

SUMMER 2012 FLORENCE, ITALY, FLORENCE, ITALY

- **PROGRAM DATES:** June 27 – July 28, 2012
- **PROGRAM PRICE:** See page 7 for summer 2011 prices (for planning purposes only)
 - Tuition (combo of two 3-credit courses for a total of 6-credits)
 - Housing charge
 - Administrative fee
 - Participation fee

Payable directly to host institution: Housing deposit of \$300 (refundable to you if no damages)
Payable directly to group travel agency: See payment due dates on page 7.

Flight cost is:

Base Fare:	998.00
Tax/Fuel Surcharges:	561.00 *subject to change until tickets are issued.
Total:	1,559.00

Here is what you need in order to apply for the study abroad program in Florence, Italy for Summer 2012 (Session E). Print out this packet, which contains 15 pages, and read everything; this is very important! Please turn in all application materials by February 17, 2012 to the Study Abroad Office in the Student Center, First Floor. You will be notified by February 24, 2012 if you have been accepted into the program.

1. Complete the Student Information Sheet
2. Complete the LdM application and the Monmouth course worksheet.
3. Write a 500-word typed essay expressing your commitment to this academic program, including cultural excursions. Explain why you want to go, what you hope to achieve through this experience, and how you cope with stress and unexpected circumstances.
4. Print out the two-page confidential reference and give to a Monmouth faculty member or employee. Ask him/her to either send directly to the study abroad office or allow you to pick it up in a sealed envelope. Submit to the Study Abroad Office by the above deadline.

Important! There are approximately 40 spaces available for the Italy summer program and acceptance will be based on the following:

- a. Minimum GPA of 2.75 to apply (Highest GPAs take precedence)
- b. Class rank (seniors take precedence over juniors, etc.)
- c. Italian minors take precedence over others
- d. You cannot study abroad while on judicial or academic probation
- e. Maturity and quality, as reflected in essay
- f. MU Faculty/employee reference

How do I get information?

For program specific information you should attend a “First Step Meeting” at the following days/times:

And/Or contact Professor Simonelli at msimonel@monmouth.edu. Professor Simonelli will need to sign off on the Monmouth Course Worksheet found in this packet so you will need to meet with her prior to turning in the application.

All meetings are held in the Student Center (attend one)

1/19/12	4:00-4:30	202A
1/23/12	4:00-4:30	202A
1/26/12	4:00-4:30	202B
1/30/12	4:00-4:30	202A
2/02/12	4:00-4:30	202A
2/06/12	4:00-4:30	202B
2/09/12	4:00-4:30	202B

What’s Included In This ‘Application Packet’

1. Student Information Sheet
2. Letter from Assistant Director of Study Abroad
3. Important Dates & Deadlines
4. Program Costs (Comparison Costs from Summer 2011)
5. Procedures, To Do List, and Other Important Information
6. Reference Form
7. Monmouth Course Worksheet
8. General Application Information, including the LdM Course Registration Form
9. Available Courses in Summer Italy Program (see separate PDF)

MONMOUTH UNIVERSITY

Study Abroad Program in Florence, Italy

Student Application Packet Summer 2012



**June 27- July 28, 2012
Session E**

**Monmouth University Study Abroad
SUMMER ITALY PROGRAM
Student Information Sheet**

Today's Date: ____/____/____

Where do you want to study abroad? Florence, Italy

When do you want to go? Summer 2012, Session E

Name: _____

ID#: _____

Home Address: _____

Home Phone: _____

Campus Address: _____

Cell Phone: _____

E-mail (MU account only!) _____

Facebook display name (so we can friend you) _____

Emergency Contact: _____

Relationship: _____

Phone: _____

Major: _____

GPA: _____

Status while abroad Sophomore Junior Senior

COMMENTS

MONMOUTH UNIVERSITY

STUDY ABROAD OFFICE

Dear Monmouth Student:

Thank you for your interest in the study abroad program in Florence, Italy during summer 2012. This may be your once-in-a-lifetime-opportunity to live and learn in this magnificent renaissance city while taking classes at Lorenzo de' Medici (LdM). This four-week summer program is competitive and students will be selected by a committee.

You will be notified via e-mail on February 24, 2012, if you have been accepted, waitlisted, or declined. If accepted into the program you will need to pick up the letter of acceptance and confirmation of enrollment form from the Study Abroad Office in the Student Center, First Floor. This form must be signed and turned in at the First Group Meeting on March 7, 2012 along with a non-refundable deposit of \$500.00 that is applicable toward program costs. You will also need to pay for your plane ticket by April 2, and details will follow at our first meeting.

