

VENICE 2004

**A Student Guide to
The Venice International Summer Law Institute
Venice, Italy**

THE WIDENER UNIVERSITY SCHOOL OF LAW

In cooperation with

THE FACULTY OF LEGAL STUDIES OF THE UNIVERSITY OF VENICE

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1.0 INTRODUCTION

Congratulations on your acceptance to the Venice International Summer Law Institute. Our program will give you an enriching academic experience and ample opportunities to enjoy the history and culture of Venice and the Veneto. You will have the chance to meet students and faculty from a variety of different cultures, and enlarge your view of the world and yourself.

The Institute will offer international law classes, tours, and an introduction to Italian culture. But the most lasting impressions from the summer may well be the friendships you make with the *veneziani* (inhabitants of Venice), other international students, your classmates, and a new appreciation for Europe and its role in the global community.

You will have the opportunity to travel this summer. Weekend journeys to Paris, Vienna, Prague, Rome and other world capitals will contribute to the memorable summer. Less than an hour away from Venice, you can explore the lush meadows of the Dolomites, and, in nearby Austria, even do some summer skiing.

Go to www.goeurope.about.com/travel to get useful information about most European cities.

Many things in Venice and the rest of Europe are familiar. Others are quite different. For example, the Italians, and Europeans in general, are more formal than Americans. With the exception of fellow students, who may be more informal, you should never address persons whom you meet by their first names. *Signori, signore, or signorina* are the appropriate forms of address. Do not switch to first names unless invited to do so.

The phenomenon of adjusting to a new culture is known as "culture shock." The adjustment takes time and patience. Typically travelers begin their experience with great enthusiasm. After a few weeks, there may be homesickness for the familiar sights and sounds of America. By the end of the summer, however, it is difficult to leave the foreign country for home.

— Remember to be flexible. No matter how well prepared you are, things will be different from what you expected. So relax, pay attention, and go with the flow.

We are conditioned by our own culture and we need to remember that others may have a completely different view. Accept that others have different values and different habits. Give yourself time to relax and experience the country. Above all, remember that you are a guest in a foreign land, and must observe and respect the customs of your hosts.

When you return to the United States, you may be surprised at how much your perspective has been enriched and changed. Viewing our own culture and habits through the prism of travel makes it easier to laugh at our own foibles and American idiosyncracies.

We hope that you will take time to read through this Manual. The more thorough your preparation for the trip, the more enjoyable it will be. In addition to the information provided here, there are numerous travel books that will provide you with information on Italy and other countries you may want to visit.

2.0 PREPARATION

2.1. Passports, Visas & Other Important Documents

2.1.1. PASSPORT. In order to travel outside of the United States, you will need to have a valid passport if you are a U.S. citizen. Passports can be obtained either through the mail or by direct application in person at a U.S. Passport office.

You can obtain a passport through the mail by completing a passport application (Form DSP-11). Applications can be obtained from many local post offices, and from selected local, state, and federal courthouses.¹ If you mail your passport application, allow at least four weeks for your passport to arrive.

The quickest way to obtain a passport is to apply in person at one of the thirteen U.S. Passport Offices across the United States. Offices are located in New York City (tel. (212) 541-7710), Philadelphia (tel. (215) 597-7480), Washington, D.C. (1425 K. Street NW), Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, Seattle, Stanford, CT, and San Francisco. Telephone numbers for the location nearest you can be found in your phone book [under Government Agencies], or by calling Information. You can also get information from a 24-hour recording by the U.S. Passport Agency (tel. (202) 647-0518). To be on the safe side, you should call the office prior to going in to determine office hours, and to be sure that you bring all necessary documents with you. Whether you mail your application or apply in person, you will need to produce the following documents: (1) Proof of U.S. citizenship (certified birth certificate); (2) proof of identity--items that contain a signature and physical description/photograph (such as a driver's license); (3) two passport size photographs; (4) fees totaling \$65.00 (to be paid by cash, certified check or money order). You can have passport photographs taken at many AAA offices and at numerous photography shops.

Protect your passport at all costs! It is your most vital document while traveling in Europe. You will need to show it many times, *e.g.*, during airport check in, when going through customs, or when cashing travelers checks. If you are planning to stay in small hotels during weekend traveling, be wary of hotel keepers who may wish to "hold onto your passport for a little while." Don't trust anyone when it comes to your passport. Without it, you cannot re-enter the United States.

