



Faculty Handbook for Florence, Italy

Spring Quarter 2013

WCCCSA: Florence, Italy
Spring 2013
Faculty Handbook

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Introduction

Welcome and CONGRATULATIONS on your selection to be part of our Florence, Italy WCCCSA program team! We are excited that you will be part of another great program to Italy that is always one of our most popular with students.

Included in this booklet are many of the items you will need to know so that you have the best possible experience. Please keep this guide to refer back to when you have questions. Remember that this is a basic guideline based on past programs to Florence and some things are bound to be different this year. It is our intent with this booklet to prepare you for your time in Italy; however it does not attempt to cover every eventuality. After all, part of the excitement of living and teaching in Florence is the adventure of the unexpected!



Important Program Dates

DATE	EVENT
<u>2012</u>	
September 1st	Syllabi due to Cal Erwin-Svoboda
November	Team meeting via conference call, Date & Time TBD
November 14	Book orders due!!
November 20	Faculty Travel Forms due to AIFS
<u>2013</u>	
January 20	Orientation letters will be mailed out
February	Pre-departure Orientation, TBA Faculty attendance is required. Bring copies of your syllabi for each student plus a few extra.
March 21 – May 31	FLORENCE!!!
June 5	Grades Due
June 20	Final review of program due to program lead

Faculty Responsibilities

Before Departure:

- Meet with Florence team to finalize program details, work on marketing plans, and establish strong, open communications with every member of the team. (See calendar for dates).
- Make sure that you have a passport valid for at least **six months after your return date.**
- Obtain the appropriate visa **if you intend to stay beyond the 90-day limit.** (Obtaining this visa is your responsibility. However, if you require any paperwork from WCCCSA, let the team leader know and we will assist you.)
- Work on the development of attendance policies. Based on past experience, this is one of the most important things we recommend. We will return to this topic later in this handbook.
- Work with AIFS to coordinate the class schedule (more details follow below under Faculty Coordination).
- Work with AIFS and your team lead to coordinate field trips (see below under Faculty Coordination).
- Complete your housing, air, and companion forms and submit to AISF as soon as possible with as much detail as you feel necessary to accommodate your needs.
- Finalize syllabi and book orders. Submit these as directed by the team leader no later than November 30, 2012. If possible, it would be helpful to have this done earlier. The syllabi should include all details required for on-campus domestic courses including attendance policy, plagiarism policy, grading criteria, make-up policy, classroom comportment, assignment, reading, exam, and lecture schedule.
- Take part in student recruitment activities as your schedule allows.

After Arrival in Florence:

- Tour the AIFS facilities and become familiar with the classrooms, computers and other resources there. We strongly recommend that you adjust your expectations to accommodate what is provided in Italy. For example, computer resources are not the same and students have less access to them. This could impact assignment formats and research options. (See below under Facilities).
- Manage all classroom teaching responsibilities as you would on your home campus.
- Maintain all student course records.
- Work with AIFS staff on field trips and prepare students for these excursions including etiquette, cultural sensitivity, and expected outcomes of the visits.
- Work with AIFS staff on student advising as needed.
- Provide the WCCCSA team leader with a weekly update via email (see below under Communication).
- In collaboration with AISF staff, communicate with students your expectations that they will comply with stipulations spelled out in the Student Guidelines (see Appendix C for a sample copy) that each signed before departure. Advise AISF staff and WCCCSA team leader of current or potential significant or worrisome student behaviors.
- Conduct course and AISF evaluations during the last week of class using both the AIFS instrument and the WCCCSA course evaluation instrument. The evaluations are managed the same way as they are in the US in that you allot time in your classes for students to complete them. The details of how these are to be given and collected will be worked out with you during team meetings prior to departure. WCCCSA will have access to these completed evaluations after grades have been submitted.
- Calculate and submit grades to the team leader **within 3 BUSINESS DAYS** after the final exam to the WCCCSA team leader. Submitting them via email is acceptable.
- Write up and submit your program evaluation to the WCCCSA team leader within 14 days after your return to the U.S.

