



LdM

Lorenzo de' Medici

The Italian
International
Institute

BUS 377 F

SPRING 2017

INTERNATIONAL CORPORATE GOVERNANCE

Mondays 3:00-5:30 p.m. TBC

Credits: 3

Hours: 45

Instructor: Shirley J. Daniel

E-mail: sdaniel@hawaii.edu

Shirley J. Daniel, Ph.D. is Professor of Accountancy and Director of the Pacific Asian Management Institute (PAMI) in the Shidler College of Business Administration at the University of Hawaii. Prior to her graduate studies, Dr. Daniel was a manager in an international accounting firm. Dr. Daniel is a licensed CPA, is past-president of the Hawaii Society of CPAs, Co-Chair of the Hawai'i Chapter of Women Corporate Directors, and serves on the Board of Directors of American Savings Bank in Hawai'i. She travels frequently to Asia to lecture and provide executive training.

COURSE

DESCRIPTION[HTTP://WWW.GLOBALSTUDIESFOUNDATION.ORG/SHOWCONTENTS.CFM?CATEGORYID=64](http://www.globalstudiesfoundation.org/showcontents.cfm?categoryid=64)

The objective of this course is to help students understand the cultural, institutional, legal and political environment that influences corporate governance systems and practices in countries around the world. The special setting of Italy within the EU will be a major element of the course, and cases from Italian firms and guest speakers from the Italy Chapter of Women Corporate Directors will be integrated into the comparative focus of the course. Now more than ever, international investors and managers need to understand the context of international business. Accountants, consultants, lawyers, officers and board members need to understand their fiduciary, legal and ethical oversight responsibilities. In light of recent regulatory changes, reduced public confidence, and the financial crisis, becoming an educated and responsible manager or financial executive requires specialized knowledge and skills. This course is designed to help students recognize and understand the complex and critical issues of international corporate governance, regulatory corporate reporting and ethical conduct. This course is writing intensive.

COURSE PREREQUISITES

Junior standing. Due to class size limitations of 20 students for writing intensive, preference will be given to Business Majors. If space allows, other majors will be allowed with instructor permission.

COURSE OBJECTIVES AND LEARNING OUTCOMES

Upon completing this course students should be able:

1. To understand the overall context of corporate governance, particularly the cultural and institutional factors reflecting governance systems in different countries and regions.
2. To grasp the dynamic nature of business and governance and how the landscape continually changes due to institutional, political, and macroeconomic factors, emergence of competitors, and governmental activities.

3. To understand how governance systems protect and constrain managers, investors, creditors, stakeholders, employees, and societies of firms and individuals within them.
4. To understand the need for lifelong learning and methods of accomplishing that in a business context—for example, through thoughtful reflection on one’s own experiences and reading/discussion of general business activity.

Course Student Learning Outcomes specific to Study Abroad Students:

Upon completion of a course students will be able to:

5. Demonstrate awareness of their own cultural values and biases and how these impact their ability to work with others.
6. Demonstrate knowledge of diversity of corporate governance systems around the globe and specifically be able to compare corporate governance practices in Italy and the EU with those in the US and Asia. Communicate appropriately and effectively with diverse individuals and groups.
7. Demonstrate an increased capacity to analyze issues with appreciation for disparate viewpoints.

Why this course is appropriate in relation to your study in Florence:

Business has become Global and college graduates have no choice but knowing how businesses deal with issues that result from globalization of business. Students will be asked to explore corporate governance systems around the world, and in particular considering corporate governance issues relevant for Italian and European businesses.

The instructor will attempt to invite appropriate speakers from Italian and multinational and European businesses to assist reaching the course objectives.

COURSE GRADING

The grading components in this course are divided into the following percentages:

- 20% -- Weekly written case analyses (10 @ 2% each)
- 10% -- Class Participation/oral case discussions
- 15% -- Midterm Exam
- 30% -- Three group oral presentations and three written papers (3 @ 10% each)
- 10% -- Reflection feedback on guest speakers (2 @ 5% each)
- 15% -- Final Exam



The LdM grading scale is based on the following standard point system:

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

STUDENT ASSESSMENT

Students will be assessed through:

MIDTERM AND FINAL EXAMS

Midterm and Final Exams (15 points each - 30 points total):

There will be 2 exams. Exams are primarily multiple choice, short answer and short essay and will be given in class. Remember that the dates of the exams can NOT be changed for any reason, so please organize your personal schedule accordingly.