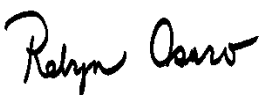
If you are accepted into the program, we will be working together over the next several months to process all documents needed for your trip, stay, and study in Italy. We will also be working closely with personnel at LdM to ensure that all their requirements are met. Once you are at LDM, I will be your contact at Monmouth to address any needs that might arise. Please be sure to complete all the necessary documents on time, pay close attention to the important dates and deadlines, check your e-mail OFTEN, and keep me abreast of all information pertinent to your status.

This application packet contains necessary information for applying but there will be additional information forthcoming at our 4 meetings scheduled over the course of the spring semester. Remember that your most essential task is to find the right classes, so please work closely with your academic advisor.

Mapping out a summer abroad is exciting, so remember to relax and enjoy the planning. It is important to keep the lines of communication open and to be patient as many things are done differently in Italy, and sometimes we must work according to their timetable, not ours. If I call or send e-mail, respond in a timely manner, as I will for all your questions. Start a file right now on your experience and stay organized throughout the process. Remember that I am here to help you and no question or concern is too trivial.

I look forward to our joint planning and collaboration.

Sincerely,



Robyn Asaro
Assistant Director of Study Abroad
732-263-5377/5774
732-263-5692-F
rasaro@monmouth.edu

Important Dates and Deadlines For Study Abroad in Florence, Italy Summer 2012



<u>February 17, 2012</u>	Application Deadline (all materials due)
<u>February 24, 2012</u>	Selected participants will be notified of acceptance into the program (via e-mail). Pick up acceptance letter and confirmation of enrollment form at the Study Abroad Office
<u>March 7, 2012</u>	MANDATORY first group meeting @ 2:30pm (BH, room 132)
<u>March 7, 2012</u>	\$500.00 non-refundable deposit and confirmation of enrollment form due (applicable toward total program costs)
<u>April 2, 2012</u>	Flight payment due
<u>April 11, 2012</u>	MANDATORY second group meeting in Young Auditorium in Bey Hall for all summer and fall study abroad students @ 2:30pm
<u>April 16, 2012</u>	MANDATORY (for students) Student/Parent Pre-Departure Orientation Meeting (7:30pm/ Wilson Auditorium)
<u>April 20, 2012</u>	Housing deposit due to study abroad office
<u>May 1, 2012</u>	Bon Voyage Party and Group Photos @ 1:00pm (Magill Commons Club rooms 107-109)
<u>June 27, 2012</u>	Depart for Italy
<u>June 28, 2012</u>	Arrive in Italy
<u>June 29, 2012</u>	LdM Orientation
<u>June 30, 2011</u>	Assisi Day Trip
<u>July 28, 2012</u>	Return to USA

ITALY Summer Program Costs

The costs for the ITALY Summer 2012 program will be announced in early March 2012. The 2012 costs may be different from the Italy Summer 2011 costs, which are listed below for planning purposes only.

Summer 2011 prices were:

Payable to Monmouth University:

- | | |
|---|---------|
| • Tuition (combo of two 3-credit courses) 6 credits | \$4,020 |
| • Housing (spot in double room in student apartments) | \$1000 |
| • Study Abroad Administrative fee | \$125 |
| • Participation fee | \$275 |

Payable to LdM: This cost will remain the same in 2012

- | | |
|--|-------|
| • Housing security deposit (refundable if no damages in apartment) | \$300 |
|--|-------|

Payable directly to group travel agency:

- | | |
|--|--------|
| • Airfare (for the 2012 program will be) | \$1559 |
|--|--------|

Included:

- Six MU credits
- Furnished apartment with kitchen where you will cook your own meals
- Study Abroad Insurance with Cultural Insurance Services International (CISI)
- Welcome dinner and farewell dinner in Italy
- Bon Voyage luncheon at Monmouth
- One full-day excursion to ASSISI AND THE LAKE TRASIMENO including an amazing lunch
- Airport pick up (in Italy) and drop off to your apartment (as long as you take the group flight)
- Academic advising and all pre-departure services
- Monmouth orientation for students/parents
- On site orientation in Florence
- Free internet access at the school (30 computers available to students) and in your apartment
- Cultural activities
- Free rental cellular phone
- Professor M. Simonelli who will be there the first 10+ days to assist you with whatever problems may arise.