Italian Public Holidays 2013

It's important that you are aware of the holidays, as there are many in Italy during the spring. We recommend that you take these into account when planning for your classes. Please check online to ensure these dates are correct.

29 Mar	Good Friday
31 Mar	Easter Sunday
1 Apr	Easter Monday and Liberation Day
1 May	Labor Day/May Day
2 June	Republic's Day

Field Trips & Excursions

You should coordinate classes and field trips/excursions prior to departure. This will enable you to maximize resources, better prepare students to take advantage of the opportunities, and create a more detailed syllabus. It will also allow you to get full value out of the cultural fund detailed below. One excursion to Siena & San Gimignano is included. Figure out how you would like to spend your culture fund.

Evaluations

WCCCSA requires that our program evaluations be administered to students. Please know that these are about the program and not about your teaching. If you require a record of student evaluations on your teaching, please bring the evaluation from your school and administer that in your classes. Because WCCCSA is a consortium of schools we do not have a faculty evaluation process. Some adjunct faculty require this record for affiliation purposes so if you are unsure if you require this record, please check with your institution so you can bring the evaluations with you if they are required.

Student Behavior

It is important for faculty to know that students are not the same abroad.

Some other points from previous faculty include:

- Students were a bit tougher at the beginning. They have a different attitude towards their classes. Course selection is limited and sometimes you will get students who may not have taken a class in your discipline, but have been forced to on this program. Also, the students become a very tight group because they hang out together outside of class and know a lot about each other—more than they do here.
- Students need to learn about getting to class early on. It can take quite a bit of time sometimes to get to class. Students need to plan accordingly.
- It is hard to study while abroad. Students need to know this and faculty need to work with the distractions that students face while there. Some housing arrangements for students don't have a good study space and many students travel on weekends to other European cities (e.g. London, Paris) on the discount airlines and consequently don't spend time studying. The performance can be, therefore, lower than it is in the USA.
- Encourage your students to find internet cafes where they can print and access the internet more easily. They need to manage their time well for assignments because making copies or printing documents isn't as easy in the USA. Sometimes if faculty checks off on drafts it can help the students be more on-time with assignments.
- If you are planning to have students visit museums, churches or other monuments that require paying nominal entrance fees, please tell them in advance. Not all museums are covered by the Uffizi card.

It can be frustrating for faculty that students will not pay € 2 or so for an entrance, yet they spend a lot of money on their own entertainment.

- Students like gatherings that are unofficial. For example, if you have a picnic or potluck event in the beginning or several of these during the quarter, students enjoy them. Also a good idea at the end is a photo sharing party where everyone comes and shares photos. .
- Lastly, the drinking. 18 year old students can drink and this changes the dynamics significantly. Students will spend a lot of time and money on alcohol. While they do this in the USA, there is more of it overseas because of the drinking age. As faculty, please look for problems early on. It is easier to deal with the problem before it gets out of hand. Keep in close contact with the WCCCSA program lead and talk to students regularly if you feel the need to do this. This behavior of course affects their academic performance, and it is important to reiterate to students that this is a STUDY abroad program—not a travel or drink abroad program.

Cultural Fund

The Cultural Fund is one of the best parts of the program for both faculty and students. The excursions it funds add depth and variety to the learning experience and students love it! Previous WCCCSA Florence faculty have emphasized consistently the importance of making your expectations clear to your students, and making attendance and participation mandatory. Previous Faculty have mentioned:

“We should have scheduled more class trips around Florence and Tuscany, and they should have been made "mandatory" in some way, as part of our grading or as part of the culture course. Students did appreciate the ones we did, and in particular the fine guides that AIFS found, but there weren't enough of them and not all students attended. Toward the end of the quarter attendance really dwindled, and we think that certain Fridays could have been put aside from the beginning as part of the schedule and required. If we ran out of funds, then those days could be freed up. This might cut down a little bit on the number (OK, a few long trips are fine) of weekends in Dublin or Paris.”

Some previous excursions included day trips to Orvieto, Carrara, the Ducati factory, and others.