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Please note: Students with learning disabilities who may need special provisions during exams are required to contact their LdM Advisor or LdM Dean of Students (see item 17 in the Academic Regulations).

CLASS PARTICIPATION

Class attendance:

Attendance will be taken each class period the beginning or the end of the class. Please arrive on time.

Arriving late is disruptive to everyone. I also expect that you remain in class for the entire period.

Coming and going is also disruptive and rude.

Students being late or leaving early will be deemed as missing the class. Attend every class for the entire class period. If you need to miss class because of an emergency, please contact me in advance.

Class participation (10 points):

Class participation points are based on both class behavior and classroom performance. Students with unprofessional behaviors will get a "0" in class participation points. Unprofessional behaviors include, but are not limited to sleeping, chatting, and text messaging during the class. I reserve the right to make further deductions of the student's final grade for these unprofessional behaviors. Students are also expected to actively participate in class to get the points.

Guest speakers – Women Corporate Directors in Italy (10 points):

During the semester 2 guest speakers from the Italy Chapter of Women Corporate Directors will discuss their professional career and experience as a board director. Students will provide reflections about what they learned and what they are stimulated to want to know more about after listening to these speakers.

You should participate in discussions of assigned topics and cases by asking original questions, bring in outside research articles, and relating personal experiences or observations to the class. You should have reviewed the readings online on Laulima prior to arriving in class. The case summaries must be prepared prior to coming to class and you should be ready to discuss the concepts.

Class participation discussion - typical questions:

Discussion weeks 1 through 7

- What are the agencies and guidelines involved in corporate governance in the U.S.?
- What are considered as the major components of best corporate governance practices in the U.S.?
- What is unique about outside investors and why do they need protection through corporate governance regulations? Do current best practices in corporate governance in the U.S. sufficiently protect shareholders?
- Compare the services offered by ISS, Glass Lewis, and Governance Metrics, Inc. based on their websites. How do the firms and services differ?
- Do corporate governance rating agencies and proxy services, such as ISS, serve a useful purpose? Do they have a conflict of interest when they provide consulting services to help companies improve their CGQ ratings?
- Do you think that the executive certification of reports required by the Sarbanes-Oxley Act has added value or credibility to the financial reports of U.S. firms? What is the role of the PCAOB?

- What is the role of the external auditor in corporate governance? Do you think auditor opinions of internal controls have improved the quality of financial reports in the U.S.?
- What are the legal and fiduciary obligations of corporate directors?

Discussion week 9 through 12

- What are the agencies and guidelines involved in corporate governance in Italy, and the E.U.?
- What are the major differences you see between Italian, European and U.S. corporate governance guidelines? Which do you think are better?
- Are there Italian or other European firms that are considered models for good corporate governance?
- Do you think that non-US firms should adopt regulations similar to SOX?
- The EU has recently proposed mandatory auditor rotation. What was the proposal? Do you think that there should be mandatory auditor rotation?
- What do you think about executive compensation in the U.S. compared to Italy and the rest of Europe? Do you think that executives in the US are paid too much?
- What do you think separation of the role of CEO and Chairman, which is more common in Europe compared to the U.S.?
- Do Italian corporate governance practices reflect a broader view of stakeholders than those in the U.S.? If so, why?
- Is director independence really related to better corporate governance?
- Italy and other European countries have imposed quotas for women on corporate boards? What do you think about this approach? What does the research about women on boards show? What about board diversity in general?