What is NOT included?

- Passport – (currently is \$135.00)
- Personal spending/travel – You will have 3+ free weekends if you wish to travel on your own.
- Most of the classes have extra course fees that must be paid upon arrival.
- Personal property insurance
- Books and school supplies
- Meals-you are not charged a meal plan as you live in an apartment with a fully equipped kitchen.

Payments and Due Dates for Summer 2012 Program:

- March 7, 2012 : \$500 deposit due
- April 2, 2012: \$1559 airfare will be due to the travel agent, no exceptions. If your ticket is not purchased by this date then the seat will be released. You can change your return date before ticketing but you need to arrive with the group in order to be picked up at the airport in Florence and brought to your apartment. Once you have paid in full for your airfare (you've been 'ticketed') you are usually safe from fuel and tax increases, hence one of the reasons we are asking you to pay your airfare as early as possible. There is also the slim chance that the airfare can go down, like it did in 2009, let's hope so! You will get the flight information sheet at the First Meeting and Advantage Travel will post an online payment form by early March in case you want to pay by credit card.
- April 20, 2012: \$300 housing deposit must be given to the study abroad office; we will mail them to Italy on your behalf. Payment must be a 'cashier's check' from the bank and made out to 'Lorenzo de' Medici'. Instructions will be given out at the first group meeting. This housing deposit will be refunded about a month after your return to the USA if there are no damages in your apartment.
- May 2012: You will be billed directly for this program and can pay online or at the Cashier's Office. Students may be able to use a Financial Aid Promissory note to pay part or all of the remaining program cost but this must be worked out with the Financial Aid Office. See Sandy Crawford in the Financial Aid Office for further details.

**Italy Procedures, To Do List, and
Other Important Information**

1. **Course Registration Form & Course Worksheet** : Complete application and course worksheet with the assistance of your academic advisor and Professor Simonelli, Italy Summer Faculty Director. You will choose two classes for a total of six credits. If you do not yet have a passport, then leave that line blank until it arrives. Please take into account the 'extra fees' that will be charged for many of the classes. LdM will provide us with these estimates sometime over the spring semester. There are 2 summer workshops offered for 6 credits each that involve an entire field-trip week and additional funds to cover that trip. Please read over the specifics for any workshops for which you may want to register.
Bring to Study Abroad Office ASAP –no later than February 17, 2012
2. **Recommendation form**: Fill out the top portion of this form. Ask a Monmouth professor or staff member who knows you well to fill it out and send it back to the study abroad office in the Student Center, first floor. Detailed, substantive recommendations carry more weight than brief, superficial ones. It is your responsibility to choose the appropriate person to write your recommendation.
This is due by February 17, 2012.
3. **When you are accepted**: You will be notified by **February 24, 2012 (via e-mail)** if you have been accepted into the program, waitlisted, or declined. If accepted, you should go to the Study Abroad Office to pick up your acceptance letter and confirmation of enrollment prior to the first group meeting.
4. **Deposit: \$500 due on March 7, 2012** -Make check or money order payable to 'Monmouth University' and bring to the First Group Meeting. Write the student ID # on the memo line. If you would like to pay by credit card, then please bring the card to the Study Abroad Office. We accept MasterCard, Visa, Amex, or Discover.
5. **Passport**: Apply for your passport ASAP. This can be done at the County Clerk's Office in Freehold or in your hometown. Many post offices process passports as well. The fee is \$135 and there are some specifics concerning payment and identification that you should know. Please check out the following site for more details and passport information: www.travel.state.gov. If you hold a non-US passport you must provide this information to the Study Abroad Office for further instruction. If you already have your passport then be sure that it won't expire within 6 months of your stay.
A copy of the first page of your passport (photo page) is due in the Study Abroad Office ASAP-- and no later than May 1, 2012.
6. **Photo**: We need one head shot and we will take this photo in our office.
7. **Financial Aid**: To explore funding opportunities, students are strongly encouraged to meet with a financial aid counselor. Sandra Crawford has been designated as the study abroad contact in the Financial Aid Office; she can be reached at 732-571-3549 or email scrawfor@monmouth.edu to schedule an appointment. You may be able to make the final payment by signing a 'Promissory Note'; details will be included in the acceptance letter packet.
8. **Registration**: You will be registered for Italy summer classes (summer session E) after your deposit has been received and registration is up and running. The designation of SA 001 ITA and SA 001 06 will be placeholders to show that you are on study abroad for the summer session E and are registered for six credits. The actual courses will be inputted to your transcript once the final grades have been received. **The grades earned abroad will be posted to your Monmouth University transcript but will NOT be calculated into the Monmouth G.P.A.** You will also complete the Experiential Education graduation requirement for this study abroad experience (if applicable for your major). The 'Writing Intensive' component of a course will not count for courses taken abroad.
9. **Orientation**: The **MANDATORY** orientation will be held on **April 16, 2012 @ 7:30pm in Wilson Auditorium.** You are encouraged to invite your parents and/or friends.