We also urge you to avoid discussing the amount of money available in this fund with your students. When this has occurred in past programs, students have calculated their understanding of the trip costs and requested refunds.

Mailing Supplies

You may mail teaching and/or academic supplies to AIFS before the program begins. WCCCSA will reimburse you for up to \$100 maximum for the cost of mailing these supplies both directions. Please ensure that you follow reimbursement procedures (see that section for more information). You may choose to leave your supplies there, which AIFS will accommodate. The mailing address is:

AIFS C/O ABC School
Via dei Rustici 7
Florence 50122
ITALY

Faculty Housing

The AIFS representatives will work with you to meet your housing needs if you choose to have them find your housing. It is essential that you complete the housing and companion forms completely and in a timely manner well before your departure. You can choose either to have AIFS find your housing or to find housing on your own. If you choose the latter, AIFS will pay your landlord directly so you avoid paying taxes on the funding that is to go to your housing in Italy. However, if you exceed your housing allowance, you will have to supply the difference.

If you elect to have AIFS find your housing, be aware that your choices will be limited and that AIFS's first priority is student programming and support. AIFS try their best to accommodate your requests. We strongly advise that you seek housing that is a reasonable distance from the AIFS center if you choose to find your own housing.

Your housing assignment will be sent to you about 2 weeks prior to departure; the same time students receive their housing and roommate assignments.

Reimbursement Procedures

To be reimbursed for mailing supplies, you will need to submit all *original* receipts to the WCCCSA Treasurer. Kathie Kwilinski
South Seattle Community College
6000 16th Ave SW, Suite RS 11
Seattle WA 98106-1499

When submitting the receipts, please write a list that details what the receipt is for and staple the original receipt(s) to it. All receipts must be collected within 3 months of the date(s) on the receipt to qualify for reimbursement. Remember to make a copy of the receipts for your records.

WCCCSA Team & Responsibilities

2013 Team Members

The WCCCSA Florence Team for 2013 is:

- Cal Erwin-Svoboda – Grays Harbor College— Program Lead
- Jennifer Gruver – Pierce College
- Yukari Zednick, Cascadia Community College
- Ulli Shraml – WCCCSA Chair

Marketing & Promotion

Each campus coordinator works on promotion of the program and directly with students to ensure they are signed up. Faculty may be invited to some of the Consortium campuses to help promote the program by talking about the courses that will be taught.

Class Registration

Pre-registration is done by a team member. Students who sign up will receive an informational packet once the registration deadline has passed. This information is mainly about the pre-departure orientation, but it also has a registration form for students. This registration form is completed by the student and sent to the appropriate team member who will manage the course registration. First preference is given to students who will soon graduate and require certain courses for graduation. After those students are registered, the priority is then given to students in the order they signed up for the program.

Pre-Departure Orientation

The WCCCSA Florence team will arrange all of the details of the Pre-departure orientation that will take place at one of the WCCCSA community colleges. It will be held on a Saturday in February from about 10am-3pm (TBA). All students are required to attend; parents/guardians are encouraged to attend. We do make exceptions, however, they must watch the video recording of it.

The WCCCSA team and available campus coordinators will provide a detailed orientation that includes cultural norms, student behavior expectations, sexual issues (including HIV/AIDS concerns), academic expectations, communication channels and responsibilities, and other necessary information. You are required to attend and will meet with the students.

Please plan on being there for the entire time as the information will be useful to you as well. We like for you to be there to hear what the students learn and you will also have a breakout session where you will talk about your courses, your books and expectations to the students. After the orientation ends, you may also get questions from the students and their parents. We'd like for you to bring copies of the syllabi for students registered for your classes as well as a few extra. Sometimes students change their course registration preferences based on what they see from you so ensure that you jazz up your presentation and make your classes sound exciting! ☺

Bring with you copies of syllabi for your classes so each student can get one and can consequently prepare for the classes. If possible, please also bring samples of the books and/or supplies each student will be required to purchase.

You and the students also need to bring 4 identical, recently taken passport-sized photos (you and students shouldn't just cut down other photos to passport photo size). They do not, however, have to match the photo in their actual passport. Any spouses or dependents will also require these as they are for your residency permits in Italy.

