FLORENCE, ITALY
BRIEF SUMMARY

Host institution: Lorenzo de’ Medici (Campuses in Florence, Rome and Tuscania)
www.lorenzodemedici.it

Program focus: Fashion Design, Arts and Humanities, Business, Historic Preservation, Social Sciences, Sciences, Mass Communication. UHM faculty to offer two courses in their area of specialization but must be Florence, Italy specific. Students may attend the Florence, Rome or Tuscania campus. UHM Faculty will be appointed to the Florence campus.
http://www.studyabroad.org/programs/semester-year/florence-italy/

Program period: August-December for Fall; January-May for Spring

Eligibility: UHM bargaining unit 7 members from Rank 3 to Rank 5 or permanent Instructors (2) from any UHM department; must be on duty on campus the semester preceding the Study Abroad term. Italian knowledge is not a requirement.

Inquiries: Sarita Rai, Director: sarita@hawaii.edu

Other application requirements: Departmental and Dean Level approvals/agreement to continue paying applicant’s salary while teaching on a study abroad program. Replacement cost for a lecturer position to the department may be possible but not guaranteed.

Resident Director’s responsibilities

Prior to Departure
• Student recruitment
• Advising
• Assisting with pre-departure cross-cultural training

On-site
• Teaching two 3-credit courses that are location specific utilizing the local resources to UHM and host institution’s students
• Mentoring UHM students and ensure student learning outcomes through contextual learning activities
• Monitoring academic quality and student support services at the host university
• On-site risk management
• Counseling and advising of students
• Complete professional development and/or research plan or curriculum development as approved by the Council on Study Abroad – based on applicant’s proposal.

Resident Director’s remuneration
• Transportation: Honolulu-Florence-Honolulu
• Accommodation
Teaching materials shipping allowance
Continuation of UHM salary and benefits, since the appointment is not a sabbatical

Semester in Florence and Lorenzo de’ Medici
The Semester in Florence Study Abroad Program is based at Lorenzo de’ Medici (LdM), a private institution of approximately 300 international (mainly from the United States) undergraduate students per semester. Established in 1973, LdM consists of three main sections: the Italian Language School, the Art Institute and Academic Programs. LdM offers students the opportunity to study in Florence in English with college students from all over the world. Lorenzo de’ Medici is registered and authorized by Decreto del Ministero della Pubblica Istruzione on February 2, 1989. LdM is also a member of Fiyto and of the European Federation of Schools (FEDE), an advisory branch of UNESCO. The Faculty is predominantly of Italian nationality. However, there are a few faculty members from diverse countries and backgrounds. All professors are fluent in English and hold higher degrees from major universities in the U.S. and Europe.

The Academic Programs offer a range of courses in English in the Arts and Humanities, Environmental Studies, Mathematics, Natural Sciences, and Social Sciences. The curriculum offers an international as well as an Italian perspective facilitating students toward critical thinking, analysis and appreciation of various cultures.

The Art Institute offers a curriculum that stimulates and develops the potential individual creativity of students, providing them not only with the technical skills, but also with the conceptual insight necessary for the development of artistic talent.

The Italian Language School specializes in teaching Italian as a second language by university trained Italian language specialists. Together with developing comprehension, conversation, reading and writing skills, students also learn about the Italian culture in context.

University of Hawaii Manoa students have the opportunity to take courses offered by UHM faculty as well as courses from the three main divisions. UHM Faculty Resident Director’s courses will also be available to all LdM students as part of their curriculum. UHM students take at least one course from the Resident Director and add on other LdM courses totaling a course load of 12 to 15 credits.

*UHM Students have the option of attending LdM campuses in Florence, Rome, Tuscania and Venice. However, the UHM faculty will only teach at the Florence campus.*

LdM’S Expectations of the UHM Visiting Faculty
Please be advised that as a visiting faculty member at LdM there are certain responsibilities that you need to fulfill. Thus beyond the formal teaching duties, Visiting Professors are expected to participate fully in the academic life and community at LdM. This may include, but not restricted to, giving public lectures and/or research papers and/or participating in faculty development seminars. Visiting Professors are also required to supply LdM with a LdM-formatted version of their course syllabi well in advance of their arrival by a deadline to be determined by LdM.
**UHM Resident Director Appointment and Orientation/Training**

The Council on Study Abroad will appoint one faculty member per semester to teach two courses (to UHM students only) and perform related tasks for the program in Florence. For the duration of the appointment, the resident director will be under the purview of the Director of the UHM Study Abroad Center. While in Florence, the UHM faculty is considered to be visiting faculty at LdM for the period of the program. All course related administrative and logistical support are provided by LdM.

