



FUA FLORENCE UNIVERSITY OF THE ARTS

University Manual 2019/20 Academic Year

UNIVERSITY MANUAL 2019-2020

FLORENCE UNIVERSITY OF THE ARTS Palazzi FAIE

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FUA Office of Communications & Marketing

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1. INTRODUCTION

PURPOSE

The present material has been created to facilitate cooperation between FUA Florence University of the Arts and affiliated partners in all collaborative endeavors for international studies in Florence, Italy.

CONTENTS

The University Manual is intended to provide helpful and detailed information on the following areas of Florence University of the Arts:

- Academic sessions, enrollment deadlines, calendar of academic sessions
- Enrollment procedures
- Study abroad programs offered at FUA
- Services offered by FUA/Palazzi for students
- Targeted contacts for specific areas of FUA/Palazzi

PROMOTIONAL & ACADEMIC LITERATURE

In addition to the manual, information on FUA academics, the Community Engagement Member Institutions and their interactive cooperation with students' learning experiences, and all other services offered by the institution is constantly updated and made available to affiliate partners. Please request your copy of the following materials and literature are produced by FUA/Palazzi:

FUA Study Abroad Brochure: Study abroad periods, credit and course loads, information on Florence.

Study Abroad Field Learning Brochures: Specific brochures related to 1 and 3-week field learning courses.

Academic Catalog: Academic policies, details of each academic division of FUA, complete course descriptions. Please consult this material when referencing specific courses mentioned in academic programs and courses of study featured in this manual. The catalog may be downloaded at www.fua.it/key-info/academics.html.

Student Manual with Academic Policies: This handbook is distributed to each student enrolled at FUA. It outlines policies and guidelines for academics, student conduct, and facilities use. This manual also includes information on student life and services, including details of extracurricular activities. Partners may request to consult a copy.

Also available upon request: Campus map, orientation details

2. ACADEMIC SESSIONS, APPLICATION DEADLINES, & ACADEMIC CALENDAR 2019-2020

ACADEMIC SESSIONS AT FUA

Courses and programs at FUA are scheduled according to the following sessions:

- Semesters: Fall/Spring (15 weeks), Summer (12 weeks)
- Quarters: Fall, Spring, Summer. Combination of consecutive 3-week short sessions.
- Short Sessions:
 - Spring: January Intersession and Sessions I-II-III-IV (3 weeks)
 - Fall: August Intersession and Sessions I-II-III-IV (3 weeks)
 - Summer: 1 week (Sessions C-D-E-F), 3 weeks (Sessions I-II-III-IV), 4 weeks (Sessions V-VI-VII-VIII), 6 weeks (Sessions A-B)

APPLICATION DEADLINES

Fall

Fall Semester: June 15

Fall Quarter: See Sept Intersession or Session A

September Intersession: June 15

Fall Session A: July 15

Fall Session B: August 15

Fall Session C: September 15

Spring

Spring Semester: November 15

January Intersession: December 1

Spring A: November 15

Spring B: December 15

Spring C: January 15

Spring D: February 15

Summer

Summer Semester, I, V, A, C: April 8

Summer Quarter: See Summer I or II

Summer II, VI, D: May 1

Summer III, VII, B, E: May 15

Summer IV, VIII, F: June 15

Please note:

All highlight programs (see Study Abroad section) have the same deadlines as the corresponding regular session dates.

ACADEMIC CALENDAR OF SESSION DATES

All dates can be consulted online at:

www.fua.it/Utility/academic-calendar-detail.html

2019-2020 Official Holidays

Fall 2019: Aug 15, Nov 1

Spring 2020: Jan 6, April 13, May 1

Summer 2020: June 2, June 24

Conferences

Fall Conference: Dec 6-7, 2019

Spring Hospitality Conference: May 8-9, 2020

2019-2020 SEMESTERS

<https://fua.it/Utility/academic-calendar-detail.html#semester19-20>

IMPORTANT NOTE: SEMESTER FINAL EXAMS

A 3-day final exam period is scheduled for the Fall and Spring Semesters. Exams begin on Monday and conclude on Wednesday, allowing for more travel and departure flexibility during the final session week. The exam time slots will follow the chronological sequence of course dates/times of the week. Please note that exam time slots may differ from the regular class times of semester courses.

Regular classes will NOT be held during exam dates, please refer solely to the final exam schedule of timeslots according to class day and time.

Monday Exams	Tuesday Exams	Wednesday Exams
9.00-10.15: Mon 9.00-11.30 exams 10.45-12.00: Mon 12.00-14.30 exams 12.30-13.45: Mon 15.00-17.30 exams 14.15-15.30: Mon 18.00-20.30 exams 16.00-17.15: Tue 9.00-11.30 exams 17.45-19.00: Tue 12.00-14.30 exams 19.30-20.45: Tue 15.00-17.30 exams	9.00-10.15: Tue 18.00-20.30 exams 10.45-12.00: Wed 9.00-11.30 exams 12.30-13.45: Wed 12.00-14.30 exams 14.15-15.30: Wed 15.00-17.30 exams 16.00-17.15: Wed 18.00-20.30 exams 17.45-19.00: Thu 9.00-11.30 exams 19.30-20.45: Thu 12.00-14.30 exams	8.00-8.50: 8.00-8.50 exams 9.30-10.45: Thu 15.00-17.30 exams 11.15-12.30: Thu 18.00-20.30 exams 13.00-14.15: Fri 9.00-11.30 exams 14.45-16.00: Fri 12.00-14.30 exams 16.30-17.45: Makeup exams 18.15-19.30: Makeup exams

2019-2020 SHORT SESSIONS & QUARTERS

<https://fua.it/Utility/academic-calendar-detail.html#short19-20>

3. ENROLLMENT GUIDE ADMISSIONS

FUA is committed to working directly, step-by-step, with affiliate partners to ensure a comprehensible and efficient approach to guiding students and their home institutions through the enrollment process. This guide does not reflect specific timelines but summarizes the procedures enacted from student enrollment to releasing grades upon completed studies. Please refer to the affiliation agreement for the exact conditions regarding the information below as well as for program payment and cancellation policies. Specific information regarding the academic policies, period of study, and student conduct may be further consulted in our official Student Manual as well as in the introduction to the Academic Catalog.

PHASE 1: PRE-ARRIVAL

Enrollment and Course Selection

Students make their course selections guided by their study abroad offices and if necessary their academic departments. The online application, which also includes housing requests, is completed by the students before the deadline indicated for the specific academic session. When completing the online application, students should be aware that they are agreeing to abide by FUA's policies on Student Conduct and Academic Policies, as outlined in the FUA Student Manual which can be downloaded from the website. Applications are considered on a rolling basis. Classes are small and space is limited. Alternate choices for each course selection are mandatory. In the case a course is closed, has conflicts, or is cancelled, the student will be placed in the alternate course. Please refer to the website for specific applicant criteria.

Application Receipt and Tuition Payment Procedures

Partners may refer to their affiliation agreement for details and instructions for invoices, payments, and cancellations.

Student Registration Upon Enrollment

The home institution will provide the contact information for further communication (International Student Advisor, International Program Coordinator, etc.) to the Registrar's Office. Any learning disabilities which require accommodation of incoming students must be communicated to the Academic Office no later than 5 weeks prior to the session start date, such that they can be evaluated. The Official Registration will be automatically sent to the home institution as soon as the student's enrollment has been accepted.

Course and Schedule Communication

The home institution will be added to the Registrar's Office mailing list for schedule updates. The home institution will always be updated in case of class cancellations, rescheduling of class times, and openings of new sections or classes closed due to maximum capacity.

Finalizing Student Schedules and Course Cancellations

Course changes deadline: students may change their classes during the "Pre-Arrival Course Registration" phase up to a pre-established deadline (communicated to all partners by the Registrar's Office) that will be no less than 6 weeks prior to the start date (date of arrival) for Fall and Spring Semesters and no less than 5 weeks for

Short/Quarter Sessions. After the program start date students may complete only 1 class change (1 add and 1 drop) during the designated “Final Registration” period (see Phase 2 for details). Internships and Special Project Experiential Learning (SPEL) placements may not be changed once courses are finalized prior to arrival.

Course Cancellation deadline: in the case where a student is enrolled in a class that is cancelled, the Registrar's Office will notify the home institution no later than 5 weeks prior to the start of the term date (arrival date) for Fall and Spring Semesters and 4 weeks prior to the start of term date for Short/Quarter Sessions. This notification will allow for students to finalize their schedules before the deadline expires (mandatory alternatives are required on the online application).

Registration Letters

As soon as the list of participants from a partner institution is complete (with gender and date of birth), the Admissions Office will mail the acceptance letters to the home institution. These letters must be provided to the Italian Consulate for sessions that require a student visa (see following chapter for more information). It is important to communicate the finalized list of study abroad participants in order for the Consulate to receive the letters on time, as requesting a visa can be a lengthy process depending on the jurisdiction. Please refer to the local consulate for documents and time allowances required to obtain the visa. FUA will provide the academic documentation necessary for the study visa but is not held responsible for obtaining the visa or for a consulate's decision to issue the requested visa.

Post-enrollment and Pre-arrival Registrar Follow-up

Upon the home institution's request, the Registrar's Office will provide a list of students, how many credits they are taking, and official registrations. This information can also be downloaded independently from the FUA database.

Housing – Fulfilling housing requests is activated upon receipt of the online application, along with course scheduling:

- The Housing Office matches student requests with the list of available apartments (roommate requests as indicated on the application form) or families in the case of the Italian Family Homestay.
- The Housing Office determines the best housing accommodations based on the requests and verifies all roommate requests from the parties involved in apartment requests.
- All final housing information is emailed to the agency approximately 10 days prior to arrival.

Please note:

- FUA seeks to fulfill every housing and roommate request made by partners, but please be aware that depending on the timing of the request and availability, not every request can be guaranteed.
- When an advisor or direct home institution contact is NOT available, the following information is sent directly to the students: apartment address, description of the apartment, information regarding check-in location/procedures, pick-up information if requested, and emergency contact number.
- In accordance with Italian privacy laws, roommate details are not released

prior to arrival. Only students requesting specific roommates will know in advance whom they are living with.

