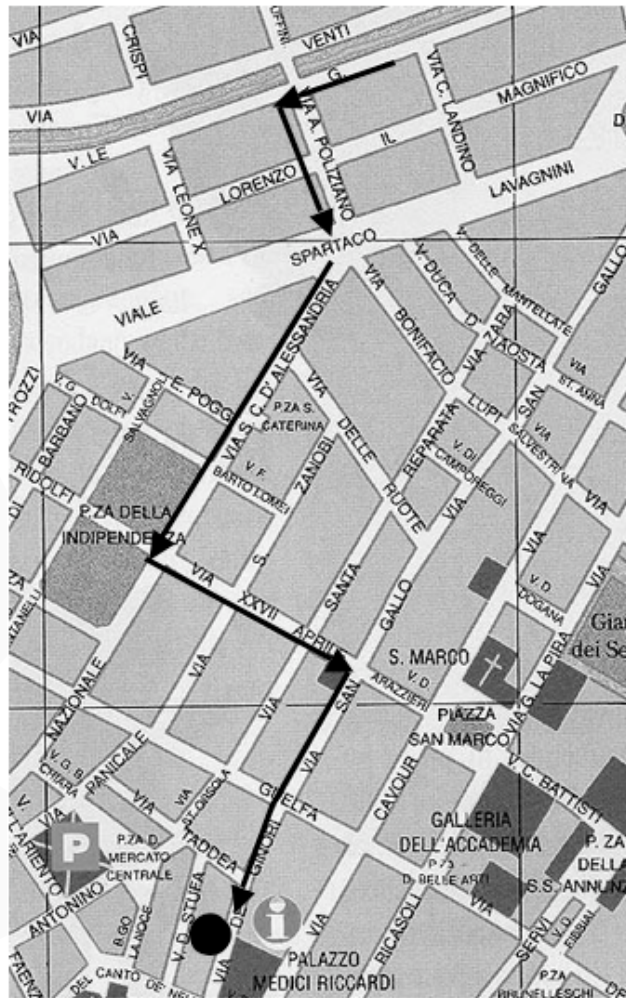
Via de' Ginori 25/r

Tel: 289570

Fax: 055292150

Hours: Monday – Friday, 9:30am – 1:30pm, 2:30pm – 6:00pm; Saturday, 9:30am – 1:30pm

Turn left out of the Residenza on Viale Milton. Walk down Viale Milton, turn left on Via A. Poliziano and walk straight till you reach Viale Lavagnini. Cross the street and take Via S. Caterina d'Alessandria (to the right). Keep on walking on this street and turn left at the third street, Via XVII Aprile. Go down Via XVII Aprile and turn right at the third street on, that is Via San Gallo. Walk down Via San Gallo until it turns into Via de' Ginori. CTS is in Via de' Ginori, at number 25/r (red). To walk right there it will take about 15 minutes.



CTS Viaggi (2)

Via Maragliano 86/i

Tel: 055334164

Email: firenzegab@cts.it

Hours: Monday – Friday, 9:00am – 1:00pm, 3:00pm – 7:00pm; Saturday, 10:00am – 1:00pm

You can get either bus #22 or #57 from the train station; direction “Novoli”. Get off at the bus stop “Busoni” in via Maragliano.

Day Trips

Montepulciano

The origins of Montepulciano have ancient historical roots, that are to be traced back to the Etruscan people, but the first document where “Mons Politianus” is correctly mentioned, dates back to 715. The inhabitants of this town (the Poliziani) had always been enemies of Siena and so, in 1202, they took an oath of allegiance



(Version Updated: 07.21.15)

to Florence, but were definitively annexed to the town only in 1511. In fact, it was Cosimo I who called it “noble town”. Besides, Poliziano, a Renaissance poet of the Medici Court, was born here and so was St Roberto Bellarmino and other various pontiffs.

In order to get more information about the city of Montepulciano you can visit the following websites:

- www.montepulciano.com
- www.comune.montepulciano.si.it

How to Reach Montepulciano

Take the train from Florence to the city of Chiusi (it takes around 2 h). Then, take the train from Chiusi to the city of Montepulciano (15 min). You can check the train schedule on the website www.trenitalia.com.

Cortona

The city Virgil thought it was founded by mythical Dardanus, was probably a fortified Umbrian city, passed to the Etruscans between the 8th and 7th centuries BC. Of these it became an important Lucumony. During the social war it was granted Roman citizenship, after which ascertainable information is lacking. Cortona flourished during the Comuni period and under the domain of the Ranieri-Casali. Sold to the Florentines by the king of Naples in 1411, it followed the destinies of the Grand-duchy of Tuscany. Built on a spur of the Monte Sant'Egidio, Cortona is surrounded by powerful walls, smoothed down by centuries and winds, along which the ancient gates open in



correspondence to the roads coming up from the valley. Cortona's Etruscan power is witnessed by the still standing imposing segments of the city walls. Several Etruscan tombs were found in the valley. On the top of the hill dominates the Medici Fortress. Immediately below the fortress is the reconstructed Sanctuary of Santa Margherita from which descend the city steep streets, paved with large stone slabs. Splendid the many churches, from the Romanesque Gothie of Sant'Agostino and San Francesco, to the Renaissance jewels of Santa Maria delle Grazie al Calcinaio and Santa Maria Nuova, to the quiet church of San Niccolò.

To get more info about the city of Cortona visit these websites:

- www.arezlocitta.com
- www.cortonaweb.net

How to Reach Cortona

In order to reach Cortona, first take the train from Florence to Terontola or from Florence to Camucia city. In order to check the train schedule, see the website www.trenitalia.com. Once in Terontola or in Camucia, take the bus “Linea Ferroviaria Italiana” which goes directly to Cortona.

For the bus schedule, visit these websites:

- www.lfi.it
- www.cortonaweb.net/mappepercorsi/arrivare_cortona.php

Greve in Chianti

The natural growth of castle communities led to their general transfer to the valleys and to the consequent development of new settlements on more suitable flat land. The little town of Greve in Chianti, which lies in the valley of the river after which it is named, clearly originated in this way during the XIII-XIV centuries. Two neighbouring castle communities, Montefioralle and Montegonzi,



situated on the top of their respective hills, contributed to the birth of Greve in Chianti. Since it was almost equidistant between Florence and Siena, lying between the Arno and Elsa valleys, Greve in Chianti grew up in the XIV and XV centuries as a centre of commerce. In early historical records it is referred to as “Mercatale a Greve” (Market of Greve) and as the seat of the Greve Valley “podestà”. The oldest part of the town is to be found around the market place. The original structure remained intact until the XIX century. In 1745 Greve in Chianti numbered just 222 inhabitants. Only after the unification of Italy did the old market town become the most important centre in the valley. If you want more information about Greve in Chianti, see the following websites: www.comune.greve-in-chianti.fi.it.

How to Reach Greve in Chianti

Take the bus SITA which goes directly to Greve in Chianti. The bus station is near the train station in via Santa Caterina da Siena. To get there go to the train station, pass through the station, cross the street, turn left and then right. Pass by Bar “De Anna” and turn right. The bus station is on your right. In order to get more information see the website: www.sita-on-line.it.