It is important to note that while LdM provides the UHM students a “home-base” and a chance for our students to study in Italy in English, LdM also shares institutional liability with our University. Therefore, the UHM resident director is relied upon by the UHM Study Abroad Center and LdM to ensure that a standard of care is provided to our participants thereby minimizing liability.

This means monitoring and responding to the needs of the participants in the areas of academic, accommodations, health/safety, and as well as personal life (when appropriate) and encouraging UHM students to seek help from LdM personnel. LdM will also assign advisors to work with the UHM faculty and the students.

All appointed resident director(s) undergo a training session, which will help the faculty carry out his/her stated study abroad responsibilities effectively.
Dear Professor,

Each course offered at Lorenzo de’ Medici needs to be thoroughly described through an official LdM standard syllabus, which serves many functions prior to being given to the students in class. There are 13 primary questions to be answered. Every paragraph deals with each of these questions.

1. Please use this template (in its electronic version, or overwrite some other syllabus) and fill out ALL 13 paragraphs as instructed.
2. Do not change the paragraph titles or switch the paragraph numbers. Don’t leave them blank: if a paragraph is not pertinent to your course just say so (example “Not applicable” or “No specific materials required for this course”...)
3. Please don’t forget to erase all instructions (grey text) and unnecessary examples (blue text). Ask for a finished syllabus to get an idea of the final result (and have some inspiration).
4. Stay simple and brief, but make sure that no doubts and questions are left in the reader. Check for consistency between all paragraphs.
5. For any further help please refer to your Department Supervisor (subject matter and general help), Academic Quality Office (academic standard and didactic strategies) or Coordination Office (syllabus structure and format).

Thank you for your cooperation
Your Academic Quality Office at LdM

NOTE: the template uses the following color codes
- general outline in BLACK
- instructions and suggestions in GREY
- suggested examples in BLUE
ANTHROPOLOGY OF WORLD CONFLICTS  
Section: 102  
ANT 180 F / POL 230 F / SOC 310 F

Tuesdays: 12 - 2:30 PM & 2 - 5:30 PM  
Credit hours:  3  
Contact hours: 45 (or 90, 48, etc, as on catalog)  
Additional costs: approx. 40 Euro (details at point 10) (insert the TOTAL ONLY)

If there are other sections of this course, please add: 

NOTE on section: students are required to regularly attend the section of this course that they are enrolled in. Switching sections during the course is not allowed.

Insert your availability by taking advantage of your LdM schedule, and giving your teaching e-mail:

Teacher availability/contact: available to see students after class every TUES at 5:30 PM or WED at 11:30 AM, or individually by arrangement: john.smith@gmail.com

1 - DESCRIPTION

Can you give me a brief description of the course and its highlights? 
Insert exact catalogue description. 
You may wish to add a few more lines, such as special strengths not explained in the description, additional details, semester specialties, etc.

2 - OBJECTIVES, GOALS and OUTCOMES

What is the focus of the course? What will our goals be?  
Clearly list your goals, i.e. students’ learning outcomes.

In order to design effective exams and other means of assessment, we need to begin by defining our learning outcomes or objectives. Learning outcomes have been described as “statements of the knowledge, skills, and abilities the individual student possesses and can demonstrate upon completion of a learning experience or sequence of learning experiences (e.g. course, program, degree)”. Note that a successful course usually aims to teach students a very wide variety of things, including very specific skills (“use of a chisel in jewelry making”) but also very general ones (“ability to work cooperatively in a team”), and also a range of different kinds of knowledge. It is becoming increasingly common in university education to phrase these outcomes along the lines of the following examples:

The Renaissance in Europe 
By the end of this course students should be able to demonstrate:

a) an understanding of the social, political and economic causes of the cultural revival in Italy in the fourteenth and fifteenth centuries and its transmission to Europe at large in the fifteenth and sixteenth centuries
b) an ability to synthesize information from a range of primary sources in both oral and written form

c) a capacity to construct a relevant and analytical response to an historical question

d) self-management skills.
Digital Photography
Upon completion of the requirements of this course you can expect to be able to:

a) digitize images using a flatbed scanner, negative scanner, digital camera and on-screen image capturing techniques
b) understand career options in digital photography
c) explore, critique and evaluate basic composition and aesthetic elements of photographic images
d) edit and manipulate digital images using the industry-standard image editing software
e) comply with industry ethics and standards related to the use of photographic materials
f) demonstrate good craftsmanship

Refer to FAQ 3 for more information and examples

3 - PREREQUISITES

Besides academic prerequisite as specified on the course catalogue/schedule, if any. Please insert any official prerequisite as specified on the course catalogue/schedule, if any. Please remind students of the level (check course code: 100 = beginner and intro level; 200 = second year/intermediate level; 300 = third year advanced intermediate level; 400 = advanced majoring level) and give instructions accordingly. Examples:
ANT 100 Introduction to Anthropology or SOC 100 Social Studies -or equivalent- is required.
This is an introductory course and therefore no previous knowledge is required.
Students may benefit by having a basic knowledge in [...] although not compulsory.
As an intermediate level course, a background in [...] is highly advisable, although not required as mandatory requirement.
At the start of the course, students will be asked to fill out a questionnaire to provide some background information, their study plan, expectations, etc…

In case of NON beginner courses, especially SC Program courses and practical studio courses, please adapt the following as required:
So to verify the course requirements stated by the students during enrollment, the professor will perform a mandatory entrance/level test on the first day of class. (All materials for the exam will be provided by the school).
In addition, the professor will interview each student individually, view any photos or slides of previous works, and have the student fill out the Level Test Questionnaire.

You may wish to add a few additional preferable yet not compulsory prerequisites. You may wish to insert any special requirements for this course.
Examples:
Students should bear in mind that fresh ingredients (such as meat) and sharp tools will be handled.
Students should bear in mind that most classes required out-door walking.
Due to the specific nature of this practical course, students are required to dress properly for every lesson (see point 8).
For this course each student must be equipped with a personal portable computer and following software… (details at point 12)
A professional digital camera is mandatory for this course (details at point 12).
Please remember there are strict guidelines regarding attendance and behavior during scheduled visits/field trip (as described in pertinent paragraphs).
Please also remember important notes on attendance, participation and assignments (as described in pertinent paragraphs).

For any other more common and obvious requirements (materials, assignments, punctuality,
etc) use the pertinent paragraphs.
Please specify that "The course is held in English" unless it's a special course held in Italian language.

4 - METHOD
How will our classes take place? What’s your teaching strategy?
Explain your teaching / lecturing method.
Explain how the lessons are structured: plain lecture, active involvement, discussions, slides, video clips, visits...
We recommend to define a combination of active multiple learning methodologies, addressing all 6 levels of learning.

5 - ASSESSMENT
What are we expected to do? How much assignments, work load? How will you evaluate and assess us?
Explain what students need to do and what exactly will serve for evaluation purposes.
Explain the workload, list all type of work that students will be asked to do in class or as homework (reading assignments, individual research, homework, class work, exercises, projects, tests, unannounced tests/pop-quizzes, essays, questionnaires, slide tests, group critique, papers, essays, mid-term and final exam...) and describe its characteristics (multiple choice, slide test, essay...).
Explain all criteria you use for evaluation and how these activities will impact the student’s learning progress and how these influence their improvement.
Note: forms of assessment need to reflect the range of skills mentioned in the "course objectives". If one of the objectives is to teach students to work cooperatively in a team, we would expect there to be some kind of graded assignment that tested group-work. If one of the objectives was to improve oral communication skills, we might expect there to be a grade oral presentation. And so on.
Refer to additional GUIDELINES on Written Assignments and Assessment.
Once in class don’t forget to provide students with an “Instruction Brief” sheet containing detailed instructions (especially for complex projects or papers: suggested topics, number of words, dos and don'ts, deadlines, evaluation parameters…) and the pertinent “Grading Rubric”.
Please insert a reminder such as:
Please consider that all scheduled tasks and given dates and deadlines must be respected, so please organize your personal schedule accordingly.