Discussion weeks 13 through 16

- What are the agencies and guidelines involved in corporate governance in Japan, Korea, and China?
- What are the major differences and similarities you see with U.S. guidelines and practices?
- Are there any firms that are considered leaders in good corporate governance in Asia?
- What are some of the government and capital market infrastructure realities in China that will influence the practice of corporate governance regardless of the regulations?
- What factors would you consider if you were asked to serve on the board of directors of a firm in China?
- Japan has launched initiatives to allow firms to adopt corporate governance practices similar to those in the US. Does it make sense for Japan to emulate the U.S. in this way?
- Japanese firms are often accused of following form over substance. How might this impact corporate governance practices?
- What are the major differences between Korean and Japanese approaches to governance?
- What are some new developments in corporate governance in Southeast Asia?
- What has India done to improve corporate governance? How do you think that is working?

Please consider that all scheduled tasks and given dates and deadlines must be respected, so please organize your personal schedule accordingly.

WRITING-INTENSIVE FOCUS RATIONALE AND ASSIGNMENTS

The ability to communicate technical information effectively and clearly in written form is an essential skill for every business student. The writing assignments in this class are designed to improve student skills in presenting technical analysis and information in a professional form suitable to be submitted to a superior or a client in a professional setting.

Writing assignments will comprise 50% of the course grade and include a minimum of 18 pages and consist of the following assignments: *Written Assignments for writing intensive focus (50 points):*

Written case assignments – 10 to 20 pages (20 points): Students are required to submit a summary of approximately 10 assigned case(s). Each case analysis will be 1 to 2 pages and should be organized professionally and written in English.

Group project evaluating corporate governance systems - 24 pages (30 points total): Students will be organized into groups of 4 students, depending on the class size. Each group will design a corporate governance rating system and apply it to a US firm, Italian firm and an Asian firm. Each group will prepare 3 papers of approximately 8 pages each, as well as 3 oral presentations for each firm, summarizing their evaluation of the corporate governance practices of each of 3 firms.

•**Group assignment 1** (8 pages plus Powerpoint for 15 minute oral class presentation) – After familiarizing yourself with best practices for corporate governance, develop a corporate governance rating system that you will use to evaluate the practices of the 3 firms you will be assigned. Describe the system, justifying the components and how they will be operationalized. Review the websites, financial reports and proxy statements for the U.S. firm you have been assigned and rate their corporate governance practices using the system you developed. Prepare a presentation for the class explaining your rating system and your valuation of the strengths and weaknesses of the US firm’s corporate governance practices.

•**Group assignment 2** (8 pages plus 15 minute class presentation) – Review the websites, financial reports and proxy statements for the Italian firm you have been assigned and rate their corporate governance practices using the system you developed in assignment 1. Prepare a presentation for the class explaining your rating/evaluation of the strengths and weaknesses of the firm’s corporate governance practices.

•**Group assignment 3** (8 pages plus 15 minute class presentation) - Review the websites, financial reports and proxy statements for the Asian firm you have been assigned and rate their corporate governance practices using the system you developed in assignment 1. Prepare a presentation for the class explaining your rating/evaluation of the strengths and weaknesses of the firm’s corporate governance practices.

Industries for Group project assignments – you may choose among these, or any industry you like, but you must find an industry with a firm in the US, Italy and Asia to do a comparative analysis. You will then obtain public information from the firm’s website and government web pages (SEC.gov)

Industry/product (choose any 3 from different countries)	US firm*	Italian firm	Asian firm*
Automotive	<i>Ford Motor</i>	<i>Fiat group (Italy)</i>	<i>Hyundai (Korea)</i>
Railway Systems/Heavy equipment	<i>General Electric</i>	<i>Ansaldo Breda</i>	<i>Kawasaki Heavy Industries Rolling Stock Company</i>
Airlines	<i>American Airlines</i>	<i>Alitalia</i>	<i>Singapore Airlines</i>
Telecom	<i>Sprint</i>	<i>TIM Telecom Italia</i>	<i>NTT (Japan)</i>
Oil and Gas	<i>Exxon</i>	<i>ENI S.p.A.</i>	<i>China Petroleum or Indonesia Pertamina</i>
Coffee	<i>Starbucks</i>	<i>Illy</i>	<i>Tata Coffee</i>
Banking	<i>Bank of Hawai’i</i>	<i>Ubi Banca</i>	<i>First Commercial Bank in Taiwan</i>

TEACHING METHODOLOGY

Student preparation outside of class will require student self-study, web-based and library based research, and assigned readings. In-class sessions will include lectures, guest speakers, class discussions of cases and reading assignments, and student group presentations. This course has a **Writing Intensive** focus.