Vinci – Leonardo’s Hometown

The name Vinci comes from the term “vinco” indicating the bindings used to tie grapevines, whose leaves turn red in autumn. This beautiful



Tuscan town set on the hills of Montalbano dates back to Roman times when it was inhabited by the Etruscans and later became a Roman “Castrum”. Located on the Western border of the state of Florence, Vinci was contended by Florence's enemies and was involved in the events surrounding the Guelph and the Ghibelline factions, which plagued life in the capital. In 1315 the people of Vinci revolted against Florentine dominance. Beneath Vinci's walls fought the armies of Ugucione della Faggiuola, victor against Florence and Montecatini. When the fights for the dominion over the territory were finished, Vinci, with its rich fortress, remained tightly in the hands of Florence, becoming the office of the “podestà” and following Florence's destiny till the unity of Italy. The Castle, known as the “ship's castle” for its shape recalling a sailing boat, still maintains unaltered coats of arms, frescoes and works of art, such as the beautiful ceramic called “Madonna and Child” by Giovanni della Robbia. Today the Castello is home to the “Leonardo Museum” housing one of the largest collections of original size reproductions of machines and models designed and constructed by the genius, Leonardo.

To get more information about the town of Vinci, you can visit the website:

- www.toscanaviva.com/Vinci
- www.comune.vinci.fi.it

How to Reach Vinci

Take the train from Florence to Empoli. Once in Empoli, take the bus COPIT: line # 49. The bus stop is in front of the train station. In order to get information about the train schedule, visit the website: www.trenitalia.com.

In order to get information about the bus schedule, see the following website www.copitspa.it. You need to select the part “servizio urbano e suburbano Pistoia”, then click on “orari linee Blubus” and on “Linea 49”.

Trains

www.trenitalia.com

On this website you can get information about Italian train schedules, train reservations and ticketing on line.

Opening the home page, you can search all the possible travel combinations for all destinations served by Trenitalia, by entering the city or station of departure and arrival and the date and time of your departure in the respective fields. In the event that the city or station of departure or the city or station of arrival are unknown or unidentified, a warning will appear requesting you to enter the correct information. If the date and time of departure are not specified, then the system will automatically set the information from the date and time the search started. Once you've searched for a train, the system selects and shows all the possible travel



The screenshot shows the 'Biglietteria online' (Online Ticketing) section of the Trenitalia website. It features three tabs: 'Nazionale' (National), 'Internazionale' (International), and 'Abbonamenti' (Subscriptions). Below the tabs are input fields for 'Da:' (From) and 'A:' (To). The 'Data di partenza:' (Departure date) is set to 18/04/2007, with a calendar icon to the right. The 'Ora:' (Time) is set to 14:06. An 'Invia' (Send) button is located at the bottom right of the form.

options available to you on one or more pages. Every option displays departure times, arrival times, train categories (for example, Eurostar, Intercity, Interregionale...), and length of journey times.

How to Purchase Tickets Online

If a shopping cart appears in the Buy column next to a travel option, then it means that you can purchase that ticket on-line. Click on the shopping cart to purchase your ticket immediately. For tickets that cannot be purchased on-line (in other words, those which have "NO" in the Buy column), you need to go directly to a station or an authorized Trenitalia travel agency.

TRAVEL OPTIONS					
Info	Departure	Arrival	Trains	Length of Journey	Buy
1.	16:04 FLSMN	18:08 ROMA TE	IC	02:04	
2.	16:38 FLSMN	19:13 ROMA TE	IC	02:35	
3.	16:53 FLSMN	18:30 ROMA TE	ES*	01:37	NO

You can purchase a ticket by selecting the number of seats (the total number of seats requested cannot be over 5), choosing the class, and the delivery and collection options available for the ticket you're purchasing (Self-service pick-up, Ticketless, Home delivery).

Departure station	Arrival station	Date
Firenze	Roma (Tutte Le Stazioni)	10/10/2005

FARES CHOICE
Select the fare you are interested in and enter the number of passengers for each selected fare (MAX 5)
To add or delete a fare click on the right button

Fare:	Intera			
1st class : €	29.8	2nd class : €	21.95	Adults : 1 Youth : 0

Would you add a fare?

Class	2	Passenger/s	1	Euro	€ 21.95
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SERVICES PREFERENCES

Train	IC 593 Il Verrocchio del 10/10/2005 from Firenze S. M. Novella (16:04) to Roma Termini (18:08)	Seats descriptions	Seats
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Ticket Delivery

For delivery/collection of a ticket purchased on-line Trenitalia offers up to three possible options:

1. Collection on board the train with the Ticketless option (only for Eurostar trains on the Naples-Milan-Naples and Venice-Milan-Venice lines, in first or second class). In order to collect a ticket on board the train, you need to show the staff your e-mail confirmation from Trenitalia, or show certain correct details about the reservation (date and time; carriage and seat allocation; the PNR Reservation Code).
2. Free collection from self-service machines in main stations.
3. Home delivery, with an extra charge.

After making your selection and clicking on Go, the system will ask for User-ID and Password, if you haven't logged in already. To continue with your purchase, select your preferred payment means or service on the next page (Purchase Summary).

This page contains a summary of the details – which can no longer be changed at this point – of your selected travel option (journey, class, fare, price, number of seats and the Reservation Code-PNR).

If you want to complete the purchase, choose your preferred method of payment. You must use the Reservation Code (PNR) to pick up at self-service ticket machines in stations tickets purchased online. The PNR code is activated only after the ticket has actually been paid for.

Eurail Passes

If you don't already have a Eurail Pass, and you want to buy one here in Italy, we recommend you to visit first the following website:

www.eurail.com

Here you can get the information about different kinds of Europasses, their prices, holiday promos, bonuses etc. It is possible to buy a Eurail Pass in Italy at a limited number of Eurail Aid Offices, which you can find in the list below. Prices in Europe are about 20% higher than outside Europe or online.

FLORENCE – Central station Firenze Santa Maria Novella (SMN)
Tel: (055) 2352595 / 284201

ROME – Central station Roma Termini
Tel: (06) 87406024 / 47306385

MILAN – Central station
Tel: (02) 6690351 / 63712565

VENICE – Station Venezia Santa Lucia
Tel: (041) 715555

NAPLES – Central station Napoli
Tel: (081) 5674700

BARI – Central station
Tel: (080) 5732003 / 5212202

PALERMO – Central station
Tel: (091) 6033558

Europasses Validation

The validation is done at the train station (not on the train) the first date of travel before boarding the train, presenting your passport and your pass.

The railway official will enter the first and the last date of validity on the pass. For example a 1-month pass validated on June 6th will expire at midnight on July 5th, exactly 1 month after the initial validation. Don't write anything on your pass. Writing on your pass could render the pass void and can even authorize the train staff to confiscate it.

Reservations for Seats, Sleepers and Couchettes

Some trains such as all Eurostar and certain EC and IC trains require reservations in advance. A supplement fee is required. Reservations are also compulsory for all sleepers and couchettes, and should be made in advance.

Sleepers and couchettes reservations are all subject to additional charges which are not covered by the passes. If you're travelling outside Italy, remember to make reservations for your sleepers and couchettes at the International Departure Offices, otherwise make reservations at the National Departure Offices.

Carta Verde

The Carta Verde is reserved for young people under 26 years of age and it is valid for a year. Its cost is € 40.00. It is a registered card which entitles the holder to discounts of 10% off 1st and 2nd class ticket prices and on journeys taken on sleeper trains and couchettes, and 25% off international ticket prices from participating networks offering the Railplus.