6 - EXAMS
How are the exams going to be structured?
Explain in detail how the Midterm exam and the Final exam are set up, how they will take place, what they consist of (especially in case of practical and composite exams: group critique, oral presentation, written test, practical exercise, slide recognition, wine analysis, simulation...).
Once in class don’t forget to provide students with an “Instruction Brief” sheet containing detailed instructions (especially with practical projects: requirements, evaluation parameters/grading rubric, deadlines...).
Refer to additional GUIDELINES on Written Assignments and Assessment.

Please insert:
Remember that the dates of the exams can NOT be changed for any reason, so please organize your personal schedule accordingly.

7 - EVALUATION and GRADING SYSTEM
How is the final grade made up?
Create and insert your Evaluation System by listing/grouping above mentioned forms of
assessment and its weight on the Final Grade. See example below. Refer to FAQ 3 for guidelines on mandatory LDM ranges of weight (%) and typologies of assessment.

Example (usually 5 to 6 lines are most common):

10%   Participation
15%   Assignments (3 x 5%)
10%   Unannounced quizzes (2 x 5%)
15%   Paper
20%   Mid-term test
30%   Final exam

NB: ‘Attendance’ is NOT graded.
Remember that each abovementioned form of evaluation must re-appear on your Grading Sheet, and for each a full grade must be given. At the end of the semester, all grades will be combined into a Final Grade according to the given % weight.

Please insert following:

Following grading system will be observed:

0 - 59 = F,  60 - 69 = D,  70 - 72 = C-,  73 - 76 = C,  77 - 79 = C+,  
80 - 82 = B-,  83 - 86 = B,  87 - 89 = B+,  90 - 92 = A-,  93 - 100 = A

8 - ATTENDANCE and BEHAVIOUR
How is the attendance and behavior policy, and how does it affect the final grade?

Please insert following LdM ATTENDANCE regulation according to the typology of course and the quantity of weekly meetings:

➢ For classes that meet one time a week insert the following:

Mandatory attendance is a primary requirement for a responsible learning experience at LdM.

Please note that:

A. if the student misses THREE classes, the Final grade will be lowered by one full letter grade.
B. If more than THREE classes are missed, the final grade will be “F” and NO credits will be given for this course.

➢ For courses that meet two times a week, insert the following:

Mandatory attendance is a primary requirement for a responsible learning experience at LdM.

Please note that:

• if the student misses FIVE classes, the Final grade will be lowered by one full letter grade.
• If more than FIVE classes are missed, the final grade will be “F” and NO credits will be given for this course.

➢ For DANCE courses, which meet two times a week, insert the following:

Mandatory attendance is a primary requirement for a responsible learning experience at LdM.

Please note that:

• if the student misses THREE classes, the Final grade will be lowered by one full letter grade.
• If more than FOUR classes are missed, the final grade will be “F” and NO credits will be given for this course.

➢ Any other case (internships, short term programs, Italian language, etc) please refer to the specific document “POLICY Attendance Absences Lateness”
In addition, please insert the following LATENESS regulation and the additional BEHAVIOUR policies, with some variations according to the typology of the course:

**Punctuality is mandatory.** Students must arrive in class on time:

a) any lateness, leaving class during the lesson without notice, not showing up on time after the break, or leaving earlier, will impact the participation grade and the Final Grade. In addition:

b) Three late arrivals or equivalent (10 to 20 minutes) result in one absence on the attendance count.

c) Missing more than 20 minutes will be considered as one full absence.

It is the responsibility of the student to catch up on any missed work and to keep track of his or her absences and cases of tardiness.

Make-up classes are always mandatory since part of the course program.

If on occasion a class creates a conflict with the another class (different or extended time etc.), the student is required to inform both instructors IN ADVANCE, allowing the two instructors to share a written excuse for the class going to be missed.

**Correct, active and responsible participation** is insisted on. Students are required to behave properly within the school premises and during class. Classrooms are to be left in order and clean. Students must take care of available equipment and materials and promptly report any damage and loss. Electronic devices (cell phones, Blackberry, iPod, laptop computers, etc) must be switched off during class, unless otherwise instructed. Drinking/eating during class is not allowed.

Note: Instructors who find a student's behavior is inappropriate will seek to talk with him/her promptly; if the issue continues, the instructor is required to contact the pertinent LdM authority.