COURSE READINGS/RESOURCES

MANDATORY READINGS/RESOURCES

Required Readings in lieu of textbook: Harvard Business School Publishing Cases and Readings can be purchased from the HBSP website at the link provided on the Laulima course website. The instructor has uploaded suggested resource readings on the Laulima course website. In addition, there are numerous web resources that can be found, some of which are noted below in syllabus. Students should use these resources for their class projects, class discussions and preparation for exams. The instructor reserves the right to recommend additional readings and materials to enhance the learning experience and discussion of recent corporate governance developments during the semester.

Link to HBS cases for purchase:

<https://cb.hbsp.harvard.edu/cbmp/access/28457367>

FURTHER READINGS/RESOURCES

Useful websites for the discussions:

International Corporate Governance Network

<https://www.icgn.org/>

Asian Corporate Governance Association

<http://www.acga-asia.org/index.cfm>

European Confederation of Directors' Associations

<http://www.ecoda.org>

Institutional Shareholder Services

<http://www.issgovernance.com/>

Glass Lewis & Co.

<http://www.glasslewis.com/>

World Bank Corporate Governance resources links

<http://www.ifc.org/corporategovernance>

Governance Metrics International

<http://www3.gmiratings.com/>

National Association of Corporate Directors

<http://www.nacdonline.org/>

New York Stock Exchange - NYSE Euronext

<http://www.nyse.com>

NASDAQ (corporate governance)

<http://www.nasdaq.com/>

SEC

<http://www.sec.gov/>

OECD (corporate governance)

http://www.oecd.org/topic/0,2686,en_2649_37439_1_1_1_1_37439,00.html

KPMG Audit Committee Institute

<http://www.kpmg.com/aci/>

Equilar Research Reports:

<http://www.equilar.com/knowledge-network/research-reports/index.php>

Equilar Annual CEO compensation studies with links to NY Times articles:

<http://www.equilar.com/ceo-compensation/2012/index.php>

<http://www.equilar.com/ceo-compensation/2011/index.php>

Equilar 2009 and 2010 CEO pay report and NY Times article:

http://www.equilar.com/CEO_Compensation/CEO_compensation_home.html

http://projects.nytimes.com/executive_compensation?ex=1255492800&en=b18fa2b71d2285b&ei=5087&WT.mc_id=BU-D-I-NYT-MOD-MOD-M093-ROS-0409-HDR&WT.mc_ev=click

Frederick Cook & Company (exec compensation consulting).

<http://www.fwcook.com/>

Towers Watson (HR consultants)

<http://www.towerswatson.com/>

Weil Gotshal (law firm)

<http://www.weil.com/>

The Conference Board

<http://www.conference-board.org/>

[when listing your references, please use [APA](#) if in the social sciences and the sciences; [MLA](#) if in the humanities]

Ex. of a book citation:

[APA] Bondanella, P. E. (2009). *A history of Italian cinema*. New York: Continuum International Pub. Group.

[MLA] Bondanella, Peter E. *A History of Italian Cinema*. New York: Continuum International Pub. Group, 2009. Print.

Ex. of a scholarly journal article citation:

[APA] Lilley, K., Barker, M., & Harris, N. (2014). Educating global citizens in business schools. *Journal of International Education in Business*, 7(1), 72-84. doi:<http://dx.doi.org/10.1108/JIEB-06-2012-0010>.

[MLA] Lilley, Kathleen, Michelle Barker, and Neil Harris. "Educating Global Citizens in Business Schools." *Journal of International Education in Business* 7.1 (2014): 72-84. *ProQuest*. Web. 30 Oct. 2015.