- A housing deposit is required as a guarantee for any damages incurred during the students' term of study in Florence.

Individual arrival pick-up requests: For details concerning pick-ups for group flights prearranged with FUA, please refer to the affiliation agreement. Individual pick-ups involve an additional cost. The requests/confirmation deadline for individual pick-ups is 3 weeks before arrival, sent via email to the Admissions Office. Deadline to forward flight information is 2 weeks before arrival (this should be sent by the student or the home institution's advisor) via email. Students who request pick-up service via email with sufficient notice will be transferred from the airport directly to their assigned accommodation. Students who do not request the pick-up service will be responsible for their own transport to the FUA check-in office and to their assigned accommodation. In the case of an arrival outside of regular check-in times without pre-arranged individual pick-up service, students will be responsible for their own accommodation arrangements for the first night until check-in the following day. All other details are given at the mandatory program orientation described below.

Notification of Orientation

All home institutions are notified of detailed orientation schedules by the Student Life and Development Office at least 1 month prior to student's arrival.

PHASE 2: UPON ARRIVAL

Arrival in Florence

On regularly scheduled arrival dates (see Academic Calendar), the FUA staff will assist with student arrivals at the Florence airport. Arrivals pre-arranged with pick-ups will be fulfilled with shuttle transfers directly to the assigned student accommodation. For individual arrivals that do not include pick-ups, there will be a FUA staff member to greet the student and facilitate transportation (by taxi, etc.) to the FUA campus. Please note that the 1-week and 4-week summer session arrivals, assisted by FUA staff, take place in Rome. For pick-ups prearranged for other airports and arrivals for customized programs and/or program arrangements, please refer to the specific program details and affiliation agreement.

Check-in: Students are informed that they must check-in with FUA staff to receive their keys, map and other details regarding their housing before entering their accommodation. After all students have moved into their apartment, further details about rules, regulations and any other issues that may arise are given at the mandatory program orientation. Students are reminded of the emergency contact number (when and how to use it).

A complete housing check form must be filled out on-line on the MyFUA portal within 48 hours after check-in. This form documents the apartment conditions at the time of the check-in. Information on cell phone options is provided for student to review before arrival in the pre-departure e-mail.

Orientation: After check-in, a dedicated orientation phase will be held before the start of each academic session. Covered topics include academic program and student conduct policies, introduction of staff and coordinators, presentations of

student services/extracurricular activities/Educational Field Trip (EFT) opportunities, housing policies, health insurance and emergency situations, permit of stay information and procedures, and concludes with a walking tour to familiarize students with our campuses.

Final Registration Phase

After the program start date, students are allowed to change one class (1 add and 1 drop ONLY) with the exception of internships, for which changes are not permitted. The final registration period takes place the first week of courses for Fall and Spring Semesters and ONLY on Orientation day prior to the first day of class for Short/Quarter Sessions. Registration changes will be possible through the student portal MyFUA. Students will receive detailed information during orientation. The home institution will receive an email from the FUA database to approve or decline the student request. During Intersessions registration changes are not applied. Internships/SPELs and independent studies may not be dropped or withdrawn at any time. Level changes in Italian language are not considered a registration change. After the request is finalized, the home institution will automatically receive the updated official registration. Please refer to the Student Manual for further details and regulations regarding the policy.

Additional Course Fees

Any additional fees for single courses for regular study abroad sessions are to be paid in cash within the first week of class. Course fees for shorter sessions (3 weeks, 6 weeks) are collected within the first day of class. Fees are not refunded upon withdrawal from courses or programs.

PHASE 3: PERIOD OF STUDY

Academic Performance and Monitoring

Students are subject to the Student Conduct and Academic Policies outlined in the Student Manual. All students are monitored by their instructors, who are coordinated by department chairs and coordinators working closely with the Academic Office for all academic issues. FUA administers firm student conduct and absence policies and closely monitors student attendance as well as coursework and exams. For further details on all academic policies, please consult the Student Manual.

Housing follow-up during sessions

The Student Life and Housing Office is available to discuss any housing issues at all times. Occasional visits to the apartments may occur to make sure that the apartments are maintained in proper conditions.

PHASE 4: PROGRAM COMPLETION

Housing follow-up for departure

During the final days of the program students are informed of the housing check-out procedure. Students are not able to stay in their accommodation after the check-out date as indicated on the academic calendar. Any damages must be reimbursed with the housing deposit as mentioned above in the Phase 1: Housing section.

Transcripts

The Registrar's Office will send FUA official transcripts to the home institution no later than 4-6 weeks after the program end date. This is an automatic process, all student transcripts will be sent in two copies to the home institution.

Rush Transcripts: In the event a rush transcript is needed to meet graduation deadlines etc., FUA can issue an unofficial electronic copy of the transcript or official hard copy shortly after all final grades are turned in. Typically this is 2-3 weeks after a semester closes. Hard copies can be requested at an additional cost. To facilitate this service, students must complete a Rush Transcript Request Form to be signed by the student and an academic advisor (or other appropriate administrator) and returned to the Registrar's Office. Further information regarding the cost of these services and the request procedure can be provided by the Admissions Office.

Requests must be received: by the first day of the Fall/Spring break for Fall and Spring semesters, and one week prior to the program start date for the short/quarter/summer and intersession sessions.

4. Study Visa & PERMIT OF STAY

VISAS

FUA is exempt from any responsibility pertaining to obtaining the study visa. Study visas may be required based on nationality and the period of study. The Italian Ministry of Foreign Affairs (Ministero degli Affari Esteri) outlines the requirements and procedures for when a visa is required. These regulations are subject to change according to the decisions of the Italian government. The Ministry's website may be consulted in English for further information, which includes a query according to nationality/residence to determine whether a visa is necessary:

vistoperitalia.esteri.it/home/en

Visas are obtained at the local Italian consulate of jurisdiction. Consulates require a series of documents in order to issue the study visa. Among these documents, FUA provides the following: letter of enrollment, and worldwide insurance coverage for non-EU students unless insurance coverage is exempted from the affiliation agreement.

UPON ARRIVAL IN FLORENCE

FUA staff will assist students with the request of both the permesso di soggiorno upon arrival in Florence. The process for these documents will be started **upon arrival** in Florence and is **not** relevant to the enrollment process.

Permit of Stay (Permesso di Soggiorno): The permesso di soggiorno (permit of stay in Italy) is required for non-EU students enrolled in programs that last longer than 90 days and must be requested within 8 days after arrival in Florence. Please note that for some non-EU countries the VISA and consequently the permesso di soggiorno is required for stays that last less than 90 days.

Required documents: **original** letter of enrollment bearing the official stamp of the consulate for the study visa; proof of insurance; photocopies of the first page of the passport (picture page) and visa page. Please note that document requirements are subject to change as per consular regulations.

There are processing fees required by the Italian government for the request of the permit of stay.

5. PROGRAMS AT FUA

5a. STUDY ABROAD PROGRAMS

Studying abroad at FUA offers flexible options throughout the year. Descriptions and credit loads can be found at the study abroad brochure downloadable from:

<https://fua.it/key-info/academics.html>

Course offerings per season/session and prerequisites (if required) can be found at: <https://fua.it/Academics/academic-schedule.html>

Please consult the academic calendar and course schedules for program dates.

Course selections may be subject to change depending on enrollment and availability.

SEMESTER/YEAR – FALL/SPRING/SUMMER

15-Week Fall/Spring Semesters

- 1w Cultural Introduction to Italy field learning course can be added prior

12-Week Summer Semester

- 1w Cultural Introduction to Italy or Farm to Table field learning course can be added prior

QUARTER PROGRAMS – FALL/SPRING/SUMMER

Combination of short sessions for quarter load

SHORT PROGRAMS (3W)

Jan/Aug Intersession

Sessions I, II, III, IV (Fall, Spring, Summer)

Additional Summer Sessions

- 1W Sessions: Cultural Introduction to Italy in Sessions C-D-E-F. See below for additional 1W field learning options in each summer session.
- 4W Sessions V-VI-VII-VIII
- 6W Sessions A-B

HIGHLIGHT PROGRAMS

Specialized study abroad programs are offered in specific disciplines both during the fall and summer seasons.

Fall/Spring Courses

TuttoToscana Study Away Program Florence to NYC Fall/Spring

In collaboration with the James Beard Foundation

4 and 1-Week Program Session II & Intersession W3

- Area 1: Event Planning and Communications
- Area 2: Digital Media and Visual Arts / Fashion*
- Area 3: Food Management and Production for Special Events

Table and Wine Grapes of Italy – Fall Harvest Week Field Learning Week

- Intersession Week 2

Culinary Competitions: Training and Practice – Spring

- Weeklong course and competition participation in Spring academic season

Field Learning Summer Courses

1w Field Learning Options

- Session C
 - Cultural Introduction to Italy
 - The Italian Food Industry: From Farm to Table
- Session D
 - Cultural Introduction to Italy
 - Multiculturalism, Food, and Religions in the Italian-French Riviera
- Session E
 - Cultural Introduction to Italy
 - Cultural Introduction to the Italian Family
- Session F
 - Cultural Introduction to Italy
 - Startup Ventures and Entrepreneurship

The above can be added prior to a 3w session for 4 total weeks.

Session C and E can be added prior to a 6w session for 7 total weeks.

The 1w FL course topic can be taken for 6 credits that combine 3cr FL + 3cr lecture course in Florence.

The Italian Family topic also offers an additional Service Learning credit in Florence.

Italian Civilization and Culture: Society and Lifestyle

- 3-Week Summer Session II. Takes place in Northern, Southern, and Central Italy.