Air Travel

Group Air travel is optional in the 2013 program. If a student chooses to purchase his/her own travel, they are responsible for either meeting the group at the airport for the transfer or meeting in Florence.

Your travel is also included; however, if you are traveling with companions their air travel will need to be paid separately as it is not included with the program.

Book Orders

One of the Florence team members (to be assigned) will be responsible for disbursing the information to the students once you have made your book requirements. Please include the ISBN number when you submit the information to the team member.

Students will purchase their books before departure so please keep in mind that they will have to travel with them. ***Book weight is an issue as there are strict baggage weight limits.*** We encourage all faculty members to choose books that will cover the necessary material for the courses, but that are also not too heavy.

If you intend to use course packets, please contact the program lead well in advance so we can arrange to give the students the necessary information and the proper paperwork can be completed by you.

AIFS staff

AIFS has Italian staff on-site who will work with you in Florence. They have provided support to our program in the past and know it well. Their responsibilities include helping you to arrange excursions, advise students on cultural adjustments and personal issues, ensure that any student housing issues are dealt with promptly, assist with classroom space and supplies, and organize sponsored activities. Consider them your first resource for information and advice throughout the program.

The Florence Programs are overseen by Kirsty Isherwood, Program Director. Kirsty has worked on the Florence programs for 14 years. She will be your main contact point in the pre-planning stages of the program and can be contacted at kisherwood@aifs.co.uk. Nearer to the start of the program she will put you in direct contact with the support staff in the Florence office who will be working with you and the students once you arrive.

AIFS Calendars

This is a calendar of events posted at the AIFS office. It is given out upon arrival in Florence so students have it from the very beginning.

Updates from AIFS

AIFS updates are usually emails from AIFS to the WCCCSA Program Lead regarding activities provided by AIFS. These e-mails are forwarded to all WCCCSA Coordinators.

Course Registration

This is an academic program (hence “study” abroad and not “travel” abroad). Each student is required to take 15 credits during the program. They will take 2 courses offered by WCCCSA faculty and one course taught by a local Italian faculty called “Italian Language & Culture”. Sometimes it is possible we will make an exception and allow a student to take 10 credits. Normally this is done only when the student has previously taken one of the courses.

Students will be registering individually through their campus coordinators. Priority is given to those who require certain courses for graduation and then priority is based on when they registered for the program. You will be given a tentative list at the orientation.

Class Schedule

You will set your class schedule in collaboration with AIFS and each other. As these are regular 5 credit courses, you must schedule the equivalent of the normal 250 contact minutes/week over 10 weeks (more for lab courses). Since you will be working around Italian holidays and a shorter than 10 week schedule, you will need to adjust contact hours accordingly.

Previous faculty members have discovered that some schedules work much better than others. The developing consensus is that a 4-day per week schedule works better than a 2-day per week schedule. Faculty from the 2006 program said the following regarding the schedule of classes:

We do not think the long-class 2-day-a week schedule worked, for a variety of reasons. Classes were too long. We did not meet often enough, so that every week was like starting over. Because of the Italian holidays, that was a particularly serious problem for a couple of weeks. And, we think the schedule contributed to the students' (what we considered) excessive weekend travel. They would miss the last class on Thursday or the first one on Monday to extend their weekend. We think now a 4-day-a-week schedule would have been better, with students being finished earlier in the day. That would also make it possible to schedule more afternoon in-Florence outings that would not then conflict with their language and culture classes.

Past faculty have also emphasized that setting and enforcing a class attendance policy is essential. Students in the Florence program often travel well away from Florence. While this type of travel is wonderful in moderation, it can (and does) contribute to student fatigue, lack of engagement with class materials, and absenteeism. Students must be reminded that this is an academic program, that class attendance is expected and part of how they are evaluated, and that failure to attend class has academic consequences. You may find that this message will have to be repeated throughout the quarter.