Please note: Many of these sources can be found in the [LdM library](#), via dell'Alloro, 13 (hours 9:00-20:00 M-F, check the [library catalog](#) for book, DVD, or CD titles).

COURSE SCHEDULE

Please keep in mind that the contents of individual classes may be slightly modified according to the progress of the class.

DATES/ TOPICS	HBS CASES AND RELATED READING ASSIGNMENTS. ALSO REFER TO MATERIALS ON LAULIMA AND YOUR OWN WEB RESEARCH	ACTIVITIES AND ASSIGNMENTS DUE
1 – Monday February 6 Course organization and expectations Overview of corporate governance	HBS Readings: “Models of Corporate Governance: Who’s the Fairest of Them All?” Rock Center for Corporate Governance, David F. Larcker and Brian Tayan CG-11 “Italy: the Good, the Bad and the Ugly” HBS 719029	Discuss course expectations. Form student groups, pick companies and industry groups. Student groups organize and set their work plans.
2 – Monday February 13	HBS Reading: Professor David F. Larcker and Brian	Student groups continue to organize groups and develop their rating systems

<p>Basics of corporate structure and governance in the U.S., OECD and Italy Shareholder rights and responsibilities and Director selection, Director rights and responsibilities Review SEC websites and NYSE and NASDAQ listing requirements Review OECD website – Global Principles of Corporate Governance</p>	<p>Tayan The Rock Center for Corporate Governance, “CORPORATE GOVERNANCE RATINGS: GOT THE GRADE. WHAT WAS THE TEST?” CG-08 Laulima Readings NACD - 2016 Public Company Board Survey HBS Case “These People are Fiduciaries” HBS 314067 HBS Case: Alibaba Goes Public 115029 Ecommerce in Italy - http://www.slideshare.net/casaleggioassociati/e-commerce-in-italy-2013 Italian Borsa Corporate Governance Code http://www.borsaitaliana.it/ HBS Case: “Hewlett-Packard Co: The War Within” 107030-HCB</p>	
<p>3 – Monday February 20 The role of the auditor in corporate governance Other regulatory Watchdogs</p>	<p>Web Research - PCAOB Review Enterprise Risk Model model Readings on Laulima HBS Case: China Metals Recycling HK1051 HBS Case: Financial Restatements A-198 (includes Parmalat Finanziaria case)</p>	<p>Guest Speaker 1: Auditor or WCD audit Committee member from Florence Student groups work to develop their corporate governance rating scheme and assess their U.S. company corporate governance.</p>
<p>4 – Monday February 27 Leadership and Board Diversity</p>	<p>“What CEOs Really Think of Their Boards” Sonnenfeld, Kusin and Walton, HBR April 2013 Laulima Reading: “Dysfunction in the Boardroom” Groysberg and Bell, HBR June 2013 Laulima HBS Case: “Beth Stewart: Navigating the Boardroom” 413094 The Economist: Corporate governance in Italy Capitalismo all’italiana A discredited way of doing business is waning, but the going is painfully slow</p>	<p>Student group presentation 1: Present your corporate governance rating standards and evaluation of the US firm.</p>
<p>5 – Monday March 6 The role of management and the CFO Executive Compensation Executive rights, responsibilities,</p>	<p>Case: Yahoo! Inc: Marissa Mayer’s Challenge W13207 Case: Telespazio HEC 073 Reading: “Say on Pay in Italy” Bruno and Bianconi – SSRN – on Laulima HBR March 2012 “The Incentive Bubble” Mihir Desai and other Laulima readings Website resources for executive</p>	