5b. EXPERIENTIAL LEARNING & INTERNSHIPS @ FUA

OVERVIEW

FUA offers groundbreaking opportunities to integrate experiential learning and professionalizing experiences to students' course of study in Florence. Program offerings include the following options and are offered on a for-credit and non-credit basis:

- Experiential Learning Courses
- Special Projects Experiential Learning placements
- Internships

DIFFERENCES BETWEEN THE PROGRAM OPTIONS

The essential difference between an Internship, an Experiential Learning Project and a course with an EL component in the field of interest is:

- In an Experiential Learning Course, a student receives academic education following the instructor's guidance and expertise. A list of available courses will be provided for each academic session.
- In a Special Project Experiential Learning placement, a student learns by doing and observing the assigned tasks WHILE also receiving academic instruction at FUA CEMI internal placements on campus.
- In an Internship, a student actively assists professionals in fulfilling daily tasks and chores. The student does not receive academic instruction but learns by performing tasks at external placements.

FOR-CREDIT AND NON-CREDIT PROGRAM OPTIONS

Internships and Special Project Experiential Learning placements available in both credit and non-credit options. In case the student applies for a non-credit program he/she will NOT be entitled to academic credit and the FUA records will indicate the fulfillment of a non-credit program.

For-credit internships/SPEL

- These are offered during the short sessions and semesters as defined by the FUA academic calendar.
- Credit loads and hours
 - SPEL: 150 EL hours for 3 academic credits. 150 hours are distributed throughout the length of the academic session. Minimum duration 3-week sessions.
 - Internship: 120 internship hours for 3 academic credits. Minimum duration 6 weeks.

Non-credit internships/SPEL

- NC placements must begin on the date of a regular academic session. Students may choose the duration of the placement within the academic calendar, from a minimum of 3 weeks for SPEL placements and 6 weeks for internships. The internship option

only requires 3 weeks of Italian language at the start of the program. Additional weeks of placement and/or 3-week Italian sessions may be added.

- Hours: All placements allow for a maximum of 20 hours per week.

Commitment and distribution of hours: Please note that for all of the above placement options, hours may be distributed from Monday through Friday and some placements will require evening and/or evening shifts (please see specific placement descriptions at the end of the document).

The Experiential Learning Course Alternative offers a variety of course options that can be consulted at the online FUA Academic Schedule.

- Courses are taken as a 6-credit format (45 lecture hours + 150 EL hours guided by faculty) during FUA academic sessions. Students enrolling in these do not need to submit a resume or interview with the FUA coordinator. Please note that the classes are not listed in this placement summary but can be found online in the FUA class schedules: <http://fua.it/Academics/academic-schedule.html>

APPLICATION AND ADMISSIONS PROCESS

Application procedure

Students wishing to apply for a Special Project Experiential Learning and Internship programs are asked to submit the following materials to the Admissions Office:

1. A **cover/motivational letter** exploring the reasons for the application and the expected outcome of the project.
2. A **detailed resume** focused on the specific academic and professional background of the student in the chosen field of interest.
3. Depending on the field or placement the following materials may be required:
 - A **portfolio** containing the most relevant work from academic/professional previous experience
 - An **Italian language proficiency assessment** if required by the placement. The level evaluation is based on the Common European Framework of Reference for Languages: Learning, Teaching, Assessment CEFR.

Internship Applications: Determining the right program for the applicants

When an internship application is received, the Admissions Officer will inform the student of specific placements available and forward the request to the Internship and Experiential Learning Coordinator.

The Coordinator will assess the student's profile to schedule an on-line interview.

The admissions process is designed to determine the best approach for the student to develop the skills he/she needs to address the challenges of the professional environment, with the additional asset of cultural integration. On successful completion of the application process:

- If students comply with both the language and curricular requirements of the position, they will be assigned to an **External Internship**.
- If students comply with the curricular but not the language requirements of the position, the student will be assigned to a **Special Project Experiential Learning** placement, where the exposure to the selected field of interest is provided through an FUA CEMI (Community Engagement Member Institution).

- If the student does not comply with neither the language nor the curricular requirements, he or she will be advised to enroll in a **Course Alternative**, which offers a focused hands-on approach to the subject, but with the assistance and guidance of an English-speaking instructor. During FUA academic sessions, Experiential Learning Courses (both in 6-credit and non-credit format) are offered which cover up to 150 hours of practical experience. The “Cultural Perspectives” class, for example, features specialized activities and community engagement hours integrated into the course in collaboration with the Student Life Department.

In certain cases, upon evaluation of the Experiential Learning/Internship Department, a student may be advised to take a preparatory class to fulfill the program requirements before being assigned to a placement. This will not only provide the student with a theoretical background where necessary but will create the necessary premises for the student to fully benefit from the experience.

After the successful completion of the course, the student may be re-evaluated for admission to an external internship or Special Project Experiential Learning.

Students enrolled in Internships or SPEL must submit a scanned copy of their Passport upon acceptance.

The following pages provide further information, along with a definitive list of placements and fields available.

DOCUMENTATION PROVIDED UPON SUCCESSFUL COMPLETION

FUA may provide the following material to testify the student's experience, only upon successful completion of the program:

- Documentation of the student's attendance
- A letter of recommendation from the on-site placement supervisor
- Any other document, required by a home institution will be completed by the on-site supervisor based on his/her discretionary evaluation of the student's performance and only referring strictly to the tasks carried out by the student.

PLACEMENT OPTIONS

Program placements are suggested to the applying student on the grounds of his/her application. Two possible placement options may be offered based on the applicant's profile:

CEMI - Special Projects Experiential Learning placements

Experiential Learning is at the core of FUA's mission and values. Through CEMIs (Community Engagement Member Institutions), FUA provides a privileged vantage point to experience the chosen professional environment within an English-speaking establishment: fua.it/The-Schools/experiential-learning.html

Special Project Experiential Learning placements through the CEMI are suggested for students who want to acquire a vantage point for their experience without having the necessary language requirements needed for external placements. The CEMI SPEL will provide a challenging environment where responsibilities and learning objectives will be given to the students from the very beginning. According to the time of the year and the volume of work, the number of placements available may vary.

FUA provides placements through the following CEMI

- **Apicius: Ganzo** School Restaurant, Creative Learning Lab, Hospitality Venue (ganzoflorence.it)
- **Apicius: Fedora** Pastry Shop, Creative Learning Lab (fedorafirenze.it)
- **Apicius: Dimora** School B&B
- **Apicius: Sorgiva** School Spa
- **FAST: FLY** Fashion Retail Store and Fashion Event Venue (fly.fashionloves.you.it)
- **DIVA: Corridoio Fiorentino** Photography and Design Gallery (divaiflorence.it)
- **SAS: FAIR** Florence Artist in Residence and Exhibition Activities (fair.palazziflorence.com)
- **J SCHOOL: Ingorda** Campus Press (jschoolfua.it)
- **sQuola: CCIS** Center for Contemporary Italian Studies

As well as in the following areas of the institution:

- **La Palestra**, Campus Gym (studentlifeflorence.it)
- **FUA Marketing & Communications Office**
- **FUA Library**
- **Student Life and Development**
- **Public Relations**
- **Educational Field Learning department**
- **ICT Department**

Please see the list of SPEL placements below for a detailed description of the learning objectives, tasks, and duties pertinent to the experience that allow students to contribute creatively and actively to the related CEMI organization.

External Internship Placements

FUA prides itself on having developed over the years a wide network of internship placements. In order to be eligible for external placements, students must undergo an evaluation by both the internship department and the external placement supervisor. The availability of these placements may be subject to:

- Seasonality (some placements may be only available in certain sessions)
- Language proficiency requirements (depending on the degree of contact with non English-speaking individuals)
- Further motivational interview run by external supervisor
- Commuting expenses to and back from the placement location of up to one-hour duration, at the student's expense
- Weekend and/or PM shifts
- Portfolio/CV evaluation

CEMI SPECIAL PROJECT EXPERIENTIAL LEARNING PLACEMENTS

INTERNATIONAL EDUCATION

PSSPSA350 Special Project: Experiential Learning in International Education - Study Abroad Assistant

Availability: Yearlong

Language Requirement: None

Positions Available: 2. During Summer semester a 6-week minimum program length is recommended.

Description: This placement offers students an opportunity to expand their knowledge of the study abroad experience from the perspective of the hosting country. The SLD office is the main point of reference for all incoming students. Responsibilities range from assisting with planning, organizing and promoting activities, contributing articles to the school publications, and general office duties. Students are expected to effectively collect and share information to students and the academic community. Students assist with the preparation of all orientation materials for future sessions and students. Furthermore they will learn to handle sensitive issues related to culture shock and adjusting to studying/living abroad as well as leading facility tours for institutional visitors and potential students. Special projects are assigned depending on the area of interest. EL hours may be distributed from Monday through Friday. This placement may require PM shifts or shifts that take place on weekends.

Additional materials/Dress code: Business casual attire.

PSSPLS350 Special Project: Experiential Learning in International Education - Library Sciences

Availability: Only semester students Fall, Spring.

Language Requirement: None

Positions Available: 1 per semester

Description: This is an excellent opportunity for the student to understand institutional library systems. Working under the supervision of the library staff, students will perform circulation maintenance routines such as check-in/check-out and book processing and deadlines, shelving, and usage statistics. Additional duties include but are not limited to administrative and technical tasks. EL hours may be distributed from Monday through Friday.

Additional materials/Dress code: Business casual attire.

PSSPFL350 Special Project: Experiential Learning in International Education - Field Learning Assistant

Availability: Yearlong

Language Requirement: None

Positions Available: 1 per season

Description: Through this placement, students will assist the Educational Field Trips department. Typical tasks may include compiling field trip itineraries and participant lists, assisting with hotel and tour reservations, and manage trip reminders and pre-departure information. Students will also assist with promotional activities through social media updates and bulletin announcements on campus. Participation in field trips as assistants to tour leaders will directly involve students in department activities. EL hours may be distributed from Monday through Friday. This placement will require shifts that take place on weekends.

Additional materials/Dress code: Business casual attire.