It cannot be combined with any other fare reductions. The discounted fares also apply to journeys made on trains belonging to the Local Transport Network. The cardholder is responsible for paying the optional reservation fee, in addition to any other additional accessory service (refreshments, etc.). The Carta Verde card can be purchased at any station Ticket desk and Trenitalia Travel Agents.

For more information visit the website:

http://www.trenitalia.com/en/promozioni_offerte/promozioni_internazionali/carta_railplus.html.

Bus Companies

Cap is a bus company, which provides several kinds of services. They provide coaches for traveling around Italy; they organize one-day tours in Italy and in the rest of Europe. Lazzi and Sita are companies that provide a service for traveling by bus all around Tuscany and getting to small towns, which are difficult to be reached by train.

Cap Autolinee

Via Largo F.lli Alinari, 9/10/11
Tel: 055294205/055283770
Ticket point 055214637
www.capautolinee.it

Sita

Via Santa Caterina da Siena, 15
Information and reservation office
Tel: 055 294955
www.sita-on-line.it

Lazzi

P.zza Stazione, 3/r (corner with Piazza Adua)
Information and reservation office
Tel: 055 215155
www.lazzi.it

Directions to Cap, Lazzi, and Sita

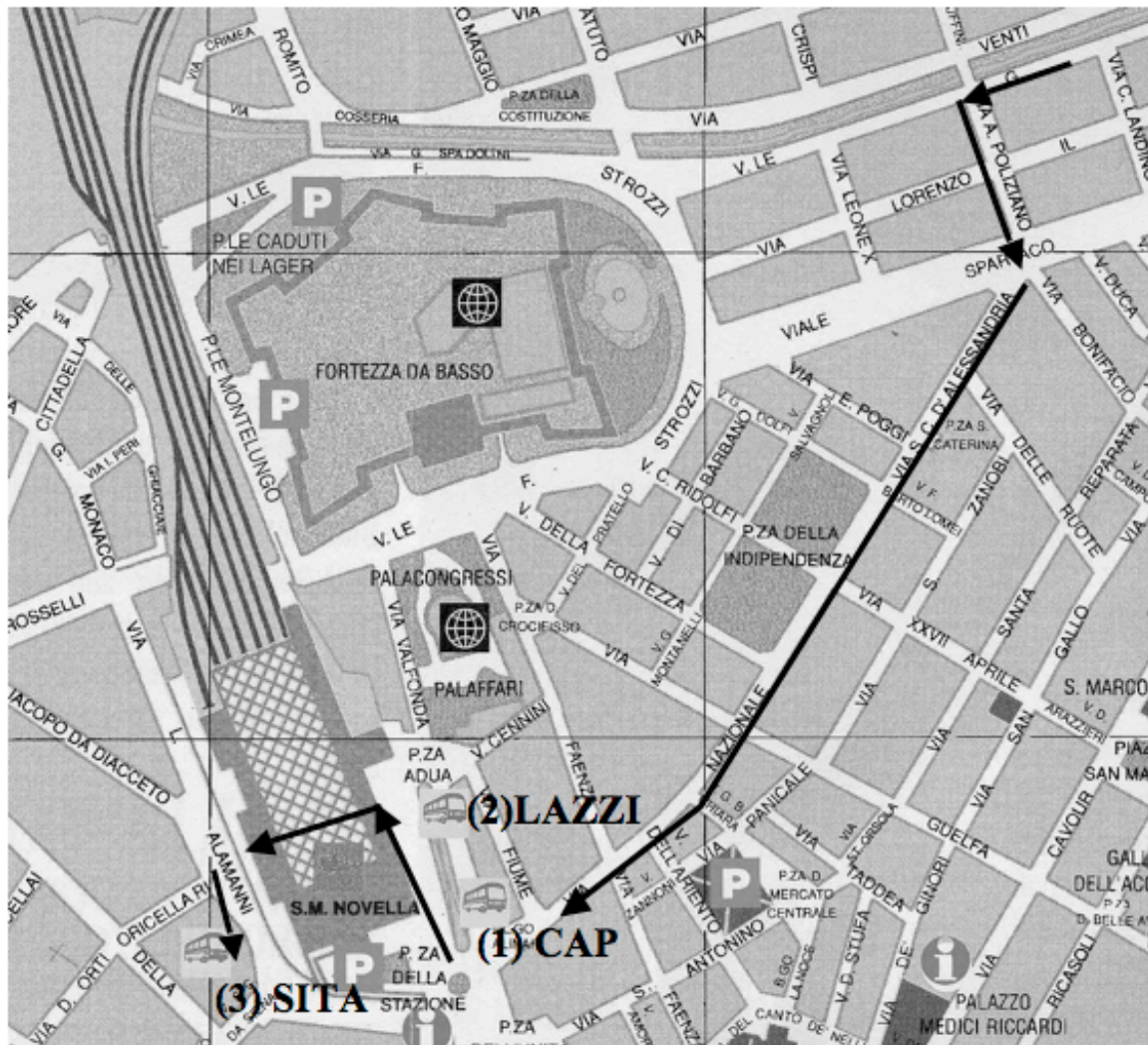
Cap: In order to get to CAP, turn left out of the Residenza on to Viale Milton. Walk down Viale Milton, turn left on Via Poliziano and walk straight till you reach Viale Lavagnini. Cross the street and take Via S. Caterina d'Alessandria (to the right) which turns into Via Nazionale. Keep on walking straight until you get Largo Alinari.

CAP is on your right at # 9/10/11.

Lazzi: In order to get to LAZZI, walk straight down Via Nazionale which will take you directly in front of the train station. Turn right on Via Valfonda and walk straight. Pass by Mc Donald's and keep on walking straight.

LAZZI is on the right side at # 3/r .

Sita: In order to get to the SITA bus station, go to the train station, walk inside the train station along the terminal. Cross the street, Via Alamanni, and turn left. Then turn right, walk straight passing by Bar De Anna and then turn right into Via S. Caterina da Siena. SITA is on your right at # 15.



International Airport

Pisa International Airport “Galileo Galilei”

If you want to reach Pisa Airport from Florence, you can go either by train or buy bus.

If you want to go by train, see the website www.trenitalia.com and write in the part “Going to?” “PISA AIRPORT.” Remember that the regular train to Pisa central station is NOT the same one that goes to Pisa Airport, that’s why it’s important to add “Airport” when you write the place of destination!

If you want to go by bus, you can take the bus “TERRAVISION.” Terravision is a bus company that provides fast and direct shuttle services. For getting information about the bus schedule, where the bus leaves from, how to purchase tickets and their cost, visit the website www.terravision.it/florence_pisa.html.

Hotels and Hostels

Where to Sleep in Florence

These are some websites where you can get all the information you need about hotels and residences in Florence.

- www.firenzealbergo.it
- www.hotelinfirenze.com
- www.alberghi-firenze.com

Hotel Reservations in Italy

Here you can make reservations on-line for your weekends in Italy and all around Europe: www.venere.it.

This is a website where you can find a list of the less expensive hotels in Florence and in the most important Italian towns: www.artemotore.com.