performance and compensation Review of Proxy information and information for U.S. firms selected for individual project	compensation from Equilar, Watson Wyatt Worldwide and Frederic W. Cook (see Laulima and URLs above)	
6 – Monday March 13 Investor Perspectives Shareholder perspectives and regulations Review investment policies on websites for CALPERS, Hawai'i ERS, and another large institutional investment fund.	HBS Case: Sharks in the Water: Battling an Activist Investor for Corporate Control (A) CG-20° “Mergers and Acquisitions: Overcoming Pitfalls, building synergy and creating value” Laulima readings HBS Case Sergio Marchionne at Chrysler 415045 HBS Case “Oracle’s –Hostile Takeover of PeopleSoft” CG4A	Student group presentation 2: Present your corporate governance rating standards and evaluation of the Italian/EU firm.
7 – Monday March 20	HBS Case: “Sovereign Wealth Funds: Barbarians at the Gate or White Knights of Globalization?” 9-712-022 Look up the current status of Fondo Strategico Italiano – Italy’s Sovereign Wealth Fund	MIDTERM EXAM
Monday March 27	Spring Break	BREAK – NO CLASS
8 – Monday April 3 Corporate governance in the EU, Germany and Northern Europe Stakeholder models of governance	Reading: “Recurring Failures in Corporate Governance: A Global Disease?” Laulima readings HBS Case: “Hermes Paris” INS508 Guido Corbetta Blog and videos – family business in Italy	Guest Speaker 2: WCD Director Student groups work to develop their corporate governance rating scheme to assess their Asian company corporate governance.
9– Monday April 10 Corporate governance in Italy	Corporate Governance Reforms in Japan and South Korea,” Ahmadjian and Song – (see Laulima for this and other readings) Readings: Laulima Case: “Sony Corporation – is the Sum Greater than the Parts?” TB0365 Case: Gruppo Illy SM-188°	Student groups work to develop their corporate governance rating scheme to assess their Asian company corporate governance.

10 – Monday April 17	Case: “Tata Motors’ Acquisition of Daewoo Commercial Vehicle company” HBS 9-908M94 Case: Ducati HBS 113058	Student groups work to develop their corporate governance rating scheme to assess their Asian company corporate governance.
11 – Monday April 24 Corporate Governance practices in Asia Japan, Korea, India and the rest of Asia. International Mergers and Acquisitions	HBS Case “Corporate Governance in China: Current Practice, Key Problems” 309058 Case: “Yinguangxia: An Epitome of Corporate Governance Flaws in China” HKU687 Reading: The ‘Marco Polo’ Effect: Chinese FDI in Italy The study investigates the motivations driving Chinese outward direct investment in Italy. The analysis is based on secondary sources and in-depth interviews with key informants and senior managers of Chinese affiliates in Italy.	Student Group Presentations/papers 3: Present your corporate governance rating for the Asian company you have chosen.
12 – Monday May 1 Corporate Governance Practices in Asia Continue to prepare for Presentations	Reading: “What the India Way Can Teach Us About Balancing the Interests of Different Stakeholders” Capelli, Singh, Singh, and Useem. 5821BC-PDF-ENG Case: “Corporate Governance Failure at Satyam” HKU 889 Reading: Ferrero Rocher to invest \$56.4m in India to improve production facility http://www.food-business-review.com/news/ferrero-rocher-to-invest-564m-in-india-to-enhance-production-facilities-211015-4698874 Published 21October 2015	Student Group Presentations/papers 3: Present your corporate governance rating for the Asian company you have chosen.
13 – Monday May 8	ASEAN Corporate Governance Scorecard Project - Lulima HBS Case: “Ayala Corporation and the Philippines: Asset Allocation in a Growing Economy” 713093 Course synthesis and summary Case: Luxottica IMD515 Reading: Italian Investment of \$160m in Pipeline to Indonesia	
14 – Monday May 15		FINAL EXAM

NB: Should the instructor be unavailable, a substitute teacher will give the scheduled or a prepared alternative lecture at the regular class time.

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

SITE VISITS/FIELD TRIPS

A site visit/field trip is scheduled for **March 6 factory and April 24 tourism company**. Instructions for the meeting point will be provided in class prior to the site visit.

Site Visits:

Two site visits may be planned for this class. One visit to a manufacturing company and one to a tourism business.

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.

ADDITIONAL COURSE COSTS

N/A OR For this course, students will spend approx. EUR as follows:

- 150 Euros for the Harvard Cases

REQUIRED COURSE MATERIALS

See course website on Lulima for readings. Harvard Business School cases and readings may be purchased online using the link on Lulima.