PSSPRA350 Special Project: Experiential Learning in International Education - Resident Assistant

Availability: Summer II-III

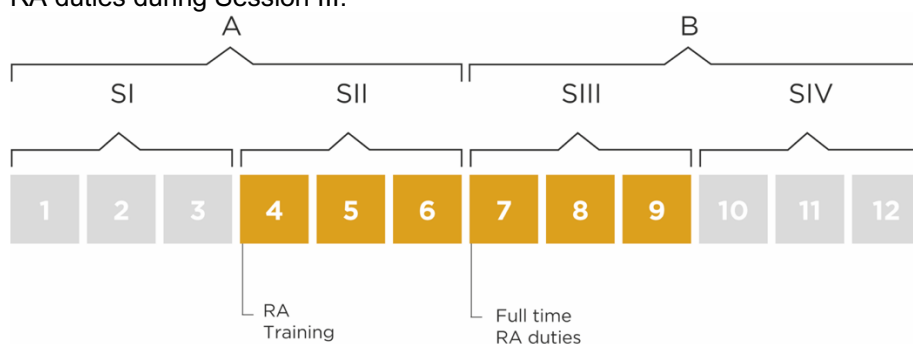
Language Requirement: None, though a basic knowledge of Italian language is preferred.

Positions Available: 2. This position requires the student to fulfill the entire 6-week program length (Summer II and Summer III please see illustration below).

Description: This placement coordinated by the Student Life and Development Office offers students an opportunity to expand their knowledge of the study abroad experience from the perspective of the hosting country and specifically student life and services. The FUA Pre-College program is designed to mirror the FUA undergraduate experience for students who

are generally 16 to 18 years of age. Pre-college students choose from a variety of college-level courses and have numerous opportunities to engage in the community, explore campus life, and learn from a diverse group of peers in an independent but structured environment. Students are supervised by the SLD staff and Resident Assistants. Students enrolled in this special project placement will learn first-hand how Resident Assistants are an integral part of the Summer pre-college program, as they ensure the safety and wellbeing of participants as well as the success of program activities. Moreover, students will experience how RA responsibilities highlight the important role of residential life at FUA. The RA has extensive contact with pre-college students and serves as a liaison and resource; special project students will promote the integration of all aspects of campus life and assist with cultivating a positive environment that supports the University's educational objectives. Students will assist with planning, organizing and promoting activities, observe and assist with program-related administrative and clerical duties, and respond appropriately to program troubleshooting and student issues through assessment, referral to experienced professionals, and appropriate follow-up. The overall duration covers three 3-week sessions: In the first session, students will undergo training supervised by the SLD staff and gain exposure to the activities and procedures that will be implemented during the second session when the pre-college program is active. EL hours may be distributed from Monday through Friday. This placement also requires PM and weekend shifts.

Training will take place during Session II for three weeks followed by three weeks of full time RA duties during Session III.



Additional materials/Dress code: Casual attire.

PSSPSA350 Special Project: Experiential Learning in International Education – English as a Second Language

Availability: Semester, 6-week summer sessions.

Language Requirement: Native English

Additional Requirement: English Major

Positions Available: 2 semester, 1 summer A, 1 summer B

Description: This placement aims to offer students an opportunity to develop ESL teaching skills in an international professional environment. ESL is a program that educates students who are not native English speakers. ESL covers a wide range of student needs and abilities, from classes for students with limited English skills to those who have a higher level of language knowledge. The course placement is geared towards students who are keen to develop and enhance their teaching practice experience in order to stand out as an English language professional in the rapidly-growing field of teaching English. Students will have the opportunity to plan and deliver interactive English lessons and activities. The student's role as a Native-English Speaking Tutor will be to encourage an immersive and inspiring English language environment for individuals, complimenting their level of language knowledge as well as their professional resume. Coursework will encourage students to develop classroom management skills and lesson structuring and will train them to teach different types of learners, different levels, and different class types, from beginner to high intermediate. Topics include but are not limited to lesson planning, tutoring, language assessment, textbook selection, and can also include research duties. Students are encouraged to use creative approaches and modern teaching techniques to involve students in their lessons. EL hours may be distributed from Monday through Friday.

Additional materials/Dress code: Business casual attire.

GANZO – Apicius School Restaurant and Creative Learning Lab (Hospitality Venue)

PSSPWS350 Special Project: Experiential Learning in Wine Service and Beverage Management

Availability: Yearlong

Language Requirement: None

Positions Available: 1 or 2 per session

Description: Students enrolled in Wine Service Beverage Management placement will be acquire and practice skills related to managing the wine and beverage service at GANZO, the school restaurant and creative learning lab of Apicius International School of Hospitality. Under the leadership and supervision of wine service professionals, students will also have the opportunity to develop an understanding of the activities, functions, and organization of a restaurant and/or wineries. Students will also learn how to maintain weekly records of sales and wine costs. The aim of the special project is to increase knowledge of wine service, presentation methods, restaurant procedures, wine expertise, and pairing in the hospitality industry. EL hours may be distributed from Monday through Friday. This placement may require PM shifts or shifts that take place on weekends.

Additional materials/Dress code: Black trousers and clean safety (closed) shoes required. A t-shirt and apron will be provided for a refundable deposit fee.

PSSPSE350 Special Project: Experiential Learning in Hospitality - Special Event Management

Availability: According to the Ganzo Event Calendar

Language Requirement: None

Positions Available: 2 per session

Description: The aim of this placement is to expose students to the principles of event planning with an emphasis on the development and integration of operational strategies. The aforementioned strategies will be employed from the perspective of hospitality management and the application of program techniques in special event management. Topics will include booking, event planning, logistics and coordination, themes, program partnerships, and event review. EL hours may be distributed from Monday through Friday. This placement may require PM shifts or shifts that take place on weekends.

Additional materials/Dress code: Business casual attire for dress code. All black attire required for Thursday themed dinner events.

PSSPRM350 Special Project: Experiential Learning in Restaurant Management

Availability: Yearlong

Prerequisites: Resume indicating at least one previous restaurant experience.

Language Requirement: None

Positions Available: 1 per session

Description: This placement will focus on the basic understanding of restaurant management, including service management and customer relations, menu planning, and wine list development under the supervision of wine experts. Students will observe and analyze the main operational areas of the restaurant such as food safety and sanitation, guest services, operational responsibilities, and staff communication. Students will assist the manager in setting service standards and creating a platform for all restaurant operations in accordance with restaurant needs. EL hours may be distributed from Monday through Friday. This placement may require PM shifts or shifts that take place on weekends.

Additional materials/Dress code: Black trousers and clean safety (closed) shoes required. A t-shirt and apron will be provided for a refundable deposit fee.

FWSPCA470 Special Project: Experiential Learning in a Local Restaurant

Availability: Yearlong

Prerequisites: Open to culinary arts and baking & pastry majors or students who have taken previous coursework in the above fields. HAACP food safety and sanitation certification.

Language Requirement: None

Positions Available: Multiple positions offered depending on the kitchen availability.

Description: Through this placement, students are involved in back of the house operations at Ganzo, the school restaurant. Under the supervision of an Executive Chef who manages the operations of the kitchen, culinary arts experiential learning students are involved in the daily operations of the restaurant industry. Line cooks are entry-level kitchen positions that focus on learning technique, speed, and consistency. Students must be highly motivated and understand proper preparation techniques, become familiarized with recipes to ensure consistency, gain a command of timing in the kitchen, reduce and manage food waste, handle commercial kitchen equipment, and perform duties as directed by the kitchen brigade. EL hours may be distributed from Monday through Friday. This placement may require PM scheduling or shifts that take place on weekends and holidays.

Additional materials/Dress code: Chef uniform (hat, jacket, pants, hard-toe shoes) required.

FEDORA – Apicius School Pastry Shop and Creative Learning Lab (Hospitality Venue)

PSSPBP550 Special Project: Experiential Learning in the Baking and Pastry Industry

Availability: Yearlong

Prerequisites: Open to culinary arts and baking & pastry majors or students who have taken previous coursework in the above fields. HAACP food safety and sanitation certification.

Language Requirement: None

Positions Available: Multiple positions offered depending on the pastry lab availability.

Description: Through this placement, students are involved in back and front of the house operations at Fedora, the school pastry shop. The hands-on experience is designed to prepare future pastry chefs for the production of pastries, baked goods, and desserts. Emphasis is placed on proper baking techniques, knife and piping skills, and mixing methods. Students will learn how to adjust recipes to produce both products in large volumes and specialty items. Students will also perform front of the house duties in order to complete a comprehensive vision and understanding of the activities, functions, and organization of a baking and pastry shop for future entrepreneurial activities. EL hours may be distributed from Monday through Friday. This placement may require early AM shifts, PM shifts, or shifts that take place on weekends.

Additional materials/Dress code: Chef uniform (hat, jacket, pants, hard-toe shoes) required.

DIMORA: B&B Facility

PSSPRE350 Special Project: Experiential Learning in Hospitality - Real Estate and Property Management

Availability: yearlong

Prerequisites: None

Language requirement: None

Positions available: 5 per semester/2 per session

Description: The aim of this placement is to expose students to the principles of real estate management with an emphasis on property management. Students will be familiarized with planning and organizing all the relevant activities and operations of a real estate business in the on-campus bed & breakfast, Dimora. This experiential learning program focuses on front desk operations including reservation management, welcoming guests and basics of customer care. Students will learn how to independently run a hospitality business including property maintenance and quality control management. EL hours may be distributed from Monday through Friday. This placement may require PM shifts.

Additional materials/Dress code: Business casual attire for dress code.

SORGIVA: Spa Facility NUOVO

PSSPHM350 Special Project: Experiential Learning in Hospitality - Spa Management

Availability: yearlong

Prerequisites: None

Language requirement: None

Positions available: 5 per semester/2 per session

Description: The aim of this placement is to expose students to the principles of spa management with an emphasis on daily spa operations. Students will gain first-hand experience through analytical observation and participation in the management of the on-campus spa, Sorgiva, a full-service spa, health, and wellness facility. Students will develop the managerial skills necessary to act as a spa manager, and will be familiarized with planning and organizing all the relevant activities and operations of the wellness center. This program also includes an overview of several spa treatments, as students will assist a professional massage therapist explain to customers the different techniques and spa products. EL hours may be distributed from Monday through Friday. This placement may require PM shifts.