Youth Hostels in Florence

Plus Florence Youth hostel <http://www.plusflorence.com>

Via Santa Caterina d' Alessandria, 15

Tel: 055 4628934

Ostello Archi Rossi

Via Faenza 94/r

Tel: 055290804

Ostello S.Monaca

Via Santa Monaca, 6

Tel: 055268338/2396704

Ostello della Gioventù

Viale Righi, 2/4

Tel: 055601451 – 055610300

Traveling Outside Italy



Heidelberg House

Graimbergweg 10,
69117 Heidelberg

Germany

From EU: 00-49-62221-90250

From USA: 011-49-6221-90250

Arriving in Heidelberg at the Train Station:

1. Take bus # 11 or #33 from train station to “Peterskirche” and walk up the hill (see attached map)
2. Take tram # 1 from train station to Bismarckplatz, take bus # 11 or # 33 to “Peterskirche” and walk up the hill
3. Take a taxi; tell the driver to go to “Graimbergweg 10” (approx. € 12).



London House

56 Prince's Gate

London SW72PG

United Kingdom

From EU: 00-44-20-7581-1506

From USA: 011-44-20-7581-1506

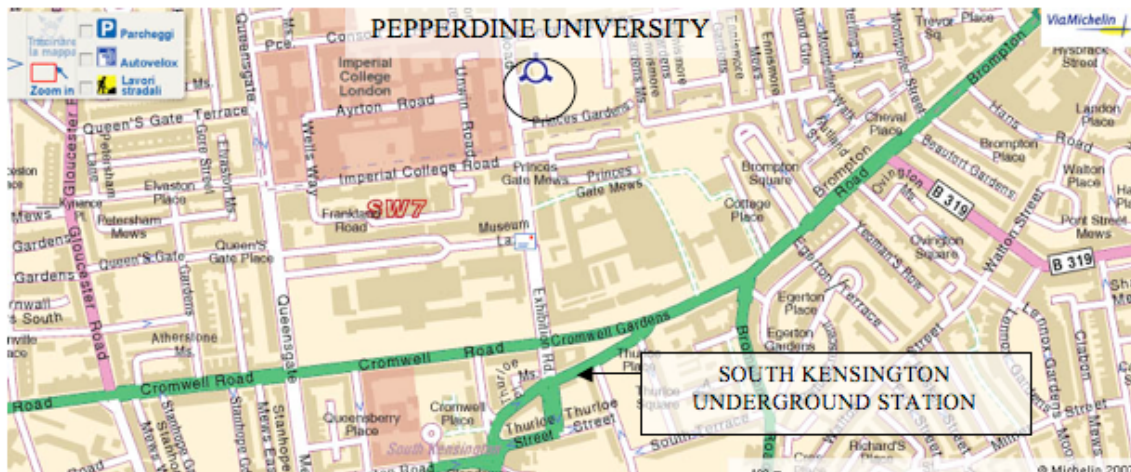
From Heathrow Airport

Heathrow Express is the quickest method of transport into central London. It takes 15 minutes and costs £14.00 (about \$19). The train terminates at Paddington Station and from here you can either take a taxi, which will cost about £7.00 or take the underground, the circle line (yellow line) to South Kensington.

Underground Train (Tube) is difficult if you have lots of luggage. A ticket on the underground from Heathrow to South Kensington costs £3.60 (\$6.00 USD). Upon arrival at the airport, follow the signs for the Underground. Buy a 'one way' ticket at either a ticket booth or a ticket machine to South Kensington station on the Piccadilly line (the dark blue line on the Tube map) – they take credit cards. Exit at South Kensington. Walk

through the ticket barriers; walk up a small flight of stairs and exit into an arcade, then exit right into the street. This will bring you into Thurloe Street, turn left into Exhibition Road and cross over a main road (Cromwell Road). On the two facing street corners are the Natural History Museum and The Victoria and Albert Museum. The main road running between these museums is Exhibition Road. Pepperdine is about half way up on the right hand side.

Taxi is the easiest way to travel into London from Heathrow airport, but the most expensive. The journey from Heathrow to central London by taxi takes between 30 minutes to 1 hour, depending on traffic. It will cost about £40.00 (\$70.00 USD). Obviously, if you are able to share a taxi this option will be less expensive.



From Gatwick Airport

Gatwick Express is the quickest way from Gatwick airport to central London. It is a fast non-stop train from the airport to Victoria Station (Central London). Upon arrival at Gatwick Airport, follow the signs for the Gatwick Express. You can buy your ticket on the train if you don't have enough time to get it before you board. Trains leave every 15 to 30 minutes and take 30 minutes. Upon arrival at Victoria Station follow the signs to the underground and take either the District line (green line) westbound to South Kensington or the circle line (yellow line) to South Kensington. Directions from the underground as above. If you arrive late into Victoria, there is a taxi rank outside of the station and the journey to Prince's Gate will take approximately 15-20 minutes and will cost about £7.00

Taxis are an expensive option from Gatwick. The journey will take at least 1 hour and costs around £60.00 (\$100.00 USD).

From Stansted Airport

Stansted Express connects regularly Stansted Airport with Liverpool Street Station in Central London from 5:00am to 12:00am. Trains leave every 15 minutes and the journey to central London takes 45 minutes, the one-way fare is £ 11.00. Upon arrival at Liverpool Street Station follow the signs to the underground and take either the District

line (green line) westbound to South Kensington or the Circle line (yellow line) to South Kensington. Directions from the underground as above.

Taxis are an expensive option from Stansted Airport. The journey will take at least 50 minutes –depending on traffic– and costs around £70.00 (\$100.00 USD).

The Stansted/London Airbus connects Liverpool Street Station to various central London locations. Service operates every 20 minutes at peak times, and every 30 minutes at off-peak times, around the clock. Information on coach service is available at Airlinks desk located inside the terminal building. The journey will take at least 95 minutes, depending on traffic conditions and costs £7. Upon arrival at Victoria Station follow the signs to the underground and take either the District line (green line) westbound to South Kensington or the Circle line (yellow line) to South Kensington. Directions from the underground as above.

Lausanne House

La Croisée

Avenue Marc Dufour 15

1007 Lausanne 1007

Switzerland

From EU: 0041 21 321 0990

From USA: 01141 21 321 0990

The Florence airport is directly connected to the Geneva airport through the flight company FlyBaboo www.flybaboo.com, a roundtrip flight cost is about €180, taxes included. Trains can be taken directly from Geneva Airport to Lausanne. The journey takes between 45 minutes to an hour depending on the train (cost around 25.00 CHF single).