Student Guidelines

Students are required to read and submit a signed copy of the Student Guidelines. It is expected that you will thoroughly read this document and that you know what the guidelines cover. We rely on you to learn about any behavioral problems or potential ones. You are responsible for alerting AIFS and WCCCSA about variances from the guidelines that are significant enough to jeopardize the program and/or its participants in any way.

Please see Appendix C for a copy of the Student Guidelines.

Student Removal

The WCCCSA leadership team also bears final responsibility if it becomes necessary to remove a student from the program. This will be done in accordance with the WCCCSA By-Laws and only as a last resort. Should a situation like this arise, we work very closely with faculty and AIFS to make suitable arrangements to remove the student.

Student Housing

Student housing assignments are given to students when they arrive in Florence. Once rooming assignments go out to students they cannot be changed unless it is agreed upon by all students involved in the rearrangement. Coordinators will tell students at the time of signing up to make any requests for roommates then.

Facilities

AIFS provides classroom space, computers for students, and other office space. Acoustics in the rooms are not the best because of the high ceilings. This is quite typical of European classrooms so we like to think of it as part of the cultural experience. But be aware that you will have to speak up and project to be heard.

Larger tables for projects are available in one of the classrooms as you can see from the photos below.

At times, the computers and printers can be erratic and slow. Again, we ask that faculty be open to adapting techniques to accommodate this which has worked out well in the past.

The white boards are small and are on wheels, but this rarely has an impact on the quality of instruction. We like to tell you, though, so it does not come as a surprise to

Communication

Faculty members are expected to send a weekly update email to the team leader, Cal Erwin-Svoboda (csvoboda@ghc.edu). Once Cal receives the email, he will review it and distribute it to the rest of the consortium coordinators. If you would like to see a sample of these weekly updates, please contact Cal.

In these weekly updates, please include any behavioral issues that you foresee being a problem or those that have become problems. It is important that we learn about potential problems before they become major, which can happen quickly while overseas. If a problem arises, we will communicate with the WCCCSA Chair, Chair-Elect and any coordinators that require involvement.

This email is fairly informal and is just a tool to keep our consortium members up to date. Cal will forward this email out to all the campus coordinators after editing as necessary to protect student privacy. If there are any issues with certain students, Cal will contact the coordinator at the student's home institution who will work with the AIFS staff, the student, and you to find an acceptable solution.

Contact Information

<p style="text-align: center;">WCCCSA Team Lead</p> <p>Cal Erwin-Svoboda</p> <p>Grays Harbor College 1620 Edward P. Smith Drive Aberdeen, WA 98520 Phone: 360-538-4078</p> <p>csvoboda@ghc.edu</p>	<p style="text-align: center;">AIFS Representative</p> <p>Sharon Secki- <i>Application and brochure Preparation</i> Director of Admissions, Partnership Programs, Phone: (800) 727-2437 ext. 5090, ssecki@aifs.com</p> <p>AIFS College Division River Plaza 9 West Broad Street Stamford, CT 06902</p> <p>Karen Winslow- flight questions, general program and student enrollment (800) 727-2437, ext. 5089 kwinslow@aifs.com</p> <p>Patty Cardenas- Student payment questions. pcardenas@aifs.com, (800) 727-2437, ext. 5078</p>
<p style="text-align: center;">Florence 2013 Team</p> <ul style="list-style-type: none"> • Yukari Zednick – Cascadia Community College yzednick@cascadia.edu • Jennifer Gruver – Pierce College jgruver@pierce.ctc.edu • All 	<p style="text-align: center;">Team Job Descriptions</p> <p>Registration Coordinator</p> <p>Book Order Coordinator/ Flight Researcher</p> <p>Pre-Departure Orientation</p> <p><i>(Job Description Duties Subject to Change)</i></p>
<p style="text-align: center;">Faculty Instructor</p> <p>Elizabeth Donley - Clark College edonley@clark.edu, (503) 481-9620</p> <p>✓ <i>Florence Instructor -2013</i></p>	<p style="text-align: center;">WCCCSA Treasurer</p> <p>Kathie Kwilinski - South Seattle Community College kkwilins@sccd.ctc.edu, (206) 764-7965</p> <p>✓ <i>WCCCSA Treasurer</i></p>