For this course each student must be equipped with a personal **portable computer or tablet and word processing and powerpoint software (Preferably MSWord and PPT)**.

LDM COURSE POLICIES

ATTENDANCE

Attendance is mandatory for a successful learning experience at LdM.

Please note:

- If **THREE** classes are missed, the Final Grade will be lowered by 1 full grade.
- If **FOUR** or more classes are missed, the Final Grade will be an "F" and 0 Credits will be awarded.
- Missed in-class activities (including, but not limited to, quizzes, exams, etc.) cannot be made up and will be graded F.

PUNCTUALITY

Punctuality is mandatory at LdM.

- Any tardiness, including leaving during class without notice, not showing up on time after the break, or leaving early, will impact the participation grade and the Final Grade.
- Three late arrivals or the equivalent (10 to 20 minutes) will result in 1 full absence in the attendance count.
- Missing more than 20 minutes will be considered the equivalent of 1 full absence.

Please note: It is the student's responsibility to catch up with any missed work and to keep track of his or her absence/tardiness.

ASSIGNMENT SUBMISSIONS

Late submissions of assignments, including papers, are **not** accepted. The assignment deadlines are listed in the course syllabus. If an assignment is submitted after the deadline, the grade for the assignment will be an F = 0 points, which may adversely impact the Final Grade of the course.

SCHEDULING CONFLICT

If, on occasion, a class has a scheduling conflict with another class (due to a simultaneously scheduled make-up class, site visit, etc.), the student is required to inform both instructors IN ADVANCE, allowing the two instructors to share a written excuse for the class that will be missed. Even though an absence may be excused, students must be aware that there is no possibility of making up any assessed in-class activities they may have missed and no refund will be given for pre-paid visits/field trips. Keep this in mind in order to make a responsible decision about which class to attend.

ETIQUETTE

- No food or drinking is allowed in museums; in religious places, shoulders and knees must be covered.
- Classrooms are to be left neat and clean. Students must take proper care of available equipment and materials and promptly report any damage or loss.
- Drinking/eating during class/site visits is not allowed. Electronic devices (cell phones, Smartphones, iPods, iPads, laptops, etc.) must be switched off during class, unless otherwise instructed.

Please note: Instructors who find that a student's behavior is inappropriate will seek to talk to him/her immediately; if the behavior continues, the instructor is required to contact the appropriate LdM authority.

ACADEMIC HONESTY

- ✓ **All student work will be checked for plagiarism.**

According to the LdM Rules of Conduct, "Violations include cheating on tests, plagiarism (taking words and texts, works of art, designs, etc., and presenting them as your own), inadequate citation, recycled work, unauthorized assistance, or similar actions not explicitly mentioned." Assignments and projects are specific to individual courses; presenting the same work in two different courses (including previous courses) is considered recycling and is unacceptable.

Why is plagiarism bad?

- ✓ It's unethical.
- ✓ The student will fail the paper and possibly the course.
- ✓ Professors are required to report it.
- ✓ The student will be put on academic probation.
- ✓ The student *might* even be dismissed from college.

Bottom Line: **Students MUST cite the sources they use!**

NB: Should issues of academic dishonesty arise the faculty member will adhere to the relevant LdM policy and report any suspected cases to the LdM Dean of Students for disciplinary review.

USEFUL STUDENT RESOURCES FOR THIS COURSE

Internal LdM Resources



Library

Web Site

Library Catalog

Via dell'Alloro, 13

Head Librarian: Federico Fiorentini

Librarian: Arnaldo Albergo

Hours: 9:00 am - 8:00 pm M-F

- The copier charges 5¢ per page



ProQuest Central

- Online database of scholarly journal, magazine, and newspaper articles



Ebrary

- Online database of e-books



Free Online Resources

- Reliable and mostly scholarly resources in anthropology, archaeology, art & architecture, classics, conservation, education, environmental science, epigraphy, fashion design, film, food & nutrition, forensic psychology, history, holocaust studies, Italian language & literature, Jewish studies, Medieval & Renaissance studies, music, numismatics, papyrus, philosophy, politics & government, religious studies, women's & gender studies.