Additional materials/Dress code: Business casual attire for dress code.

FLY - Fashion Loves You: Fashion Retail Store and Event Venue

PSSPFR350 Special Project: Experiential Learning in the Fashion Industry - Fashion Retail Management

Availability: Yearlong

Language Requirement: None

Positions Available: 2 per academic session

Description: This placement allows the student to interact with the local fashion economy through FLY Fashion Loves You, the retail store operated by the students and faculty members of FAST. The fashion retail management special project involves store organization, business procedures and client relations. Students will have the chance to be immersed in the fashion retail industry through duties that include but are not limited to sales, stocking, floor management, customer service, promotion, and research. EL hours may be distributed from Monday through Friday.

Additional materials/Dress code: Business casual attire for dress code

PSSPFP350 Special Project: Experiential Learning in Fashion Industry – Fashion and Accessory Design

Availability: Yearlong

Language Requirement: None

Other prerequisites: Portfolio of previous work

Positions Available: 2 per academic session

Description: This placement allows the student to interact with the local fashion economy through FLY Fashion Loves You, the retail store operated by the students and faculty members of FAST. This special project involves proposing, designing, and producing high quality garments and accessories for FLY, whose merchandise sales generate scholarships for future fashion students and represent the categories of emerging Italian designers, high quality vintage, and items created through the academic outcomes of FUA students and faculty. Duties include but are not limited to merchandise analysis for brainstorming, design proposals, and garment and accessory production in the laboratory spaces of FAST, the academic department that houses FLY. Garments produced will permanently remain at FLY for placement in window displays, photoshoots and other special installations throughout the seasons. EL hours may be distributed from Monday through Friday.

Additional materials/Dress code: Business casual attire for dress code.

Special note: Garments produced will permanently remain at FLY for placement in window displays, photoshoots and other special installations throughout the seasons.

FUA Marketing & Communications Office, J School INGORDA Campus Press, DIVA Corridoio Fiorentino Photography and Design gallery

PSSBPB350 Special Project: Experiential Learning in Book Publishing

Availability: Fall and spring

Prerequisites: Portfolio of previous work, layout software experience

Language Requirement: None

Positions Available: 1 per session

Description: This placement is designed as a full immersion in the world of publishing through collaboration with Ingorda for Florence Campus Publishing, the FUA university press. Students will work on publications throughout the special project experience. All areas of book publishing will be covered, from concept creation to research, writing, photography, graphic layout and design, production, and marketing and distribution. EL hours may be distributed from Monday through Friday.

Additional materials/Dress code: Business casual attire for dress code.

PSSPJ0350 Special Project: Experiential Learning in Journalism

Availability: Yearlong

Language Requirement: None

Positions Available: 2 per session

Description: This placement is offered to highly motivated students who want to enter and practice first hand the world of magazine editing and proofreading. The student will be in charge, under the supervision of professionals, develop feature writing through the steps of checking for accuracy and suitability, digital and traditional printing, and design. Knowledge and experience in magazine and newspaper production is always extremely helpful for higher editorial positions. EL hours may be distributed from Monday through Friday.

Additional materials/Dress code: Business casual attire for dress code.

PSSPPR350 Special Project: Experiential Learning in Public Relations

Availability: Yearlong

Language Requirement: None

Positions Available: 1 per session

Description: Through the public relations placement, students will learn how to promote an organization's business and image. Public relations activities will focus on managing an organization's key messages through content management. Communication strategies, including participation in special events, will be a major emphasis in public relations-related projects. Students will be guided throughout their involvement in PR operations and measuring PR results. EL hours may be distributed from Monday through Friday. This placement may require PM shifts or shifts that take place on weekends.

Additional materials/Dress code: Business casual attire for dress code. Participation in on-site PR operations at events require: Black or navy blue outerwear (blazer and pants/skirt, no miniskirts), dress shirts or tops in the above colors or white (necklines that are not revealing), no t-shirts, tennis shoes, or sneakers.

PSSPGD350 Special Project: Experiential Learning in Visual Communication - Graphic Design

Availability: Yearlong

Prerequisites: Portfolio of previous work, layout and illustration software experience.

Language Requirement: None

Positions Available: 1 per session

Description: This placement focuses on the area of graphic design in visual communication. Students will interact with figures such as graphic designers as well as art directors for creative projects. Topics may include logo design, corporate identity and branding, advertising, design in journalism, product packaging, book design, web design, etc. The use of design software is required. EL hours may be distributed from Monday through Friday.

Additional materials/Dress code: Business casual attire for dress code.

PSSPWE350 Special Project: Experiential Learning in Visual Communication - Web Editor

Availability: Yearlong

Prerequisites: Portfolio of previous work, web back office experience.

Language Requirement: None

Positions Available: 1 per session

Description: Through this placement, the student will be able to research and develop web content for professional websites. Guided by a Communications Office, the student will be involved in web-based projects to develop written and visual content for digital platforms. EL hours may be distributed from Monday through Friday.

Additional materials/Dress code: Business casual attire for dress code.

PSSPVP350 Special Project: Experiential Learning in Visual Communication - Video Production

Availability: Yearlong

Prerequisites: Portfolio of previous work, video shooting skills, editing software experience.

Language Requirement: None

Positions Available: 1 per session

Description: This placement is ideal for highly motivated students who are interested in creative video production. Involvement includes maintaining equipment, video shooting and editing, scouting locations, assisting the video director for logistics and production purposes, and sound editing. EL hours may be distributed from Monday through Friday. This placement may require PM shifts or shifts that take place on weekends.

Business casual attire for dress code. A DSLR camera with a video function and a lens with a focal length of 55mm or wider is required for this course.

PSSPDP350 Special Project: Experiential Learning in Digital Photography

Availability: Yearlong

Language Requirement: None

Prerequisites: Portfolio of previous work, DSLR knowledge, Adobe photo software experience.

Positions Available: 1 per session

Description: This placement is intended for students who wish develop skills and experiment with photography. Students create digital works individually and in collaboration with photographers, which are then edited and processed. Students must be prepared for diverse types of photographic approaches depending on projects and assignments, as well as develop management skills for archiving and publishing. Composite printing and experimentation with different techniques may be employed. EL hours may be distributed from Monday through Friday. This placement may require PM shifts or shifts that take place on weekends.

Additional materials/Dress code: Business casual attire for dress code. A DSLR camera and a lens with a focal length of 55mm or wider is required for this course. A digital 35mm viewfinder camera (20+ megapixels minimum) is also acceptable.

FAIR & Corridoio Fiorentino

PSSPGA350 Special Project: Experiential Learning in Fine Arts - Gallery Assistant

Availability: Fall, Spring, Summer I-II-III

Language Requirement: None

Positions Available: 1 per session

Description: The objectives of this placement are based on creating an opportunity for the student to observe and participate in the coordinating and curating activities of art, design, and photography exhibitions in a gallery setting. Students will be exposed to various tasks including daily operations, exhibitions, catalog creation, show installation, and interaction with local and international artists. The student will also assist the on-site curator with promotional tasks ranging from press releases to social networking. EL hours may be distributed from Monday through Friday.

Additional materials/Dress code: Business casual attire for dress code.

LA PALESTRA

PSSPSM350 Special Project: Experiential Learning in Sport Management

Availability: Fall, Spring, Summer I - II

Language Requirement: None

Positions Available: 1 per session

Description: Through this placement, students will learn from the organization and operation of a sport facility such as a fitness center. The student will learn by assisting with daily operations: checking access records, machine maintenance, organization and management

of fitness activities. Students will collaborate with a sports director to organize gym classes, review fitness instructor candidacies, and collaborate with a communications team for the production of promotional materials. Throughout the course, the student will also research relevant sports-related activities in the city of Florence in order to enhance the student's connection with the hosting culture and environment. EL hours may be distributed from Monday through Friday.

Additional materials/Dress code: Business casual attire for dress code. Sports gear required for some placement activities and tasks.

ICT DEPARTMENT

PSSPIC350 Special Project: Experiential Learning in ICT Operations

Availability: Yearlong

Prerequisites: Basic knowledge of the latest Apple operating system, Linux (Darwin, CentOS, Ubuntu, Debian), latest Windows software, standard office editors (OpenOffice, Pages, Keynote, Numbers), TCP/IP networking, virtualization (VMWare environment).

Language Requirement: None

Positions Available: 1 per season

Description: This placement grants students an opportunity to understand institutional ICT management. Students will acquire and practice skills related to the IT field under the leadership and supervision of the institutional CIO and ICT staff. Students will also have the opportunity to develop an understanding of the activities, functions, and organization of the department and, under the supervision staff, students will perform maintenance and assistance routines as well as -depending on students' profile- suggest new procedures to facilitate users' (students, teachers, staff) work and to improve school services. Tasks may include but are not limited to computers deployment (installation and user delivery), user assistance for hardware and software, network installation and maintenance, video and audio installation and maintenance (TV sets, projectors, amplifier, Apple TV), and deployment of new procedures from the test environment to production. EL hours may be distributed from Monday through Friday.

Additional materials/Dress code: Business casual attire for dress code.

EXTERNAL INTERNSHIP PLACEMENTS

PSINEC450 Internship: EDUCATION AND CHILDCARE

Availability: Fall, Spring, Summer I-II

Language Requirement: Italian A2 (Way stage or elementary)

Positions Available: 1 per session

Description: Childcare area is a varied and flexible career path. This placement offers the opportunity to be involved in the field of childcare education at locations such as childcare institutions, private households, and public and private schools. Interns interact with children and help them with different activities such as stimulating cognitive skills through games and animation of body language, language development, creative art-based activities, and daily operations as required by the placement organization.