**Monmouth University Study Abroad Program
ITALY SUMMER 2012 PROGRAM
Confidential Reference Form**

Part I. To be completed by the applicant:

Name of applicant	ID #	Date of Request
Major	Soph Jun Sr	
	Status during the study abroad program (circle one)	
FLORENCE, ITALY	Summer 2012	Session E
Study Abroad Destination	Semester/year	Summer
		FEBRUARY 17, 2012
Evaluator's Full Name	Position	Deadline for Request

Part II. To be completed by the evaluator

The above-mentioned applicant is applying for a Monmouth University Study Abroad Program. We would appreciate your assessment of the applicant's attributes with which you are familiar. Please return this form to the Study Abroad Office in the Student Center, First Floor.

1. Basis and extent of your acquaintance with the applicant.
2. Please indicate the applicant's academic attributes. You may elaborate in the comments section if necessary.

	Excellent	Good	Fair	No opportunity Poor	to observe
Competence in major/specialization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic interest and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for independent study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to express thoughts in speech/writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Application Information

The study abroad program at Lorenzo de' Medici (LdM) in Florence, Italy will be a fascinating opportunity to live and learn in one of the most culturally rich cities in the world. The course offerings for this four-week program are nothing short of exciting and you may find it difficult to select only two courses.

We strongly encourage you to consider taking Italian language courses. There is no substitute for learning language, whether you are a beginner or advanced, while living in the actual country. You will be amazed at how much Italian you will learn inside and outside the classroom if you give this option a chance. This is also an excellent way to fulfill your Cross Cultural or the Global Understanding/Cultural Diversity requirement, if applicable for your major. We have a superb Italian minor program here at Monmouth and taking language credits this summer would be an excellent means toward that end.

Here are a few items that you should be aware of prior to choosing classes in Italy:

1. Please read all the materials enclosed in this packet. Pay particular attention to the 'Registration Policy' and 'Attendance Policy' on the following pages.
2. Sign the bottom of pages 13-15. These materials will be scanned by our office and sent to LdM.
3. Many courses have additional costs associated with them such as supplies, entrance fees, etc... We will give you an updated list as soon as LdM provides us with these prices. You will pay these fees upon arrival to LdM.
4. Choose classes that will be either
 - Combination of Two Elective OR Combination of 3-credit Italian Language + One Elective (total of 6-credits)
 - Special Studio Art Workshop (6-credits) see the PDF titled 'LdM Summer Workshops

COURSE SELECTION – JULY 2012 SUMMER PROGRAM

Fill out this page only after carefully reading all registration and attendance policies.

SELECT PROGRAM

- Combination of Two 3-Credit Electives (6 credits)
- Combination of 3-Credit Italian Language + 3-Credit Elective (6 credits)
- Workshop (6 credits)

ITALIAN LANGUAGE PROFICIENCY

Italian language is NOT mandatory during Summer Sessions.

How many college semesters/quarters of Italian will you have completed by the start of the program? _____

List the code, title and level of the highest Italian course you will have completed. _____

Describe any other relevant Italian language experience. _____

COURSE SELECTION

- You are responsible for ensuring that your home institution will grant you credits for courses taken at LdM. This includes alternative courses and any new courses resulting from placement test/level adjustments.
- It is your responsibility to verify that there are no time conflicts among your selected courses and alternatives.
- Make sure that you sign up for the amount of credits required by your home institution, without exceeding the maximum number of credits allowed.
- Students registering for a non-beginning course, including Italian, must choose the appropriate level by carefully checking the LdM Academic Catalogue and Course Schedule (available online) for prerequisites. At LdM, these students will take a placement test to confirm their level.