**Academic dishonesty:** should issues of academic dishonesty arise the instructor will refer to the relevant LdM policy. According to the LdM Rules of Conduct, "Violations include cheating on tests, plagiarism, recycled work, unauthorized assistance, or similar actions not explicitly mentioned in this sentence."

- **To be added, in case of SCHEDULED CLASS VISITS:**
  
  Visits when scheduled are considered regular classes to all effects: absence or lateness rules will be applied as for lessons that meet in class, without excuses.

  All students are requested to be 5 to 10 minutes early at the meeting point, so class can promptly enter at the specified entry time. If a student is late, the class cannot wait for him/her and the student will be responsible for paying for his/her entry.

  Please be aware of any change of visit location/time/day; get to know the meeting point and any relevant details before the class.

  Proper behavior and dress code must be observed during visits. For the visits to the churches, students must cover their shoulders and knees.

- **To be added, in case of ART STUDIO COURSES:**

  The specific studio rules must be understood prior starting to work, and fully respected, especially during open-studio time. Irresponsible behavior can compromise lessons of other courses. Materials, tools and any other supplies available in the lab cannot be taken out.

  No visitors are accepted in the lab at any time.

- **To be added, in case of the USE OF RESTORATION LAB:**

  Restoration Lab Policies: Students are required to behave properly within the laboratory. Students are required to read and respect the specific studio rules prior starting work. Working in the lab means also the wearing of proper clothing. Students must take care of the available equipment and materials and promptly report any damage and loss. It is
essential that original ancient objects, some very delicate, be handled with extreme care. Drinking/eating in the lab is not allowed. Materials, tools and any other supplies available in the lab cannot be taken out. No visitors are accepted in the lab at any time.

➢ To be added, in case of COOKING COURSES within a COOKING LAB:

Very important safety and hygienic rules:
- Correct, active and responsible participation is insisted on. Students are required to behave properly within the cooking lab.
- The cooking lab must always be left in order and clean. Students must take care of equipment and materials and promptly report any damage or loss.
- Kitchen utensils and working surfaces must be always cleaned up during class (students will take turns each lesson).
- Students are NOT allowed to bring guests to class or allow any visits during class time. Please have your friends and relatives wait for you outside the classroom.
- Students are NOT allowed to bring any leftovers food out of the school.
- Students must consider that dishes containing uncooked ingredients will not be served.
- Students must consider that this is not a vegetarian course and that fresh ingredients (such as meat and fish) will be handled in preparing our dishes.
- All students, while handling food, must wear non slippery shoes, an apron, and (if required) disposable gloves (both provided by the school).
- Students must be aware that hot stoves, electrical appliances and sharp tools will be handled.
- Long hair must be tied back. Hands must always kept clean.
- The use of cell phones, Blackberry, I-Pod, laptops or other electronic devices is NOT allowed; phones and wifi must be switched off during class.
- Consider that all dishes are prepared for tasting. Do not expect full meals!
- In case of allergies, you must inform the teacher and make sure not to ingest anything that you know is unhealthy for you.

➢ In case of WINE COURSES, add the following in three different paragraphs:

- Under DESCRIPTION:
  Please note that wine will be tasted only in very small amounts.

- Under PREREQUISITES:
  Please be aware that students are required to ‘taste’ wines of various species and degrees, though the rofessours guidance, so to understand the ‘culture of taste’ and appreciate the ‘taste of culture’. Wine will be utilized in very small amounts, however students should be aware that wine is still an alcoholic beverage.

- Under ATTENDANCE & BEHAVIOR:
  Very important rules:
  - Correct, active and responsible participation is insisted on. Students are required to behave properly within the lab.
  - Students must take care of equipment and materials and promptly report any damage or loss.
  - Students are NOT allowed to bring guests to class or allow any visits during class time. Please have your friends and relatives wait for you outside the classroom.
  - Students are NOT allowed to serve themselves nor bring any leftovers out of the lab.
  - Students are meant to taste wine in very small amount. Inappropriate ‘drinking’ without any didactic guidance is NOT allowed!
University of Hawai‘i at Mānoa Study Abroad Center

- In case of **allergies**, you must inform the teacher and make sure not to ingest anything that you know is unhealthy for you.
- The use of cell phones, Blackberry, i-Pod, laptops or other electronic devices is **NOT allowed**; phones and wifi must be switched off during class. Students with **learning disabilities** are required to contact their LdM Advisor.
- Should issues of **academic dishonesty** arise (plagiarism and so on), the teacher will refer to the LdM written policy on such matters.
- Instructors who find a student’s behavior is inappropriate will seek to talk with him/her promptly; if the issue continues, the instructor is required to contact the pertinent LdM authority.