If your passport is lost or stolen, go to the nearest U.S. embassy or consulate and to local police authorities. If you can provide consular officers with the information that was contained in your passport, they may be able to issue you a new one. We strongly suggest that you photocopy your passport, your birth certificate, and other important identification documents, and keep the copies separate from your passport (perhaps in your luggage). A second copy could be left with someone else, or at home in Venice. In addition, we strongly recommend that you take four extra passport photographs with you. Should you lose your passport, having the photographs may save you hours of time.

¹ Students in the Wilmington, Delaware area can get passport applications at the Talleyville Post Office on Concord Pike, about 1 minute south of the Law School on Route 202.

2.1.2. VISAS. A visa is a stamp put on your passport by a country's government allowing you to visit the country for a specific period of time and for a specific purpose. It is not necessary to obtain a visa to enter Italy or travel in Western Europe, so long as you stay no more than 90 days. If you are not an American citizen, then you need to call your own consulate for visa information regarding travel in Europe. The Italian Consulates in the United States do not have a clear policy on this, but the Italian Consulate in Philadelphia has indicated that they will not require a Student Visa for students studying fewer than 25 hours a week in summer programs. As a result, we are not requiring students in the Venice program to obtain a Student Visa this summer. You will have to obtain a permit from the local police, which we will handle at our orientation on June 23, and evidence of health insurance, which is also part of orientation.

If you plan to travel outside of Western Europe, you should check entry requirements of the countries that you propose to visit, to determine whether you need a visa. Visa information can be obtained by calling the Embassy of the country you wish to visit, in Washington, D.C. Most visas cost between \$10 and \$30. You can also use a private company to obtain your visa for a fee. You may wish to call Visa Center, Inc., 307 Fifth Ave., #904, New York, New York 10017 (tel. (212) 986-0924) or World Visa and Document Services, 1413 K. St. N.W., Washington, D.C. (tel. (202) 289-0251).

For more information on visas, you can obtain the U.S. State Department publication, *Foreign Visa Requirements*, from the Consumer Information Center, Dept. 459X, Pueblo, CO 81009 (tel. (719) 948-3334), or call the Bureau of Consular Affairs, Passport Services, 1425 K. St. N.W., Washington, D.C. 20524 (tel. (202) 647-0518).

2.1.3. INTERNATIONAL STUDENT IDENTITY CARD (ISIC). We recommend that you obtain an international student identification card. You must have the card in order to qualify for many student air fares. It is the most widely accepted form of student identification. This card does exactly what the name suggests--it identifies you as a full time student. The card also provides student discounts on museum admissions and sometimes on local transportation. In addition, you are provided with \$3000 in emergency medical coverage, plus hospital coverage of \$100/day for up to 60 days. Go to www.counciltravel.com to find out more information on what other services are offered to students who purchase an ISIC.

The card can be obtained from student travel agencies, such as:

- Council Travel (a division of the Council on International Educational Exchange) 1-800-2council or www.counciltravel.com
- Let's Go Travel - 877-370-ISIC or www.letsgo.com
- STA Travel - www.statravel.com/planyourtrip/isiccard.asp

Applications may be made in person or through the mail, and should include: (1) current, dated proof of full-time student status (verification from the registrar, or a photocopied transcript); (2) a 1 _ by 2 inch photo with your name printed on the back; (3) proof of age; (4) proof of nationality; (5) name and address of beneficiary (for insurance purposes); (6) certified check or money order for \$20.00.

2.1.4. INTERNATIONAL YOUTH HOSTEL MEMBERSHIP CARD. If you plan on doing a lot of traveling and want to stay at youth hostels, you may want to purchase an International Youth Hostel Federation ("IYHF") card. Although there are many independent hostels in Europe, those affiliated with the IYHF are regulated and more consistent in quality. You may

stay at IYHF affiliated hostels without the card, but you will have to go through an initiation process to get validation stamps, and you will have to pay a supplemental fee. The IYHF card may be obtained from Council Travel at www.counciltravel.com, or directly from American Youth Hostels, P.O. Box 37613, Washington, D.C. 20013-7613 (tel. (202) 783-6161).

2.2. Packing and Luggage

Remember that you will be in Europe over a month, so plan carefully before you pack. Bring less clothing and other items than you might normally when traveling in the United States. Venice is a difficult city to navigate with baggage, and you are better off with just one large back or backpack with wheels, and a smaller day pack or bag for weekend trips. Pick light weight comfortable clothes and plan to wash them frequently, rather than over-packing.