When you arrive at Lausanne station exit at the ticket office and turn left. Take the right fork at the mini roundabout and follow Av. Louis Ruchonnet up the hill. At the top of the hill follow the road to the left, this is Av. Marc Dufour. La Croisée is a red building on the left hand side of the road. The walk takes about 10 minutes. Taxis are also available at the station and the cost to La Croisée is around 10.00 CHF

Facts and Statistics

- **Location:** Southern Europe, bordering Austria 430 km, France 488 km, Holy See (Vatican City)
- 3.2 km, San Marino 39 km, Slovenia 232 km, Switzerland 740 km
- **Capital:** Rome
- **Climate:** predominantly Mediterranean; Alpine in far north; hot, dry in south
- **Population:** 58,057,477 (July 2004 est.)
- **Ethnic Make-up:** Italian (includes small clusters of German-, French-, and Slovene-Italians in the north and Albanian-Italians and Greek-Italians in the south)
- **Religions:** predominately Roman Catholic with mature Protestant and Jewish communities and a growing Muslim immigrant community
- **Government:** republic

Language in Italy

Italian is the official language of Italy, and 93% of population are native Italian speakers. Around 50% of population speak a regional dialect as mother tongue. Many dialects are mutually unintelligible and thus considered by linguists as separate languages, but are not officially recognized. Friulian, one of these dialects, is spoken by 600,000 people in the north east of Italy, which is 1% of the entire population. Other northern minority languages include Ladin, Slovene, German, which enjoys equal recognition with Italian in the province of Alto-Adige, and French, which is legally recognized in the Alpine region of the Val d'Aosta. Albanian is spoken by 0.2% of the population, mainly in the southern part of Italy, as too are Croatian and Greek. Catalan is spoken in one city, Alghero, on the island of Sardinia, by around 0.07% of the population. On the rest of the island, Sardinian is spoken by over 1m, which comes to 1.7% of the Italian population.

Italian Society and Culture

Italian Family Values

- The family is the center of the social structure and provides a stabilizing influence for its members.
- In the north, generally only the nuclear family lives together; while in the south, the extended family often resides together in one house. The family provides both emotional and financial support to its members.

Italian Style

- Appearances matter in Italy.
- The way you dress can indicate your social status, your family's background, and your education level.
- First impressions are lasting impressions in Italy.
- The concept of 'bella figura' or good image is important to Italians.
- They unconsciously assess another person's age and social standing in the first few seconds of meeting them, often before any words are exchanged.
- Clothes are important to Italians.
- They are extremely fashion conscious and judge people on their appearance.
- You will be judged on your clothes, shoes, accessories and the way you carry yourself.
- Bella figura is more than dressing well. It extends to the aura your project too - i.e. confidence, style, demeanor, etc.

Catholicism

- The primary religion in Italy is Roman Catholic.
- There are more Catholic churches per capita in Italy than in any other country.
- Although church attendance is relatively low, the influence of the church is still high.
- Many office buildings will have a cross or a religious statue in the lobby.
- Each day of the year has at least one patron saint associated with it.
- Children are named for a particular saint and celebrate their saint's day as if it were their own birthday.
- Each trade and profession has a patron saint.
- The church promulgates hierarchy, which can be seen in all Italian relationships.
- They respect and defer to those who are older, those who have achieved a level of business success, and those who come from well-connected families

Etiquette and Customs in Italy

Meeting Etiquette

- Greetings are enthusiastic yet rather formal.
- The usual handshake with direct eye contact and a smile suffices between strangers.
- Once a relationship develops, air-kissing on both cheeks, starting with the left is often added as well as a pat on the back between men.
- Wait until invited to move to a first name basis
- Italians are guided by first impressions, so it is important that you demonstrate propriety and respect when greeting people, especially when meeting them for the first time.
- Many Italians use calling cards in social situations. These are slightly larger than traditional business cards and include the person's name, address, title or academic honours, and their telephone number.

- If you are staying in Italy for an extended period of time, it is a good idea to have calling cards made. Never give your business card in lieu of a calling card in a social situation.

Gift Giving Etiquette

- Do not give chrysanthemums as they are used at funerals.
- Do not give red flowers as they indicate secrecy.
- Do not give yellow flowers as they indicate jealousy
- If you bring wine, make sure it is a good vintage. Quality, rather than quantity, is important.
- Do not wrap gifts in black, as is traditionally a mourning colour.
- Do not wrap gifts in purple, as it is a symbol of bad luck.
- Gifts are usually opened when received.

Dining Etiquette

- If invited to an Italian house:
- If an invitation says the dress is informal, wear stylish clothes that are still rather formal, i.e., jacket and tie for men and an elegant dress for women.
- Punctuality is not mandatory. You may arrive between 15 minutes late if invited to dinner and up to 30 minutes late if invited to a party.
- If you are invited to a meal, bring gift-wrapped such as wine or chocolates.
- If you are invited for dinner and want to send flowers, have them delivered that day.

Table Manners

- Remain standing until invited to sit down. You may be shown to a particular seat.
- Table manners are Continental -- the fork is held in the left hand and the knife in the right while eating.
- Follow the lead of the hostess - she sits at the table first, starts eating first, and is the first to get up at the end of the meal.
- The host gives the first toast.
- An honoured guest should return the toast later in the meal.
- Women may offer a toast.
- Always take a small amount at first so you can be cajoled into accepting a second helping.
- Do not keep your hands in your lap during the meal; however, do not rest your elbows on the table either.
- It is acceptable to leave a small amount of food on your plate.
- Pick up cheese with your knife rather than your fingers.
- If you do not want more wine, leave your wineglass nearly full.

(All information in "Country Facts" section is cited directly from Kwintessential.com)



Pepperdine Neighborhood Tour

Below is a list of some places you may choose to visit when staying at the Florence house. The map showing the locations follows the list.

1. Bus Stop # 13 to Piazzale Michelangelo

Remember to buy tickets in advance and validate them when you get on the bus.

2. Ottanelli (Hardware Store)

Here you can buy hairdryers and alarms.

Address: Piazza Vittoria, 4/r

Tel: 055486073

3. Giardino dell'Orticultura (Park)

A wonderful park where you can study, read a book or just relax.

4. Farmacia Ponterosso (Pharmacy)

Address: Via Bolognese, 1/r

Tel: 055490714

Hours: Monday – Friday, 9:00am – 1:00pm, 4:00pm – 8:00pm; Saturday open on turn

5. Ponterosso Ferramenta (Hardware Store)

Address: Via Bolognese, 4/B/R

Tel: 055489564

Monday – Friday, 8:30am – 1:00pm, 3:30pm – 7:30pm; Saturday, 8:30am – 1:00pm

6. ATM #1 at Banca Toscana, Agenzia 12

Via Faentina, I/r

7. Tailor

Address: Borgo S. Lorenzo 8

Tel: 055 212788

Hours: Tuesday – Friday, 9:00am – 12:30pm, 3:30pm – 7:00pm; Closed Saturday, Sunday, and Monday

8. Baldini (Laundry)

For dry cleaning

Address: Via Ponte Rosso, 63/r

Tel: 055472254

Hours: Monday – Friday, 8:00am – 7:00pm; Saturday, 8:00am – 12:00pm

9. Cafè Libertà

Here you have breakfast on weekends for free!

Address: P.zza della Libertà

Tel: 055474978

Hours: Weekends, 6:00am – 10:30am

10. “Poste Italiane” (Post Office)

Address: P.zza Muratori

Hours: Monday – Friday, 8:15am – 1:30pm; Saturday, 8:15am – 12:30pm

11. Bus Stop # 7 to Fiesole

A nice place for dinner or a wonderful place to have a coffee.

12. Photo Booth

You need to pay € 5 to get 4 passport pictures.

13. Esselunga (Supermarket)

A big grocery store where you can purchase food, toiletries and home supplies.

Address: Via Masaccio, 274/276

Tel: 055573348

Hours: Monday – Friday, 8:00am – 9:00pm; Saturday, 7:30am – 8:30pm

14. Medical Service

Network of English speaking doctors: 24 hour emergency medical assistance.