**9 - READINGS & SOURCES**

*Which are the mandatory and the optional readings? Any other sources that I may need? How do I get them?*

**Mandatory:**
Insert a list of **text books**, on which the course is based (important for the course accreditation!) AND specify which only of these books must be definitively purchased by the students as **mandatory required text book**, where to buy it in Florence, and their cost - it is obvious that the "other" books must be available in the LdM library. Use following accredited format:


Please give most detailed instructions so to allow students to buy the required text book without wasting time. Remember to contact the LdM librarians who will help you to order the correct amount of books in the pertinent bookstore, to which you will send your students after the first class, and will also keep a copy for reading in the LdM library.

Insert any additional or alternative required photocopied teacher’s **Booklet/Course pack**, indicating its title, name of teacher, cost, where to purchase AND list all books from which the excerpts come from.

Also, specify if any additional occasional **handouts** are provided in class, or available on demand.

**Optional:**
List all **recommended and suggested resources**: books and videos available at the LdM library (specify library location code), web sites, books stores, magazines, etc - Remember to contact the librarians to make sure what they have and what may needed; also update your recommended books list accordingly.


Please insert:
Please note that all mentioned books can be consulted at the **LdM school library** (see specific location code next to each title). Please check the library for new entries and other useful reading material.

Please insert, if pertinent:
**NOTE**: your personal copy of the **mandatory text book** must be purchased at the bookstore mentioned in "Required Readings". The Library does NOT SELL books.

**Other Resources:**
Give suggestions about libraries, films, documentaries, magazine, websites, etc.

**10 - ADDITIONAL COSTS**
Can you give me an esteemed list of expenses?
Adapt the below example, keeping the same clear format. Please count everything that is mandatory for students to pay for, incl. text book, bus tickets, etc. Consider that the detailed costs should appear in the relevant paragraph; here you give a sub-total per category. The final total also appear in the top header of the syllabus. (NOTE: please do not use the symbol ‘€’ and avoid the term ‘Euros’).

Throughout the course students must expect to spend approx. **XXX Euro** as follows:
- Tot. XXX Euro (approx) required for mandatory **readings** (details at point 9)
- Tot. XXX Euro as **lab fee**, covering the basic materials available in class for shared use (such xxxxxx, yyyyyy, zzzzzz) - The lab fee is not to be confused with the required personal materials.
- Tot. XXX Euro (approx) for individual **materials** for personal use (details at point 12)
- Tot. XXX Euro (approx) for **class materials** to be shared in class (details at point 12)
- Tot. XXX Euro (approx) for **visits and trips** (details at point 11)

Students must take in account any additional expense for the required xxx (such as xxx, yyy, zzz...) which cost depends on the students’ individual choices.

**IN CASE OF practical Studio courses**: please distinguish between the following three options:

A. The **Cost of Required Personal Materials** depends on what teachers ask students to purchase. The purchase is completely up to the student, and both teacher and school are not involved.

B. A **Fee for Shared Class Materials** is up to the teacher, who just manages the students’ money personally to purchase materials on retail. Leftovers must be given back to the students. The school is not involved.

C. A **Lab Fee** is a fee given by the student to the school. It is due only within specific courses (Sculpture, Mosaics, Photography, Printmaking, Cooking, Wine...) and involves the LdM treasurer and buying service. Therefore it requires special procedures, to be agreed with your Supervisor.

**11 - VISITS and TRIPS**

**Is there any lesson taking place outside of class? Where? Why?**

Insert list of all **scheduled or planned visits**, and their academic importance. Remember that visits are “lessons” so please treat them and describe them as a regular lesson, not just as a ‘place’. Example:

The following visits are planned (see point 13A for dates and details):

- **Museum Xxxx**, in Florence (requires xxx Euro entry ticket* + xxx Euro booking fee) - explain what this place is and why this visit is useful (the topic of the lesson will be in point #13)

- **Studio Yyyy**, in the neighbourhood Novoli (requires 2 ATAF bus tickets 1.20 Euro each) - explain

- **Factory Zzzz**, in the nearby town Prato (free entry as a group + xxx Euro guided tour) - explain

Please insert the following, if pertinent, and adapt to your needs:

**NOTE:**

- Consider, generally, the professors organize visits to museums, galleries and to churches whenever pertinent and fundamental for the course. They must be considered mandatory and count as regular attendance. They usually take place during regular class time (unless specified differently, due to specific time schedules).
These visits require students to pay regular entry. The school tries to get reduced or free class entry whenever possible (see list of visits below).