Appendix A Guidelines For Program Participants

WASHINGTON COMMUNITY COLLEGE CONSORTIUM FOR STUDY ABROAD GUIDELINES FOR PROGRAM PARTICIPANTS

**Please submit this agreement with your signature
at the Pre-Departure Orientation in February 2013.**

Participant Misconduct

“Participant misconduct” can be defined as any situation in which you jeopardize your own welfare, that of fellow program participants, or of the program; excessive absences from classes or failure to complete course work; abuse of the cultural norms of the community; drug, alcohol, or substance abuse; or violation of the laws of the host country or the regulations governing the host institution. “Participant misconduct” can result in your dismissal from a Washington Community College Consortium for Study Abroad (WCCCSA) program. Dismissal from a program, whether voluntary or not, shall not release you from your obligation to make any and all payments of the program fees.

Participant Statement of Understanding and Agreement

“I, the undersigned, wish to participate in a study abroad program offered through the WCCCSA. In exchange for the consideration of my application for admission to the WCCCSA study abroad program, I understand and agree to the following:

1. I am responsible for timely payment of all program fees and understand that an academic “hold” may be placed on my college records unless and until I make all required payments that are due to my college.
2. I am responsible for the completion of all academic requirements of my program, including, but not limited to, classroom work, assignments, projects, field trips, and various assessment and evaluation processes. I understand that this is a 15-credit program. Students with special circumstances may make arrangements, prior to the start date, to take 10 credits (minimum for WCCCSA programs).
3. I am subject to the Student Code of Conduct (or its equivalent) of the College through which I have registered for this study abroad program. I understand that if I violate the Student Code of Conduct, I may be dismissed from the program and lose all academic credit for the program, but will remain responsible for full payment of all program fees. I understand that the Student Code of Conduct is primarily designed for on-campus governance, and therefore, where the Student code of Conduct is silent, or where there is an apparent conflict between it and the WCCCSA Student Guidelines, I agree to abide by the Guidelines stated here. I may request a copy of the Student Code of Conduct from my college study abroad advisor.
4. I may not manufacture, purchase, possess, and/or use any illegal or unauthorized substance for the duration of the WCCCSA study abroad program, including my free time. I understand that the purchase or possession of illegal substances jeopardizes myself, other program participants, and the program itself. I understand that neither the program, nor the WCCCSA, nor the US Embassy, can obtain my release from custody of local law enforcement authorities. I understand that the violation of this rule of conduct may result in immediate dismissal from the program and the loss of all academic credit for the program. I further understand that I would remain responsible for the full payment of all program fees.
5. I am responsible for informing, in writing, the program representatives of any plans to travel away from my living accommodations before, during, and after the period of the program. I understand that the WCCCSA, its staff, agents, and representatives are not responsible in any way for any non-program sponsored travel.

6. I am responsible for providing to the WCCCSA a complete and accurate medical history, including psychiatric, learning, physical, and sensory conditions for my own health and safety during the program. The medical form is available from my college study abroad advisor.
7. I am responsible for requesting reasonable accommodations related to a documented disability in a reasonable time frame prior to my departure from the USA. I understand that my requested accommodations may not be available at the overseas site, but that every reasonable effort will be made to provide alternative reasonable accommodations whenever possible.
8. I understand that if I do not make my need for reasonable accommodations known in writing to the WCCCSA, in a timely manner, that the WCCCSA may delay my participation in the program until reasonable accommodations can be made on my behalf.
9. I am responsible for the information contained in the Cancellation and Refund Policy, as well as being responsible for the timely payment of all program fees. If I send a written notice of cancellation, I am responsible for all portions of the program fee corresponding to non-recoverable costs from the date of the postmark on the written notice.
10. The WCCCSA, through its industry partners, will provide international study abroad health insurance coverage during the period of the program, which includes major medical health and/or repatriation and/or medical evacuation insurance, and I am responsible for any additional insurance that I may elect.
11. In consideration of the opportunity to participate and the insurance provided, I release the WCCCSA, its staff, agents, or representatives from any liability for damage to or loss of property, injury, illness, or death, due to the theft and other crimes committed by persons other than employees or agents of the WCCCSA and its member colleges, political unrest, use of various modes of transportation, or other activities arising on the part of other program participants, host family members, agencies and organizations, persons, or groups with which the WCCCSA contracts or recommends for the provision of program services. This release does not apply to intentional, willful, or wanton acts of employees or agents.
12. I authorize the WCCCSA and its authorized agents to secure medical treatment on my behalf in the event of an emergency, illness, or injury, and I accept full financial responsibility for such medical treatment. I also authorize the WCCCSA and its authorized agents to release medical information contained in the WCCCSA Medical Report to a health care provider if it is determined to be necessary in order to support me in case of emergency, illness, or injury, or as needed to provide reasonable accommodations.