Additional materials/Dress code: Appropriate attire required for teaching in school environments.

PSINEF450 Internship: TEACHING ENGLISH AS A FOREIGN LANGUAGE

Availability: Fall, Spring, Summer I-II

Language Requirement: Italian A2 (Way stage or elementary), TEFL\CELTA Certification a Plus

Positions Available: 2 per session

Description: The placement for teaching English as a foreign language is offered to highly motivated students seeking future careers in the field of English language teaching within the challenging environment of a foreign culture. The internship course will immerse students within contexts involving Italian students or adults of different social and educational backgrounds. Internship topics include but are not limited to lesson planning, tutoring, language assessment, textbook selection, and can also include research duties.

Additional materials/Dress code: Appropriate attire required for teaching in school environments.

PSINAB450 Internship: ACCOUNTING AND BUSINESS

Availability: Yearlong

Language Requirement: Italian B2 (Vantage or upper intermediate)

Positions Available: 1 per session

Description: Through this placement, the student will be exposed to a commercial business environment or accounting office. The type of business will depend on seasonality and resume evaluation. The student will be able to follow the daily operations of the business establishment and participate in the organization's activities according to his or her skills and competencies. The type of tasks may concern communication with international clients and project development.

Additional materials/Dress code: Business casual attire for dress code.

PSINFU450 Internship: FUNDRAISING

Availability: Fall, Spring, Summer I-II

Language Requirement: Italian A2 (Way stage or elementary)

Positions Available: 1 per session

Description: This placement exposes students to the world of non-profit fundraising. Fundraising strategies are employed by charitable and non-profit institutions to raise financial support for projects and initiatives, and represent an essential feature of non-profit organization and operations. Students will become familiarized with philanthropic activity, donor relations, and strategies. Through the sponsoring organization, students will gain a meaningful experience in fundraising practices in areas such as development, promotion, and communications. This placement may require shifts that take place on weekends and holidays.

Additional materials/Dress code: Business casual attire for dress code.

PSINMK450 Internship: MARKETING

Availability: Fall, Spring, Summer I - II

Language Requirement: Italian B2 (Vantage or upper intermediate)

Positions Available: 1 per session

Description: This placement is designed for students who are looking to enhance their experience and knowledge of marketing strategies and techniques in an international context. The internship will expose students to a business environment where interns will contribute to the organization according to their skill and competency background.

Additional materials/Dress code: Business casual attire for dress code.

PSINMA450 Title: MANAGEMENT

Availability: Fall, Spring, Summer I-II

Language Requirement: Italian B2 (Vantage or upper intermediate)

Positions Available: 1 per session

Description: Through this placement, the student will be able to explore the environment of management practices through exposure to an established business in Florence. The position will feature the development of a tailored project that will provide the student with the opportunity to contribute to the organization through the student's perspective.

Additional materials/Dress code: Business casual attire for dress code.

PSINPR450 Internship: PUBLIC RELATIONS

Availability: Fall, Spring, Summer I-II

Language Requirement: Italian B2 (Vantage or upper intermediate)

Positions Available: 1 or 2 per session

Description: Through the public relations placement, students will learn how to promote a client's business, image, or product. Public relations focus on managing a client's key messages through media releases, editorial content, and promotion. An emphasis is placed on the strategic management and evaluation of key communication systems employed in public relations-related projects. Tasks may include general administrative and logistical tasks, content creation and editing, and tracking media results. This placement may require PM shifts or shifts that take place on weekends and holidays.

Additional materials/Dress code: Business casual attire for dress code.

PSINSE411 Internship: SPECIAL EVENT MANAGEMENT

Availability: Fall, Spring, Summer I-II

Language Requirement: Italian B2 (Vantage or upper intermediate)

Positions Available: 1 or 2 per session

Description: This placement exposes students to the principles of event planning with an emphasis on the development and integration of operational strategies in the special event industry. The aforementioned areas will be employed through the application of hospitality management and proper procedures and strategies related to event management. Students will learn how to identify event trends and client preferences in Italy. Topics will include booking, entertainment, event programming and coordination, themes, and sponsorships. This placement will require PM shifts or shifts that take place on weekends and holidays.

Additional materials/Dress code: Business casual attire for dress code.

PSINSV450 Internship: SPORT VENUE AND TRAINING CENTER ASSISTANT

Availability: Fall, Spring, Summer I-II

Language Requirement: Italian B1/B2 (Threshold or intermediate/Vantage or upper intermediate)

Positions Available: 1 per session

Description: This placement is designed to involve students in the competitive athletics. Students will have the opportunity to shadow the daily routine of a sport venue and its professional sports trainers. The student will observe how to create specialized workout routines and to target specific goals. The internship involves assisting the trainer in implementing a comprehensive performance and enhancement program for athletes dedicated to building proficiency and training techniques that may include acceleration, multi-directional movement, and agility. Interns will be expected to participate in training sessions and collaborate in projects. The internship tasks assigned may vary according to the degree Italian language knowledge. This placement may require PM shifts or shifts that take place on weekends.

Additional materials/Dress code: Business casual attire for dress code.

PSINHO450 Internship: HOSPITALITY INDUSTRY

Availability: Fall, Spring, Summer I-II

Language Requirement: Italian A2 (Way stage or elementary)

Positions Available: 3 per session

Description: Students of the hospitality placement will be introduced to hospitality management and operations through internships in hotels, restaurants, and wine bars in Florence, under the guidance of experienced professionals. Students will also have the opportunity to develop an understanding of the activities, functions, and organization of a hotel/restaurant/enoteca, and will acquire valuable experience in the areas of management procedures and client relations in the hospitality industry. Hotel and hospitality marketing may be included within the tasks which are assigned to the students. This placement may require shifts that take place on the weekend and holidays.

Additional materials/Dress code: Business casual attire for dress code, please note that dress code requirements may vary depending on placement.

PSINCA450 Internship: CULINARY ARTS

Availability: Fall, Spring, Summer I-II

Prerequisites: Open to culinary arts and baking & pastry majors or students who have taken previous coursework in the above fields. HAACP food safety and sanitation certification

Language Requirement: Italian A1 (breakthrough beginner) recommended.

Positions Available: Multiple positions offered depending on the kitchen availability.

Description: Under the supervision of an Executive Chef who manages the operations of the kitchen, students of the culinary arts placement are involved in the daily operations of the restaurant industry. Line cooks are entry-level kitchen positions that focus on learning technique, speed, and consistency. Interns must be highly motivated and understand proper preparation techniques, become familiarized with recipes to ensure consistency, gain a command of timing in the kitchen, reduce and manage food waste, handle commercial kitchen equipment, and perform duties as directed by the kitchen brigade. This placement may require PM scheduling or shifts that take place on weekends and holidays.

Additional materials/Dress code: Chef uniform (hat, jacket, pants, hard-toe shoes) required.

PSINBP450 Internship: BAKING AND PASTRY INDUSTRY

Availability: Fall, Spring, Summer I-II

Prerequisites: Open to culinary arts and baking & pastry majors or students who have taken previous coursework in the above fields. HAACP food safety and sanitation certification.

Language Requirement: Italian A1 (breakthrough beginner) recommended.

Positions Available: Multiple positions offered depending on availability.

Description: Through this placement, students are involved in back and front of the house operations at a local bakery or pastry shop. The hands-on experience is designed to prepare future pastry chefs for the production of pastries, baked goods, and desserts. Emphasis is placed on proper baking techniques, knife and piping skills, and mixing methods. Students will learn how to adjust recipes to produce both products in large volumes and specialty items. Students will also perform front of the house duties in order to complete a comprehensive vision and understanding of the activities, functions, and organization of a baking and pastry shop for future entrepreneurial activities. This placement may require early AM shifts.

Additional materials/Dress code: Chef uniform (hat, jacket, pants, hard-toe shoes) required.

PSINMP450 Internship: MUSIC AND PERFORMING ARTS ADMINISTRATION

Availability: Fall, Spring, Summer I-II

Language Requirement: Italian A2 (Way stage or elementary) recommended but may vary depending on the placement.

Positions Available: 2 per session

Description: The music and performing arts placement aims to match the student's academic background to the diversified environments of creative industries. Students who apply for this internship will experience the dynamic world of entertainment, artists, and performing arts organization in the local community. Placements may range from organization, management, promotion, and marketing in the performing arts. Interns should be prepared to start gradually and maintain schedule flexibility as performing arts engagements may take place in the evenings and/or on weekends.

Additional materials/Dress code: Business casual attire for dress code. Laptop required for certain placements.

PSINAD450 Internship: ARCHITECTURE STUDIO AND INTERIOR DESIGN ASSISTANT

Availability: Fall, Spring, Summer I-II

Prerequisites: Portfolio of previous work

Language Requirement: Italian A2 (Way stage or elementary)

Positions Available: 3 per session

Description: The placement allows the student from architecture and interior design backgrounds to gain first-hand experience of professional design contexts. Internship students will practice their creative skills with studio teams or individual professionals. Tasks may include initial observations of the professional environment, working on design samples, drafting by hand or digitally, practice AutoCAD layouts and rendering, and assisting the organization with logistical duties. Student involvement will not involve solo project development but require collaborative engagement within the organization's ongoing projects according to the student's skill and competency levels.

Additional materials/Dress code: Business casual attire for dress code.

PSINGA450 Internship: GALLERY ASSISTANT

Availability: Fall, Spring, Summer I-II

Prerequisites: Portfolio of previous work

Language Requirement: Italian A2 (Way stage or elementary)

Positions Available: 2 per session

Description: This placement involves students in the curating activities of a professional fine arts gallery. Students will collaborate with curators and gallery managers on the organizational and operational tasks of developing, organizing, and implementing an art exhibition. Interaction with local and international artists will be a fundamental aspect of the internship, and duties will range from logistical preparation, administrative duties for the gallery management, promotion and press documentation, and other tasks assigned by the organization.

Additional materials/Dress code: Business casual attire for dress code. Laptop required for certain placements.