Address: Via L. Il Magnifico, 59

Tel: 055475411

Hours: Monday – Friday, 11:00am – 12:00am, 5:00pm – 6:00pm; Saturday, 9:00 am – 12:00 pm

15. Eliografica Centrale (Copy Center)

Address: Via Poliziano, 1/r

Tel: 0554633153

Hours: Monday – Friday, 8:30am – 1:00pm, 2:30pm – 7:00pm; Closed on Saturday

16. I Raiano (Hairdresser)

Address: Via Poliziano, 4r-6r

Tel: 055461565

Hours: Monday, 1:00pm – 7:00pm; Tuesday, Wednesday, Friday, Saturday, 9:00am – 7:00pm; Thursday, 9:00am – 10:00pm; Closed on Sunday

17. Robiglio Bar

Here you can purchase stamps and bus tickets.

Address: Viale Lavagnini, 18/r

Tel: 055490886

18. ATM #2 at bank “Cassa di Risparmio di Parma e Piacenza”

Address: Viale S. Lavagnini, 38

19. ATM #3 at bank Banca di Roma

Address: Viale S. Lavagnini, 20/a

20. Ateneo (Stationer's Shop)

This is a perfect place where you can buy note-pads, pens, and CDs.

Address: Piazza Vittoria, 10/r

Tel: 055 495290

21. ATM #4 at bank Cassa di Risparmio di Firenze

Via S. Caterina di Alessandria, 14

22. Best and Fast Change Exchange Office

Address: Via de' Panzani, 32/r

Tel: 055 288958

23. Master Shop

Here you can buy long distance calling cards and change your money at a good rate.

Via Nazionale, 155/r

Tel: 055 4625028 or 055 4625006

24. Cobbler

Address: Via Guelfa 29/r

Tel: 055 289373

Hours: Monday, 3:30pm – 7:00pm; Tuesday – Friday, 9:00am – 1:00pm, 3:30pm – 7:30pm; Saturday, 9:00am – 1:00pm; Sunday Closed

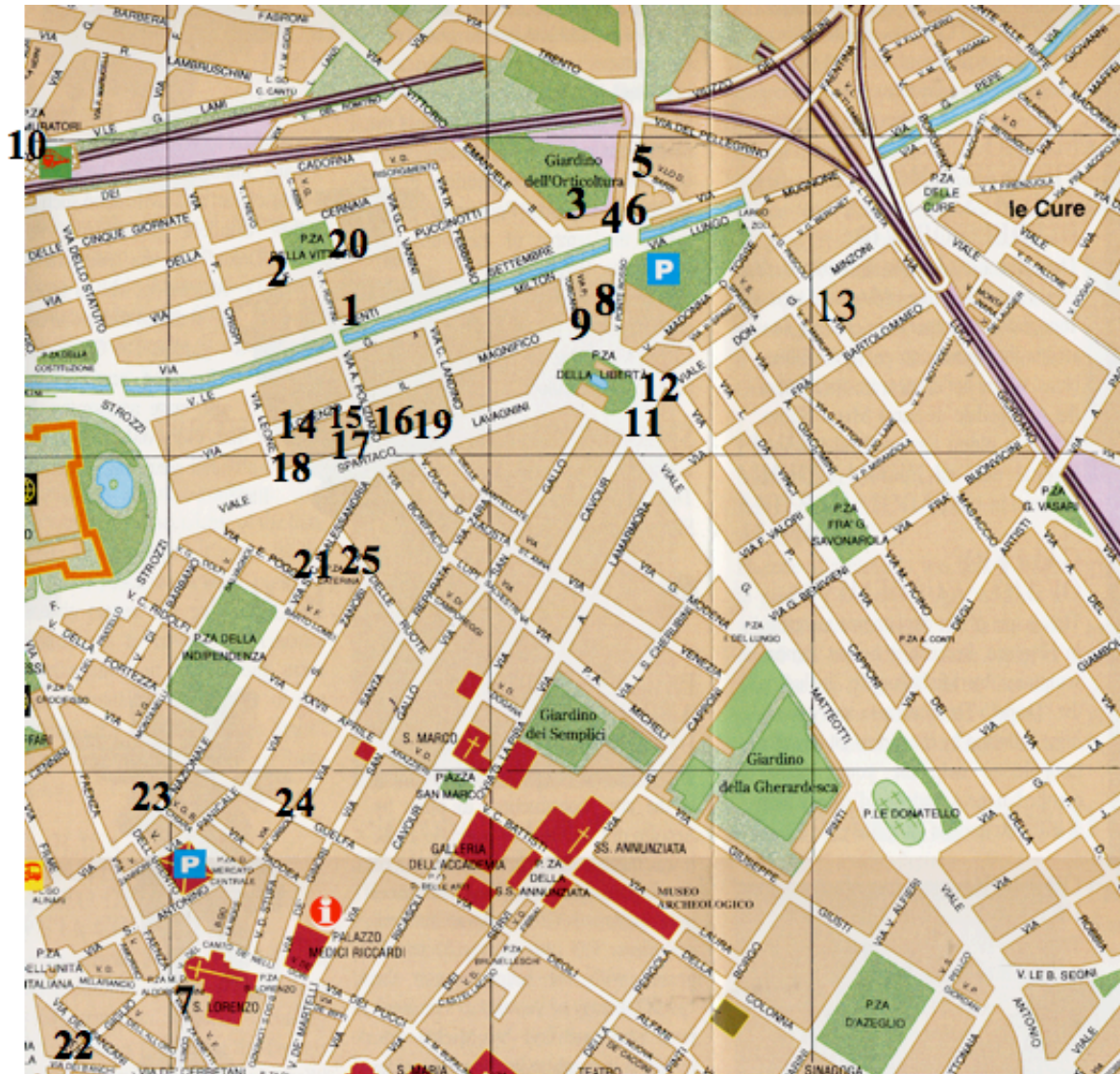
25. Il Centro Market

A small grocery store where you can purchase food and home supplies.