I have read, understand, and agree to follow these Student Guidelines:

Printed Name

Signature

Date

**Appendix B:
AIFS Medical Forms**

**Medical Examination Form
Partnership Programs**

Participant Name _____

Program _____

Term _____

American Institute for Foreign Study Partnership Programs
River Plaza
9 West Broad Street
Stamford, CT 06902-3788

Have this form completed by a licensed physician and return it to the above address at least two weeks prior to departure. The fee for this examination is not chargeable to AIFS; it should be collected by the physician from the participant. Exam must be conducted within six months of departure.

A. To the best of your knowledge and belief, has the participant ever had, been treated for, or told that she/he had:

1. Heart disease, high blood pressure, varicose veins or disease of the circulatory system Yes No
2. Diabetes, goiter or any disease of the glands Yes No
3. Epilepsy, fainting attacks, or other disease of the brain or nervous system Yes No
4. Fistula, fissure, hemorrhoids or other disease of the rectum Yes No
5. Cancer or tumor, syphilis or tuberculosis Yes No
6. Asthma, pleurisy, or other disease of the respiratory tract Yes No
7. Neck or back strain or injury or hernia Yes No
8. Any deformity or loss of limb Yes No
9. Any disease of the reproductive organs Yes No
10. Schizophrenia or any mental disorder Yes No
11. Manic depression or depression Yes No
12. Anorexia and/or bulimia Yes No
13. Ulcer or any disease of the stomach, intestines, liver, gall bladder or other disease of the gastrointestinal tract Yes No
14. Sugar in urine, kidney disease, or other disease of the genitourinary tract Yes No
15. Arthritis, rheumatism, or other disease of the bones Yes No
16. Any impairment of sight, speech or hearing, or any disease of the eye, ear, nose or throat Yes No
17. Any surgical operation performed or been advised to have any performed during the past five years Yes No
18. Any substance abuse Yes No
19. Allergic reactions to food, environment or drugs Yes No
20. Any special dietary needs, preferences or difficulties Yes No
21. Any menstrual problems including irregular/painful periods and pre-menstrual syndrome Yes No
22. Any other illnesses, diseases or treatments not mentioned above during the past three Yes No

Give details to all "yes" answers. If more space is needed, attach separate sheet. Please include the question # , name of condition, date occurred, duration, degree of recovery and names/addresses of physicians, hospitals or clinics consulted.

B. Height _____ ft. _____ in. Weight _____ lbs. Blood pressure S _____ D _____ D _____

C. Is the applicant presently using any kind of medically prescribed medication? yes no

If yes, please list all medications (both prescription brand and generic name) applicant is currently taking and medical condition _____

D. When did the patient receive the Tetanus vaccine? _____

Until what date is the patient covered? _____

E. Are there any special needs that would either restrict the applicant from participating in essential functions of studying abroad or require accommodations in order to successfully participate in the program? Yes No

If yes, please give details _____

Please note:

- If a doctor is unwilling/unable to prescribe in these quantities, students should plan ahead for a postal delivery or make other arrangements, but please be aware that in many European countries it is not possible to send prescription medications through the mail and packages will not be delivered.
- AIFS highly recommends that students take medical advice about the side effects that flying, temperature changes, different foods and alcohol may have on their reaction to medications.
- If a student has a disability that requires a special "accommodation" or special conditions, he/she should request information about the specific campus in advance. Some AIFS locations abroad may not have handicap access like that which is available and expected in the U.S.
- If a student does not submit a medical form prior to departure he/she will not be permitted to participate in the program.