Libraries in Italy

- Important research libraries

The above four links can also be accessed through the LdM Web site, by scrolling down to and clicking on "LdM Library."



Writing Counseling Service

- Free walk-in service for help with English grammar, citation, etc. This is very useful, especially for those writing research papers. Check the pin boards for hours and location. Fall 2016 location and hours are as follows:

GIOTTO, Piazza Strozzi 2

	Monday 3:00 - 4:30 pm	Tuesday 5:30 - 7:00 pm	Wednesday 6:00 - 7:30 pm
Week #10	Nov 14	Nov 15	Nov 16
Week #11	Nov 21	Nov 22	Nov 23
Week #12	Nov 28	Nov 29	Nov 30
Week #13	Dec 5	Dec 6	Dec 7

 **Computer Lab**
Via del Giglio, 4 -- *Hours:* 8:45 am - 9:30 pm M-Th; 8:45 am -8:00 pm F

 **LdM Printing and Scanning Center Tetriz**
Via dell'Alloro, 14r – *Hours:* 8:30 am - 6:00 pm M-Th; 8:30 am - 4:00 pm F
➤ Students can bring material to print on a USB memory device or on a CD or DVD, or they can e-mail their request to: tetriz@lorenzodemedici.it. Black-white: 5 cents/page; color: 15 cents/page. Scanning is free of charge.

 **The Office of the LdM Student Advisor**
Via Faenza, 71/R -- *Hours:* 8:30 am - 5:00 pm; M-Th.; 9:00 am - 1:00 pm F

External Resources

 **University of Florence Library**
[Web Site](#)
[Library Catalog](#)
Via Micheli, 2 (**Architecture**). *Hours:* 8:30-19:00 M-F
Piazza Brunelleschi, 4 (**Language and Literature**). *Hours:* 8:30-19:00 M-F
Via della Pergola, 56 (**Art History**). *Hours:* 9:00-19:00 M-F
Via S. Salvi, 12 (**Psychology**). *Hours:* 9:00 am – 1:00 pm M,W,F; 9:00 am – 5:00 pm Tu, Th
Via Bolognese, 52 (**Philosophy**). *Hours:* 9:00 am - 1:00 pm Tu,W,Th
Via del Proconsolo, 12 (**Anthropology**). *Hours:* 8:30 am – 6:00 pm M-Th; 8:30 am – 2:00 pm
Viale Morgagni, 67/a (**Mathematics**). *Hours:* 8:30 am - 6:00 pm M-Th; 8:30 am – 2:00 pm
Via G. Bernardini, 6 (Sesto Fiorentino) (**Sciences – Physics, Chemistry**). *Hours:* 8:30 am – 6:00 pm M-Th; 8:30 am – 2:00 pm F
Via delle Pandette, 2 (**Social Sciences – Business, Economics, Politics**). *Hours:* 8:30 am – 7:00 pm M-F
Apply for daily access: [Access request](#)

 **Biblioteca delle Oblate**
[Website](#)
[Library Catalog](#)
Via dell'Oriuolo, 24 -- *Hours:* 14:00-22:00 M; 9:00-24:00 Tu-Sat -- *Access:* ID
➤ This is a public library with generous opening and computer hours; it is usually open until midnight (Tu-Sat).

 **Biblioteca Nazionale Centrale di Firenze**
[Website](#)
[Library Catalog](#)
Piazza dei Cavalleggeri, 1-- *Hours:* 8:15-19:00 M-F; 8:15-13:30 Sat -- *Access:* ID
➤ Houses modern books in all fields as well as many medieval manuscripts and other rare and unique materials.

 **Biblioteca del Museo Galileo - Istituto e Museo di Storia della Scienza**
[Website](#)
[Library Catalog](#)
Piazza dei Giudici, 1 – *Hours:* 9:00 am – 4:30 pm M-F; 9:00 am – 1:00 pm Sat – *Access:* Letter of presentation and passport
➤ Houses a large number of books and periodicals in the history of science.