PSINPH450 Internship: PHOTOGRAPHY

Availability: Yearlong

Prerequisites: Portfolio of previous work, DSLR knowledge, Adobe photo software experience.

Language Requirement: Italian A1 (Breakthrough or beginner) recommended but may vary depending on the placement.

Positions Available: 1-2 per semester, 1 per short session

Description: Through the photography internship course, students will collaborate with professional photographers and photo labs. Students will learn to develop research and preparation for photo shoots, become familiarized with diverse shooting locations, and assist with photo assignments. Additional topics may include image processing and printing, assisting with photo shoot logistics, handling photographic equipment, and archiving.

Additional materials/Dress code: Business casual attire for dress code. A DSLR camera and a lens with a focal length of 55mm or wider is required for this course. A digital 35mm viewfinder camera (20+ megapixels minimum) is also acceptable.

PSINVC450 Internship: VISUAL COMMUNICATION

Availability: Yearlong

Prerequisites: Portfolio of previous work layout and illustration software experience.

Language Requirement: Italian A1 (Breakthrough or beginner) recommended but may vary depending on the placement.

Positions Available: 1-2 per semester, 1 per short session

Description: Through the visual communication placement, students will apply visual and aesthetic inspiration and strategies to creative projects. Students will assist the visual communication staff of the placement organization (i.e. marketing and graphic design teams for companies or freelancers) to develop the visual component of communications-based projects. Tasks may include assisting with items and tasks related to graphic design, photography and video assignments, and websites in formats such as e-newsletters, communication strategies and proposals, flyers, presentations, logos, and brochures.

Additional materials/Dress code: Business casual attire for dress code. DSLR camera might be needed for certain placements.

PSINVP450 Internship: VIDEO PRODUCTION

Availability: Fall, Spring, Summer I-II

Prerequisites: Portfolio of previous work, video shooting skills, editing software experience.

Language Requirement: Italian A1 (Breakthrough or beginner) recommended but may vary depending on the placement.

Positions Available: 1 per session

Description: This placement is ideal for highly motivated students who are interested in creative video production. Involvement includes maintaining equipment, video shooting and editing, scouting locations, assisting the video director for logistics and production purposes, and sound editing.

Additional materials/Dress code: Business casual attire for dress code. DSLR camera might be needed for certain placements.

PSINMR450 Internship: PRE-CLINICAL RESEARCH – DEPENDENCE AND ABUSE

Availability: Fall, Spring

Prerequisites: Open to pre-med, science, and clinical psychology majors.

Language Requirement: Italian A2 (Way stage or elementary)

Positions Available: 1 per session

This placement is offered to highly motivated students who want to enter and practice first-hand the world of clinical and pre-clinical research. Students will be in charge, under the supervision of professionals, of researching a particular topic within the larger field of drug abuse and behavioral addiction. Through initial observation in the lab and selected readings (as indicated by the site supervisor), students acquire knowledge of the epidemiology of drug abuse, the experimental models used in brain research, and the pathological consequences of drug addiction. Next, students are invited to extend the concept of addiction to pathological behaviors such as compulsive consumption of palatable food, physical exercise dependence, compulsive shopping, sexual hyperactivity, internet abuse and gambling. Students are required to develop their own research question and, by the end of the experience, submit a research paper and a conference-like presentation.

Additional materials/Dress code: Business casual attire, please note that dress code requirements may vary depending on placement.

5c. ENRICHMENT: SHORT SEMINARS & FOOD CULTURE

FOOD CULTURE: THE FLORENCE FOOD AND CULTURE EXPERIENCE

This flexible non-credit program offers a unique food and culture integration to already enrolled FUA students after arrival in Florence. Lessons feature lectures, hands-on workshops, tastings, field trips, guest lectures, and audio-visual material. Each class includes a hands-on cooking session, and is complemented by cooking labs and tastings.

The course is structured in five different modules:

- Mondays: Regional Cuisine
- Tuesdays: Tuscan Cuisine
- Wednesdays: Italian Wine Culture
- Thursdays: Italian Baking and Pastry
- Fridays: Tours and visits in Florence (examples: Italian Gastronomy: A Savory Tour, The Enoteca and Wine Bar: Delicious Combinations, Italian Classics: Sweets and Coffee)

Students can take:

- Single lessons
- Single weeks (five lessons per week: as listed above)
- Single modules (example: 3 Monday lessons on Regional cuisine)
- The complete three-week course (available also for credit, please inquire)

5d. SPECIAL PROGRAMS

The Special Programs department provides the opportunity to design the program of a lifetime. The department offers academic packages for institutions and organizations that seek a personalized option for their students and faculty. Credit or non -credit programs can be developed year-round for groups of all sizes and students of all ages, drawing on elements from FUA academic divisions and PALAZZI Community Engagement Member Institutions. These unique and dynamic offerings give participants the opportunity to immerse themselves in Italian culture through hands-on learning and community interaction.

Mission

Special Programs aspires to provide a meaningful experience to students and faculty that will inspire them to continue to explore the world around them through hands-on study and interaction. In collaboration with FUA and PALAZZI, Special Programs works to establish long lasting ties with students, faculty and institutions that come to study and learn in Italy. Traditional and contemporary subjects are taught with creative, hands-on and culturally immersive methods, thereby stimulating faculty and students to become more engaged in their academic and overall experience. Participants will gain an expanded worldview through our commitment to cultural immersion, community engagement and hands-on learning.

What Past Participants Say

“Teaching Florentine Renaissance Art History anywhere else is not as rewarding. It is a dream come true to discuss Michelangelo’s sculptural techniques while peering up at his David, and turn around to see the excitement in my students’ eyes.”

- Visiting professor

“I’ve always loved Italian food but never knew it could taste this good! I loved learning how to make fresh pasta in Italy and I will definitely try to make it again when I’m at home.” - Culinary student

“There is something magical about the light in Tuscany, its softness and warmth never cease to amaze me. Learning how to capture that light in photography has enabled me to take a part of Italy home with me.” - Photography student

How to Design a Special Program

Your program can be designed using a number of resources, services and educational experiences. We are at your disposal to make recommendations and collaborate in order to design the best possible program for your students and objectives.

The following is a guide to the main elements to consider when designing a program:

What is the theme of my program?

It is possible to create a program drawing educational elements from one or more FUA and PALAZZI institutions, drawing upon the strength and diversity of both the academic and Community Engagement Member Institutions.

What type of program do I wish to create?

- **Faculty-Led** – A program where a faculty member supervises the participants as an advisor or program leader but does not teach a faculty-led course on-site. The faculty represents their home institution and are responsible exclusively for their own students. Students take at least one course with FUA. Participants may be either students of, or enrolled through, the faculty member's home institution.
- **Cooperative Faculty-Led** – A program where a faculty member designs and participates in the program as an instructor. The faculty represents their home institution and teach a course on-site exclusively to their own students. Students take one class with their accompanying faculty member(s) and one class with FUA.
- **Food & Culture** - Academic programs that are offered on a for credit and non-credit basis which explore a variety of Italian food and culture topics. These programs can be tailored for adult professionals and students of all levels.

When do I want to run the program?

Programs may be held at any time of the year. Summer programs are held during our 3, 4, and 6 weeks sessions in the summer (from mid-May to the end of August). Programs may also be held during January intersession, or in accordance with the fall/spring short sessions.

How many students will participate?

This depends on the financial parameters and academic objectives of the home and receiving institutions. In general, 12-15 students are needed for a program to run.

What will be the academic content of the program?

This will depend on the academic needs of the home institution and if the program is for credit or not for credit. The program may include, but not be limited to: traditional credit courses, classes, lectures, guided visits and workshops. Some programs may benefit from the inclusion of field learning, experiential learning and/or service learning coursework.

What are the housing options?

A variety of housing options are available to students and faculty. Housing can be arranged in well-appointed apartments or dorm-style accommodation in the city's historical center as well as in hotels. These options depend on the length and type of program, time of year and budget.

What other elements will my program include?

Students and faculty will have full use of all institutional facilities including computer labs and printing facilities, wifi internet connection in all school buildings, free use of the school library and gym, as well as having the full support of our Student Life and Development department for arrival orientation, counseling and advising and access to our full program of extracurricular cultural and sporting activities. Additional

services that can be incorporated into the program to complete the educational and cultural experience include:

- Meal plan units
- Field Learning activities
- Facilitated arrivals and housing check-in
- Health Insurance: FUA's international insurance provider offers comprehensive health insurance affiliated with many English-speaking doctors/institutions in Italy.

How much will the program cost?

The cost of the program depends on a number of elements and the combination of services chosen according to the financial limitations and academic objectives of the institutions. Seasonality according to tourism in Florence may also impact the cost.

6. STUDENT LIFE DEPARTMENT & DEVELOPMENT OFFICE

The SLD Office has the mission of offering opportunities for personal and interpersonal enrichment whether on campus or in the Florentine community. The department is dedicated to all areas of student life by providing numerous resources, extracurricular activities, and overall support for the duration of study in Florence.

Students may reach out to the SLD department for:

- General health and medical services, medical referrals, and emergency assistance.
- Health and Safety 24/7, 365 days a year.
- Housing services.
- Alumni & Career Services
- Extracurricular activities including volunteer opportunities, see following pages for descriptions.
- Writing support & counseling services

The **Student Manual** is distributed to all students and contains the following info:

- FUA and related Community Engagement Member Institutions (CEMI)
- Alumni Association
- Services on Campus
- Extracurricular activities offered throughout sessions
- Housing and civil cohabitation in Florence
- Living and daily life in Florence
- Health and safety facts and tips
- Cultural differences and adjustment in Italy
- Academic standards and regulations at FUA

View the manual at:

http://studentlifeflorence.it/resources/FUA_STUDENT_Manual.pdf

6a. EXTRACURRICULAR ACTIVITIES

The Student Life Department offers a rich and varied calendar of activities, in order to offer an array of experiences that will suit the diverse needs and interests of our student body. Please consult the FUA Extracurricular Activities calendar for current dates.