The professor will collect the fees (total of xxx Euro) during the second class.

(*) Students can acquire the UFFIZI CARD which allows free entry to most museums (only the booking fee must be paid). This card can be used for any other individual museum visit.

Do NOT insert details on exact meeting point, meeting time, reserved entry time and reservation number: they are meant to appear directly in the schedule at paragraph 13.

Rather, you may wish to give detailed guidelines, dos and don'ts, behavior and safety rules, such as (examples):

- Make sure you know the exact meeting point each week and how to get there; be aware that there might be changes in the visit schedule!
- Please don't be late at the meeting point as the class can not wait for you to enter the museum at the reserved time.
- If you have been absent please find out what to do and where to meet for the next lesson.
- A late show will be treated as absence.
- Please dress appropriately for visits to churches.

You may wish to insert list of recommended individual visits.

In case you are planning a visit that still needs to be confirmed (example):

A visit to an art exhibition available in the FIRENZE CULTURA 2000 calendar may be inserted into the schedule, if necessary agreements with the organizers can be met. It should take place within regular class time, otherwise it will be planned on a Friday and will substitute one of the scheduled classes. Students will be informed in advance.

12 - MATERIALS
What are we going to use in class, what do we need?
 Mostly pertinent to practical studio art classes: list all necessary materials, optional materials, cost, where to purchase and guidelines. Make clear what is mandatory, what is optional. Make clear what is for personal use, and what is available in class for shared use, not to be taken home, and if a shared material fee is due.

You may add a useful check-list for visits and trips (photo camera, raincoat, notebook, mosquito spray, lunch bag...)

Example
Each student must be equipped with the following supplies for personal use:

1) 2 professional sketchbooks about A4 size (not too rough for pencil work and usable for watercolor)
2) A good set of small watercolor paints (10 colors, any brand)
3) 5 Brushes: 2 flat, 2 pointed, 1 Filbert
4) […]

Above-mentioned supplies are available at SALVINI for a special agreed student price of 30 Euro.
Other recommended stores: Ostolani, Cartoleria Eliocopia, Zecchi
These materials are for personal use, not to be confused with shared materials available in class

Prior to purchasing the abovementioned materials, students must follow the teacher's
instructions
Any supplies previously owned by the students should be approved by the instructor.
Above-mentioned materials must be purchased and available by the second lesson.

Some course with special materials need to add safety rules for proper handling and storing.

13A- CLASS SCHEDULE
Can you give me an exact breakdown, lesson by lesson, with arguments of the day, readings, class work, tests, visits, guest lecturers, homework, make-ups and any other instructions?

Insert detailed class schedule. See example format below.
Number all lessons 1 to 14 (or 16 in case of monthly courses; in case of double lessons a week, proceed with 1a, 1b; 2a, 2b; 3a, 3b; ...) and specify exact class date.
For each lesson specify topic, short description, class activities, readings and home work.
In case of visits, specify meeting point, meeting time, visit place, reserved entry time and entry number (if any).
Occasional out-of-regular-schedule classes must be specified clearly (such as a holiday make-up or similar) specify both regular class as it should have been originally, and its rescheduled class.
Please avoid any extra formatting, tables, images, font style, colors and frills. Although it may improve the reading, it conflicts heavily with our revise/adapt/print/share/archive processes.

a) Example phrases preceding the schedule:
Please bear in mind that the contents of individual classes may be changed throughout the course according to the class's progress.
Please remember that some visits may be rescheduled and that additional visits - whenever available and pertinent - may be included within regular class time.