Via delle Ruote 42/44 r

Tel: 055 480460

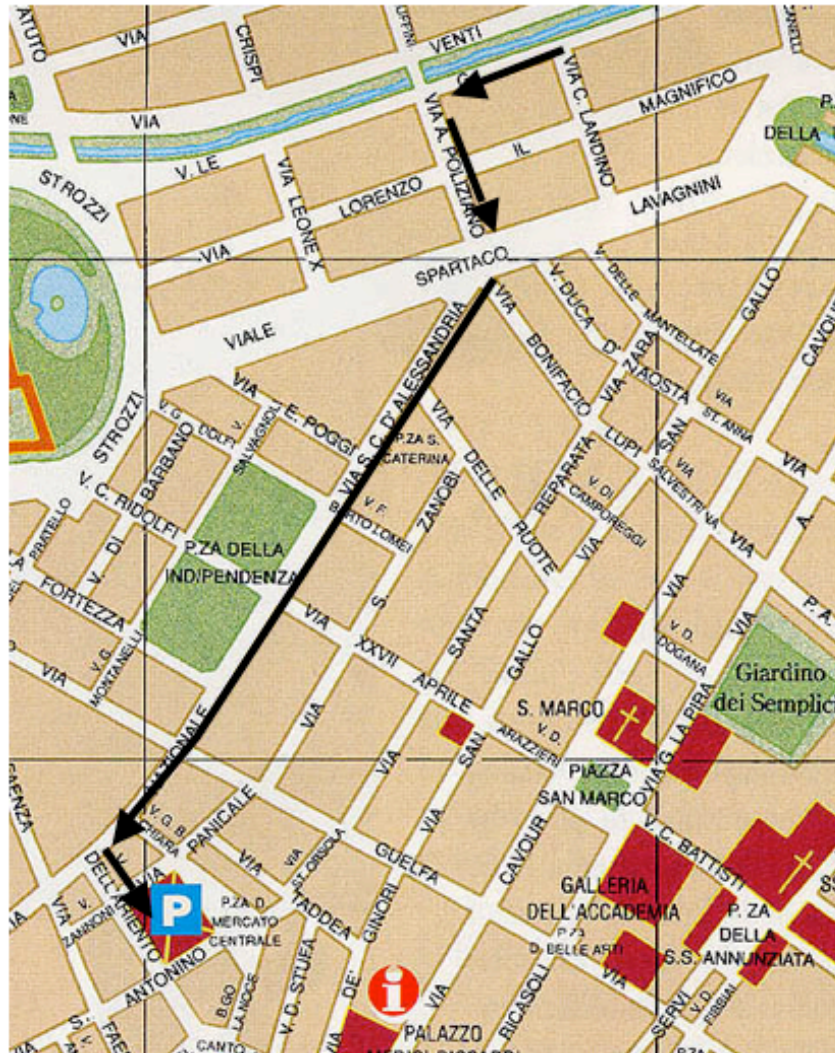
Map of Sites Around Pepperdine



Mercato Centrale

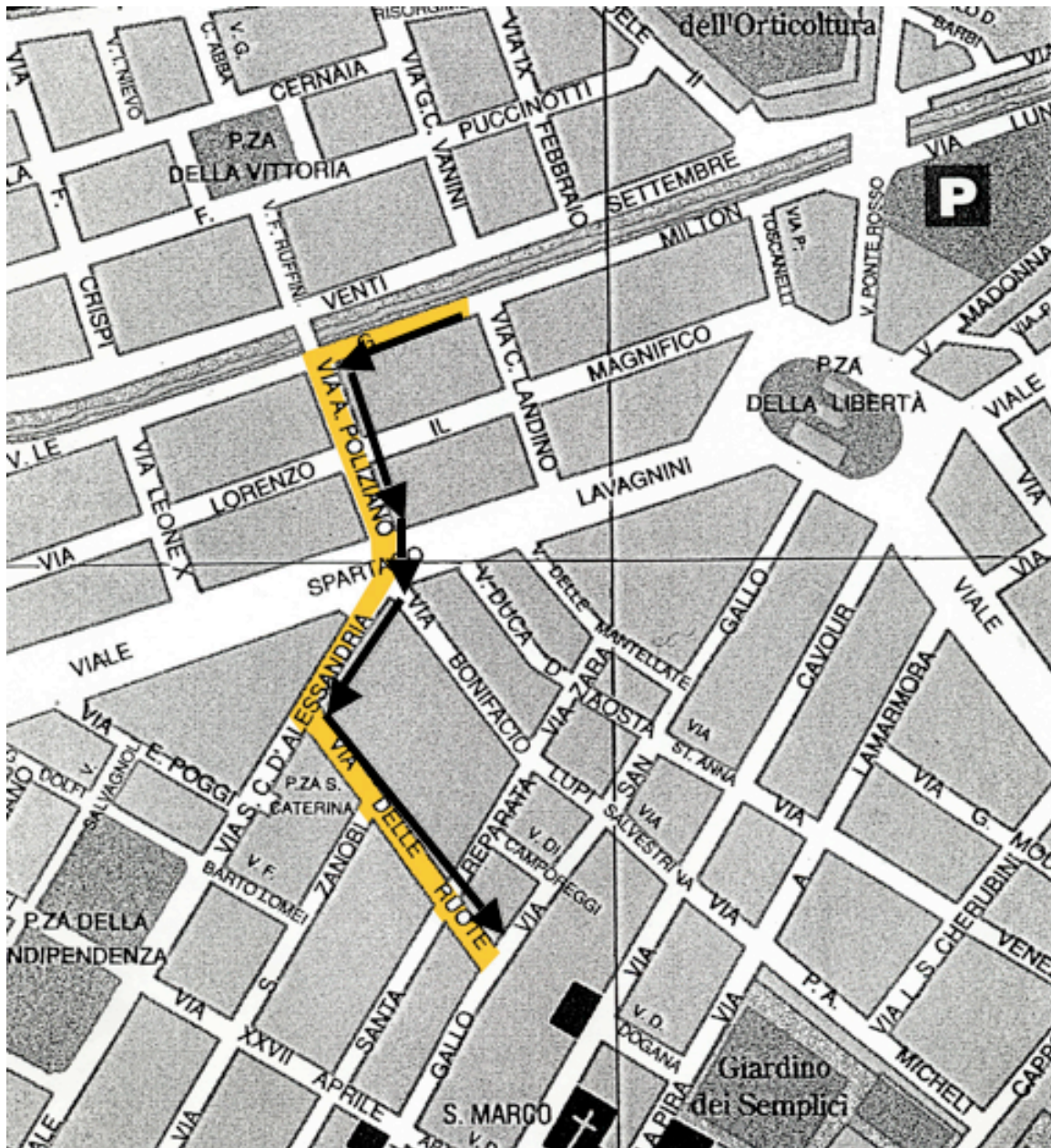
Directions to Mercato Centrale

Turn left out of the Residenza on to Viale Milton. Turn left on Via Poliziano. Walk down until you reach Viale Lavagnini. Cross Viale Lavagnini and take Via Santa Caterina d'Alessandria, walk down on Via Nazionale and keep on walking until Via dell'Ariento. Turn left and walk straight until you see on your left the entrance of the Market, which is inside a large, grey and red building that resembles a train station.



Hours: Monday – Friday, 9:00am – 7:00pm

Turn left out of the Villa on to Viale Milton. Take the first street on your left, Via Poliziano. Cross the street Viale Lavagnini and go down Via S.Caterina d'Alessandria. Turn left on Via delle Ruote. Walk straight on and then take the third street on your left Via San Gallo.