I certify that the medical information supplied is both accurate and complete. I certify that the foregoing statements and answers are entirely true and complete and that no material has been withheld or omitted, concerning my past and present state of health. I agree that the answers are the basis on which the insurance applied for may be made effective.

Participant's signature _____ Date _____

I have today carefully examined and find said person in sound health and free from all physical defects and infirmities, except as stated.

Signature of physician _____ Date _____

Address _____

**Appendix C
Faculty Travel Form**



FACULTY INFORMATION FORM

Please complete this form, and return it by email to Kirsty Isherwood (your Program Director) as early as possible.

In addition, please send 4 passport sized (2" by 2") photographs (clearly marked with your name on the back) and return by your program's application deadline to: Karen Winslow, AIFS College Division, River Plaza, 9 West Broad Street, Stamford, CT 06902, USA, along with a copy of the information page of your passport (the page with your picture). If you do not yet have a passport, please mail a copy once you have received it.

PERSONAL INFORMATION

NAME: _____
(Please write your full name as stated on your passport)

SCHOOL: _____

PROGRAM: **WCCCSA Florence Program 2013**

EMAIL: _____

ADDRESS: _____

(Permanent home address, to which correspondence, tickets, etc., will be sent. If you have a P.O. Box, please also provide a street address for airline ticket delivery.)

TEL: _____
(Please include a cell number, if applicable)

DATE OF BIRTH: _____
(Please use the American format, Month/Day/Year)

EMERGENCY CONTACT WHEN ABROAD:

(Please include name and contact number(s))

MEDICAL INFORMATION:

(Please list any medical conditions/allergies, etc.)

ACADEMIC INFORMATION

PLEASE LIST THE COURSE(S) YOU WILL BE TEACHING & ANY ASSISTANCE YOU REQUIRE:

TRAVEL INFORMATION

AIFS INCLUDES ROUND-TRIP FACULTY FLIGHTS PER YOUR PROGRAMME PROPOSAL. PLEASE CHECK **ONE** OF THE FOLLOWING:

- I will travel with the students on the scheduled programme group flight (outbound and return) and would like AIFS to arrange my flights.
- I will make my own flight arrangements and wish to receive a flight reimbursement of the student airfare fee once the minimum programme enrolment has been reached.

IF YOU ARE MAKING YOUR OWN FLIGHT ARRANGEMENTS, PLEASE PROVIDE US WITH YOUR COMPLETE TRAVEL ITINERARY, INCLUDING DEPARTURE/ARRIVAL AIRPORTS, FLIGHT NUMBERS, FLIGHT TIMES, ETC.:

WILL YOU BE TRAVELING WITH ANY COMPANIONS? IF YES, PLEASE PROVIDE DETAILS:

IF YOU REQUIRE AIFS TO MAKE FLIGHT ARRANGEMENTS FOR YOUR COMPANION(S), PLEASE PROVIDE US WITH DETAILS. (Please note any companions must travel on the scheduled group flight. AIFS cannot make flight arrangements for companions wishing to depart or return on different dates or from different cities.)

(Please include first and last names as they appear on their passports, travel dates, and cities. Please attach a separate sheet if necessary.)

ACCOMMODATION

AIFS SUPPLY FACULTY WITH HOUSING IN A ONE BEDROOM APARTMENT IN CENTRAL FLORENCE AS PER THE PROPOSAL:

IF YOU HAVE ANY SPECIFIC REQUESTS REGARDING YOUR ACCOMMODATION, PLEASE PROVIDE DETAILS:

(Please be realistic in any requests and note that, while we will endeavor to meet them, they cannot be guaranteed)

ANY OTHER INFORMATION

(Please include any other relevant information, including any medical information we should be aware of)