Schedule format (with example topics):

1) Sept 8 Presentation of the course; introduction to the class syllabus and used material.
Information on assignments and exams.
Definition of Mass Communication and other categories of communication
Stages in the development of human communications.
(Bibliography: 1, 2, 3)

2) Sept 15 Visit: Museo Archeologico in Via della Colonna (Entry #12345 at 10 AM - Meet at 9.30 sharp in Piazza Santissima Annunziata - free group entry)
Lecture: Gothic art and architecture in Italy.
Readings: The Fourteenth Century: Chap. 11, pp. 98-127 - Courtiers and Burghers
Assignment: fill out Questionnaire 1.

3) Sept 22 Neorealism: 1) Rossellini’s Neorealism.
2) De Sica’s neorealism
Projection: excerpts from "Roma città aperta", "Paisà", "Sciuscià", "Ladri di Biciclette"
Assignment: Final Paper Topics will be discussed and assigned in class
Readings: read Chap. 3, only first part dealing with Rossellini and De Sica
4) Sept 29  **Slide lecture:** "Fine arts and applied arts, handicraft versus industrial products"
**Project 2:** "A sculptural object": brainstorming, development, sketches
**Assignment:** Exercise #2 - "Measure with your body" (Concepts of ergonomics): select a product design and measure it using as only measurement device parts of your body, related to the function of the object.

--) Oct. 6  **NO CLASS** - Will be substituted by the mandatory Friday field trip on Oct. 7

5) Oct. 7  **Mandatory FRIDAY CLASS** (substituting regular class of Oct. 6)
**Field trip** to the *Museo di Arte Contemporanea* in Prato (Entry 9.30am - Ticket 3 Euro special group student price).
**Meeting point:** 8.30am in front of *McDonalds*, outside train station. We will get on a Lazzi bus at the Lazzi stop around the corner. Destination: Prato, *Centro di Arte Contemporanea*. Leaves at 9 am. Ticket: 2.50 Euro for each ride - have 2 tickets ready. If you miss the bus, you are required to take the next one at 9.30 and reach us at the museum. Lateness or absence will be graded. We will be back at 1PM.

6) Oct. 13  [...]

7) Oct 20  A) Assignment of **topics for Final Paper**; paper guidelines
B) **MID-TERM EXAM:** 60 minute test (see point 6)

Oct 29 - Nov 4  **MIDTERM BREAK**

8) Nov. 3  **Theory:** food, recipes and culture of Northern Italy: *Piedmont*
**Practice:** cooking *Savoy risotto* - *Rabbit in wine sauce* - *Hazelnut cake*
Submit Final Paper draft

9) Nov. 10  [...]

10) Nov. 17  [...]

11) Nov. 24  [...]

12) Dec. 1  [...]

13) Dec. 5  **Mandatory FRIDAY MAKE UP** (covering Dec 8): same class, usual time
**Discussion:** differences between commercial films and "art films" - aesthetic codes, market rules
**Readings:** Chap 3, Parag. 1, 2, 3

--) Dec. 8  **NATIONAL HOLIDAY - NO CLASS** - Make up on Friday Dec. 5

14) Dec 15  **FINAL EXAM:** slide test
Submit Final Paper (see point 6)
B. 13B- ALTERNATIVE LESSON

Please insert:

*Should the instructor be indisposed or otherwise unable to attend, a substitute teacher (whenever available) will conduct the scheduled or a pre-prepared alternative lesson, at the regular class time. Example:*

*Insert your alternative lesson*

The alternative lesson should be something simple that any substituting teacher can perform. In any case it is advisable to have a quiz/questionnaire ready for the substitute teacher, to base a discussion on, and which students may fill out as a mandatory assignment, to be handed in on the next class. Examples:

- Analysis, comparison, discussion and questionnaire on excerpted readings from [...]. The material is due and will be examined by the instructor the following week.
- Introductory reading followed by the viewing of the video [...]. Analysis and discussion; questionnaire in class. The material will be collected by the substitute.
- Guided visit to [...]. The student will be required to complete a questionnaire related to this visit, to be left in the teacher's mail box before weekend.
- Simulation (topics and instructions will be provided by the substitute); discussion and journal, results and diagrams completed in class and collected by the substitute.
- The following written class assignment: [...].
- Completion of ongoing project; supervised discussion on new project. Summary and diagrams to be completed in class and handed to substitute teacher.

Remember to leave the alternative class material at the school library at the start of the course, ready for the substitute teacher in case of emergency!