YOU ARE REQUIRED TO PROVIDE AN ALTERNATIVE COURSE/SECTION TO EACH FIRST CHOICE.

CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME	LEVEL (ELEM./INT./ADV.)
1		Circle one: 3 4 6			
ALT.					
2		3			
ALT.					

I have read, understood, and will abide by the policies listed on this form.
 I understand that I will only be permitted to change one course upon arrival at LdM.
 I will not be allowed to change Program or Location after arrival.
 I am aware that the Registrar reserves the right to enroll me in an alternative course
 should my first choice be unavailable,
 or move me to a different section in order to balance course enrollment.

Student signature _____ Date _____

PRINT STUDENT NAME _____

Read the following policies BEFORE filling out your Course Selection

REGISTRATION POLICY

1. Students will automatically be enrolled in their alternative program/course/section, if any of their first choices is unavailable (cancelled due to insufficient enrollment or full). The Registrar reserves the right to move students to a different section in order to balance course enrollment.
2. A level test will be administered at the beginning of Intermediate/Advanced level Studio Art and Design courses to confirm the students' level.
3. Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
4. Only one class can be changed upon arrival at LdM, depending on course availability. This is only allowed during Orientation and Final Registration day. Final Registration deadlines will be announced during Orientation. No exceptions will be made to these deadlines. This is not available for the Workshops.
5. No refunds will be issued for classes dropped after arrival at LdM.
6. After Final Registration Day, students will no longer be allowed to add a class. Courses dropped after Final Registration but during the first two weeks of classes will result in a "W" grade. Courses dropped after the second week of classes and before the "W/F" deadline will result in a "W/F" grade. No exceptions will be made to these deadlines.
7. Students must remain full-time status, with a minimum of 3 credits per term. Students may not drop or withdraw (with a "W" or "W/F") from a course if it would bring them below the minimum number of credits.
8. Quizzes, mid-terms and final exams will be given only on the scheduled days that appear on each course syllabus. For no reason (i.e. religious issues, travel plans, family matters, etc.) will they be moved. Exams are scheduled during normal class times, so more than one exam may be administered on the same day.
9. LdM does not offer Pass/Fail grades or Incompletes, only letter grades. All classes registered for and grades received will appear on each student's final transcript notwithstanding their intent to transfer credits to their home institution.
10. Students with learning disabilities will be subject to local educational standards, and therefore will not be provided with the same special treatment offered by their home institution. However, based on current and official documentation of the disability, LdM offers reasonable assistance to these students. It is each student's responsibility to provide this documentation during the registration process and within the deadline.
11. LdM reserves the right to withhold the transcript and/or housing deposit of students who violate contract agreements related to housing and/or academic issues (i.e. any balance or debt incurred) and/or whose behavior is considered detrimental towards the institute and other students.
12. a) It has to be clear that the Rules of Conduct applied at this Institute are different from the rules applied by the student's home college or university.
 b) All that being stated it is understood that the Lorenzo de' Medici Rules of Conduct must be carefully read by each student. A copy of the Rules of Conduct is included in the Orientation Packet given to every student and is also distributed during Orientation at LdM and shown in every building of the Institute.

ATTENDANCE POLICY

1. Course attendance is a primary requirement for a responsible learning experience at LdM.
2. Punctuality is mandatory. Students must arrive in class on time: 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: 1) Three late arrivals or equivalent (10 minutes or more) result in one absence on the attendance count. 2) Missing half a lesson or more will be considered as one full absence.
3. Students are responsible for keeping track of their absences and for catching up on any missed work.
4. Make-up classes are always mandatory as part of the course program.
5. If a class occasionally creates conflict with another class, the student is required to inform both instructors in advance.
6. For no reason (i.e. religious issues, travel plans, family matters, etc.) will absences be excused.
7. Students will receive an "F" on each exam they miss.
8. Students who need to leave LdM before the end of the term must fill out an Official Withdrawal Request form and submit it to their advisor. A "W" for each course will appear on their transcript. Students who leave LdM without submitting the form will receive an "F" in each course. In either case, students will not be eligible for credits or receive a refund.
9. Students who absent themselves from courses will have their final grade penalized as indicated on the following table:

SUMMER SESSION COURSES

	Final grade lowered by one full letter when you have:	Final grade = "F" no credit awarded when you have:
All courses	3 absences	4 or more absences

I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY THE ABOVE POLICIES.

Student signature _____ Date _____

PRINT STUDENT NAME _____