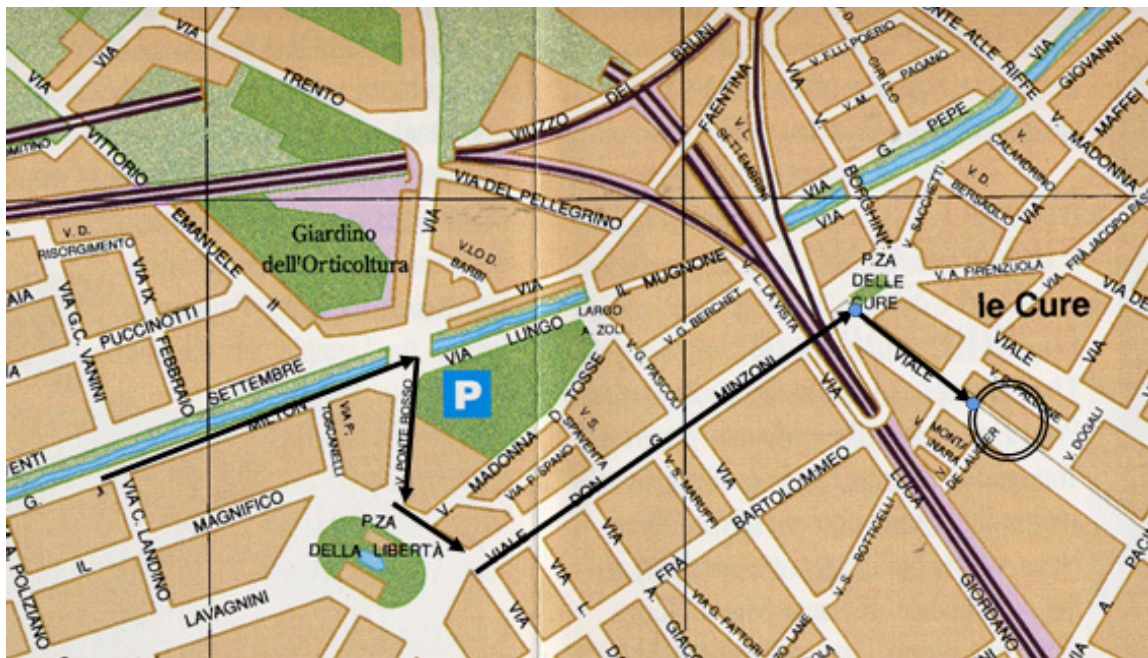
Palestra Stilnuovo

Viale dei Mille, 97 – 50131 Firenze

Tel: 055 573683

Directions to Palestra Stilnuovo

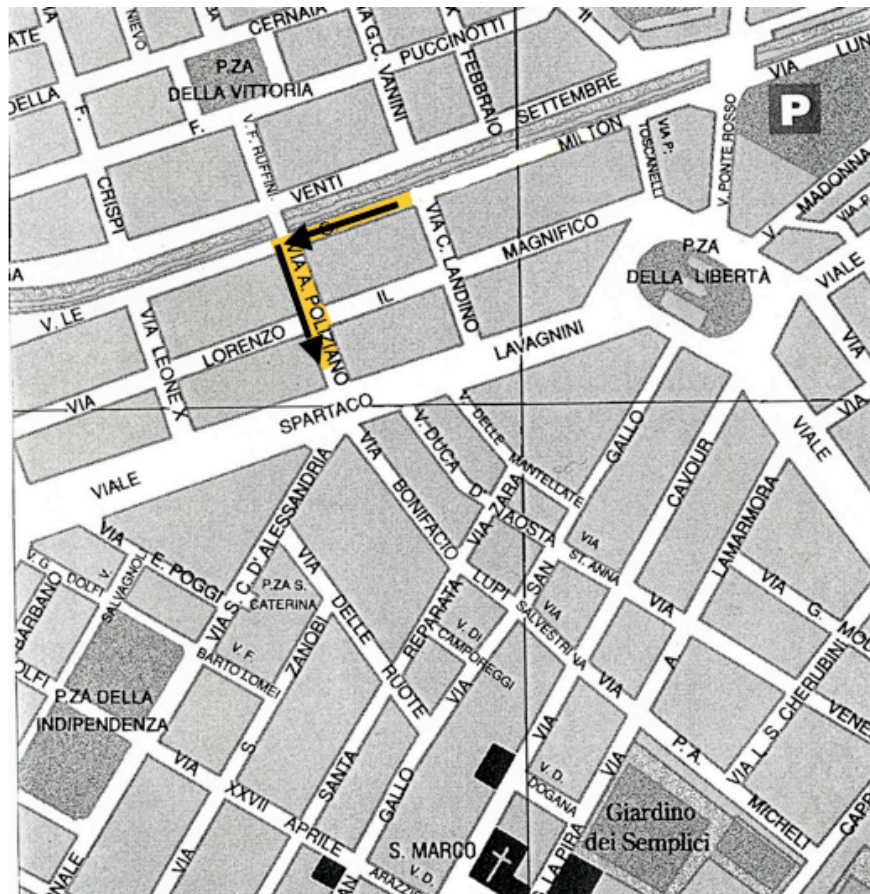
Turn right out of the Residenza on to Viale Milton. Walk straight on and turn right in Via Ponterosso. Walk straight towards Piazza della Libertà and turn left at the end of the street. Once you are in Piazza della Libertà, keep on the left side of the square and take the second street on your left, that is Viale Don Minzoni. Walk straight on this street until the underway passage. Walk into it and exit at the very end using the last exit to the right. You now are in Piazza delle Cure. Go ahead onto Viale Dei Mille until number 97.



Hours: Monday – Friday, 8:30am – 1:00pm, 2:30pm – 7:00pm

Directions to Eliografia Centrale

Turn left out of the Villa on to Viale Milton. Take the first street on your left, cross the street Via Lorenzo il Magnifico and walk straight down via Poliziano. The Eliografica Centrale is at # 1/r on your right.



Train Stations

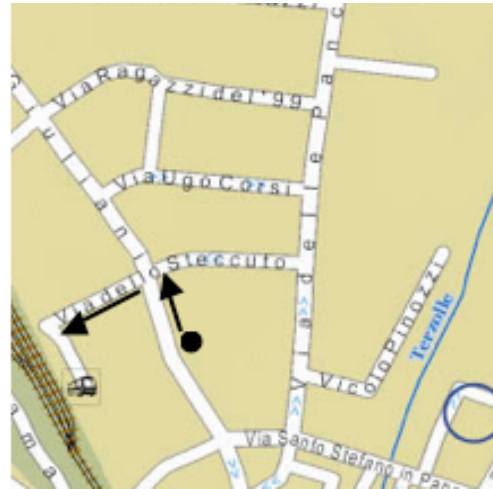
Campo di Marte Train Station

Turn right out of the Residenza on to Viale Milton. Walk straight on and turn right in Via Ponterosso. Walk straight towards Piazza della Libertà and turn left at the end of the street. Once you are in Piazza della Libertà, keep on the left side of the square and take the second street on your left, that is Viale Don Minzoni. Walk straight on this street and turn at the fifth street on your right, Via Masaccio. Walk down Via Masaccio and take the eighth street on your left, that is via Varchi. Walk straight on, then turn right in Via Mannelli. Walk straight, Campo di Marte train station is on your left.



Rifredi Train Station

Turn left out of the Villa on to viale Milton. Walk straight until the end of Viale Milton. Once at the end of the Viale, in Largo Martiri delle Foibe, turn left. Walk straight: on your right you'll see bus stop #20. Get on bus #20 and get off in Via Reginaldo Guliani, at the bus stop "PANCHE 01", between Vicolo Pinozzi and Via dello Steccuto. Turn left and walk straight down Via Reginaldo Giuliani. Cross the street and take the first street on your left, Via dello Steccuto. Walk straight, the train station is in front of you, at the end of the street.



To come back, take bus #20. Get out of the train station. Walk straight down Via dello Steccuto, cross the street and keep on walking straight. Bus stop #20 is on your left. Get off at the bus stop “SANTA CATERINA D’ALESSANDRIA”, in Via Santa Caterina d’Alessandria. Turn right and walk straight. Cross Viale Lavagnini and walk straight down Via Poliziano. Cross the street and turn right into Viale Milton.