Orientation Activities for Transitioning to Life in Florence

Student Services offers a series of activities during orientation in order to make the transition to life in Florence as easy as possible, such as the Bare necessities shopping tours and Living in Florence seminars.

Ongoing Extracurricular Activities

Connecting Cultures

Connecting Cultures is designed to both enhance cultural awareness and to guide students through the study abroad experience in order to maximize their educational outcome and personal growth during their time in Florence.

City Walks: City Walks are designed to broaden students' experience from the cultural point of view through food, art and history, while exploring the amazing gardens and palaces of Florence. Students will see how Italy's rich past influences and interacts with Italy today while also exploring new neighborhoods within and outside of the city center.

Community Outreach: This program is designed for students who wish to step outside of the box during their studies abroad. More than a classroom experience, Community Outreach is a life experience that will not only enrich your academic career, but even more, will contribute to your emotional growth and cultural consciousness. The program offers a wide variety of volunteer opportunities to suit different interests: organizations range from local museums, canteens, and churches of various denominations, to International NGOs. Each of our partner associations is unique and volunteers are often the fundamental element that keeps these associations in operation! Most of the organizations do not require particular skills or the ability to speak Italian, but they all require a serious commitment from volunteers in order to accomplish their goals.

Please note: Placement areas of volunteer opportunities may take place at the Palazzi Foundation Community Engagement Member Institutions, which are actively linked to FUA's campuses and academic divisions.

Chat Pal: This language exchange activity connects Italian and foreign students in order to make a meaningful connection with a member of the community, and also improve your language skills. The conversation exchange program requires conversation partners to meet at least once a week (one hour). Partners should speak in Italian for 30 minutes and 30 minutes in the student's mother tongue. Specific time and locations are arranged between the partners.

Italian Family Club: This unique program gives students a more in-depth, hands-on opportunity to get personally involved with an "adoptive" Florentine family. They will get an up-close view of a typical Italian family. Through the Italian Family Club, students will closely interact with their family members, while discovering and observing their unique habits and customs. Students and families will be "matched" according to the characteristics and requirements of both parties. They will build a two-way relationship and communication skills that will develop over the semester through mutual and productive exchanges. Please note that the number of host families is limited, therefore, not all applicants will be accepted in the program.

Sports Night

Sports Night is a great way to keep in shape while expanding your knowledge of Italian fitness culture. Soccer is the mainstay of Italian athletics and the focus of our sports night. Even if you are not an athlete, everyone is welcome, to both have fun on the field, or just cheer on your classmates from the stands. La Palestra, the workout room located on campus, offers an exercise facility and free classes throughout the year.

Musing Club

The Musing Club offers music lovers and musicians the chance to share their passion through a common language. Organized activities include music events, and visits, along with the possibility to include creating a band (or two!), playing a gig in a local venue, creating a demo in a professional recording studio, through the exploration of the participants' talents and imagination.

Blending

BLENDING is a journalistic collaboration that offers students the opportunity to express ideas through investigative and creative writing and photography. Writers, photographers, copy editors, and graphic designers who are excited about publishing their experiences and perspectives gained in Florence, as well as novice writers that just looking for a format to document their experience in Florence are all welcome. Each semester we publish three newsletters and one magazine written by FUA students, alumni, and faculty. Summer editions include two newsletters.

Taste Italy

Taste Italy is a series of special hand-on workshop, such as fresh pasta or gelato in collaboration with the chefs at Apicius. These workshops allow students experience the culinary world up close and personal with the intent to develop a deeper awareness of Italian food culture.

EFL

EFL is the department of Educational Field Learning offering to all FUA students unique opportunities to make significant contact with Italian culture, gastronomy, history, and landscapes through day and weekend trips.

Extracurricular Activities with the Palazzi Foundation (CEMI)

The FUA CEMI are gathered under the Palazzi non-profit foundation. CEMI events are activities are featured year-round, are open to the general public, and may be held in connection to one or more of the following entities:

Corridoio Fiorentino photography and design gallery

Dimora B&B

Fedora Pastry Shop

FLY Fashion Loves You retail store

Ganzo Restaurant

Ingorda campus press

Sorgiva Spa

6b. HOUSING IN FLORENCE

The Housing Office is pleased to assist with the housing arrangement process for students. We do not own or lease apartments but work as a facilitator to assist students in finding accommodation during their stay in Florence. The Housing Office's objective is to facilitate the students' study abroad experience. Students choosing to secure housing independently must notify the admissions office. Housing options that we arrange for incoming students are:

- Shared Apartment Housing
- Dorm-Style Accommodation: FUA Residence
- Homestay La Famiglia Italiana

The following guides provide detailed information on FUA housing:

FUA Housing

http://studentlifeflorence.it/resources/FUA_Housing.pdf

This guide provides detailed information on what housing is like in Florence in order for students to make informed decisions regarding the type of housing they wish to opt for. Details include:

- Housing descriptions
- Services
- What to expect
- FAQ

FUA Housing Policy

http://studentlifeflorence.it/resources/FUA_Italy_Housing_Policy.pdf

The FUA housing policy must be signed by all students who opt for housing through FUA.

FUA Housing Manual

http://studentlifeflorence.it/resources/FUA_Housing_Manual.pdf

This manual is a guide for students who have arrived in Florence. Practical information regarding living in Italian buildings, utilities, recycling, and maintenance are provided.

6c. MEAL PLANS IN FLORENCE

The public, FUA students, staff, and faculty may purchase Ganzo and Fedora meal plans that can be used everyday, all day long. Meal plan holders may use vouchers at Ganzo School Restaurant & Fedora School Pastry Shop.

Lunch, Snacks, and Dinner at GANZO - Breakfast and Lunch at FEDORA

GANZO SCHOOL RESTAURANT

LUNCH 12:00-3:00pm (Last orders taken at 2:30pm)

DINNER 7:00-10:30pm (Not available on Wednesdays and Thursdays)

UNITS	Menu examples (please note, this is just a sample menu):
ANTIPASTI - TWO UNITS	<i>Cabbage and kale roll with vegetables, ricotta, pecorino, spicy tomato sauce Deep-fried shrimp with sesame crust, broccoli puree and orange reduction Seared foie gras with moscato and onion compote, homemade pain brioche</i>
PRIMI - TWO UNITS	<i>Leek and potato soup with garlic croutons and grilled leeks Sunchoke and seafood risotto Chestnut flour maltagliati pasta with duck ragu and chive oil</i>
SECONDI - TWO UNITS	<i>Seared tuna, cardoon puree, pumpkin croquette, pomegranate sauce Fennel salad with purple carrots and violet potatoes, herb butter Sous vide pork belly, "agretti" (saltwort) salad, and apple wedges</i>
DESSERTS - ONE UNIT	<i>Vanilla and raspberry bavarian with chocolate Lemon tart</i>
SMALL BITES - ONE UNIT <i>lunch only</i>	<i>Deep-fried mozzarella with homemade ketchup Salumi selection with toasted Tuscan bread Lentil and broccoli soup with toasted pine nuts</i>

THURSDAY THEMED DINNERS

8 UNITS	These dinners take place on designated Thursdays each month and feature multi-course dinners.
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AFTERNOON SNACKS Served 3:00-6:00pm

From Monday to Friday (Wednesdays until 5:00pm)

UNITS	Menu examples (please note, this is just a sample menu):
SNACKS - ONE UNIT	<i>Deep-fried mozzarella with homemade ketchup Salumi selection with toasted Tuscan bread Lentil and broccoli soup with toasted pine nuts</i>

FEDORA SCHOOL PASTRY SHOP

Served from Monday to Friday from 7:30am-3:00pm

UNITS	Menu examples (please note, this is just an sample menu):
BREAKFAST - ONE UNIT	<ul style="list-style-type: none">- 2 breakfast pastries, espresso, small water bottle- 1 breakfast pastry, large water bottle, coffee drink- 1 breakfast pastry, espresso, fruit juice
LUNCH - TWO UNITS	<ul style="list-style-type: none">- Single portion dessert, large water bottle, fruit juice, coffee drink- Sandwich, large water bottle, fruit juice, espresso

RULES AND REGULATIONS

Ganzo and Fedora meal plans are based on a unit format:

- Units are loaded onto the FUA student ID card, which is swiped with each use.
- Units expire at the end of each academic session, credit or refunds are not issued for unused meals. Students can monitor remaining units during each visit.
- Units may be used during Ganzo and Fedora's regular operating hours.
- Units **may not be used** during Aperiganzo/AperiArt.
- All Ganzo meals include complimentary bread and mineral water. Please note that all other beverages **cannot** be ordered with units and must be paid for separately.
- Units are for personal use only and cannot be transferred to another student.

Extra meal plan units can be purchased during all sessions at the following prices:

15 Units.....	52 €
35 Units.....	121 €
75 Units.....	258 €
90 Units.....	310 €

Please refer to the **GANZO CALENDAR** for dates and menus:

www.ganzoflorence.it/wp/ganzo-do

For questions or more information about GANZO and FEDORA please contact:

INFO@GANZOFLORNCE.IT

7. USEFUL RESOURCES & CONTACTS

USEFUL LINKS

Academic calendar: Lists relevant dates for all academic sessions.

www.fua.it/Utility/academic-calendar-detail.html

Academic schedules: Lists all course schedules according to the academic session.

www.fua.it/Academics/academic-schedule.html

Academic catalog download: Includes academic policies and official descriptions for all FUA schools, departments, and courses.

www.fua.it/key-info/academics.html

CONTACTS

GENERAL INQUIRIES

Email: info@fua.it

FUA ADMINISTRATIVE CONTACT

administration@fua.it

FOR PROCEDURAL/ENROLLMENT QUESTIONS

Admissions	admissions@fua.it
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FOR ACADEMIC ISSUES/QUESTIONS

General academic inquiries	academics@fua.it
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FOR STUDENT LIFE QUESTIONS

SLD Student Life and Development	sld-studentservices@fua.it
Housing	sld-housing@fua.it