2.2.1. LUGGAGE. The type of luggage that you should bring depends upon how you wish to spend your time in Europe. If you plan on doing a minimal amount of travel, then a knapsack, book bag, small backpack or similar item, in addition to your other luggage will suffice for carrying around your necessities. If you plan on doing a lot of weekend travel, then you may want to consider investing in a backpack and frame in addition to a day pack. Backpacks allow you to carry necessities for long weekend trips, and the frame makes carrying the backpack easier. Costs of backpacks and frames start at about \$100, and they can usually be purchased where camping equipment is sold. Talk to the salesperson to learn what size pack is best for your height. Internal pack frames make traveling easier. They are less cumbersome on trains and don't get caught on airline luggage carousels. As a general rule, pack light.

There are packs that are designed for this type of travel. They include an internal frame and shoulder harness that can be tucked away so they won't get caught in airport luggage systems.

They usually include a detachable backpack that can be used for day trips and school.

2.2.2. CLOTHING. Dress in Venice tends to be more conservative than in the United States although students tend to dress more casually than others. Jeans, tops, and sweaters will suffice much of the time in Venice and throughout Europe. Shorts are appropriate for the country, but not always in the city. When traveling, women may not enter some churches with shorts above the knee or bare shoulders. One travel author suggests putting a wrap-around skirt, or shawl in your knapsack, just in case.

For class, students should dress appropriately, *i.e.*, **no** sweatpants, short-shorts, jeans with holes, or revealing clothing.

Dress up for field trips, and avoid wearing shorts on field trip days.

In the evening, it is common for men to wear a sport jacket, even over a pair of jeans. Only at the most exclusive restaurants, the theater, or the opera is a tie required. Do not bring valuable jewelry.

The best scheme to follow is to bring outfits that you can mix and match, preferably made of cotton or a cotton blend. We recommend clothes that are easily washed, because you will have to either wash them yourself, or take them to a laundromat (*lavanderia*).

There are laundry facilities available in the dormitories, usually only washers. Lines are available for hanging laundry to dry; however, the facilities do take time to learn how to

use, so please be patient.

Detergent can be purchased in Venice.

Comfortable shoes are a must. In Venice you will walk everywhere. In Europe generally you will walk much more than in America. Sneakers are OK. Hiking boots are recommended for Alpine exploration. Sunglasses are also important for trips to the mountains, since glaciers can be blinding in the sun.

The weather in Venice tends to be sunny, but rain can be expected. Temperatures range from the high 70s to the mid 80s during the day; it can be very hot in the summer, particularly starting in the end of July. Air conditioning is uncommon. See **Appendix D**.

2.3. Foreign Customs, Language, Culture, and Time Designations

2.3.1. RESPECT FOR A FOREIGN COUNTRY IN GENERAL. A basic principle that often is overlooked when traveling overseas is that YOU are now the foreigner. Although the Italians and other Europeans tend to be very gracious, polite and helpful, you should not expect them to bend over backwards to help you out just because you are an American. Try to speak the language of the country that you are in as often as possible, or at least make the attempt. Although most Europeans speak more than one language, often including English, **do not assume that everyone can speak English**. If you need assistance, ask persons in their own language whether they speak English. You will gain more respect that way.

Respect local habits and customs.

When visiting attractions, obey warnings not to touch artifacts, or to be quiet.

Oftentimes there are no posted warnings, but it is assumed and expected by Europeans that they be heeded.

2.3.2. ITALIAN CUSTOMS. Venetians are used to thousands of tourists flooding their city. So the best approach is to be polite, patient, and try to use at least the Italian courtesy words when shopping, eating, or being a tourist generally.

2.3.3. LANGUAGE. Venetians speak the Venetian dialect, and standard Italian. In stores, the clerks will often speak some minimal English. In museums English tours are often offered, and most personnel speak a little English. Nonetheless, develop a small vocabulary so you can ask where the bathroom is, or the exit, or other simple requests.

2.3.4. ITALIAN TIME. Venice is 6 hours ahead of Eastern Standard Time; thus when it is 2 p.m. in Delaware, it is 8 p.m. in Venice. The Italian use 24 hour military time designations instead of A.M. and P.M.

To convert TO Italian time - simply add 12 to any American P.M. time designation.

To convert FROM Italian P.M. time designations, subtract 12 hours.

Thus, what is 1:00 p.m. to us, is 13.00 hours for the Italian; 9:45 p.m. is 21.45 hours.

You will need to know this for train and bus timetables, store opening and closing times and other matters.

Most shops and businesses close from 12:00 until 14:00 for lunch.

2.4. Safety Tips

2.4.1. CRIME. Venice is a safe city, and you generally will feel safe walking almost anywhere. However, you should always practice the same general safety precautions you would at home, and remember the rule, if you don't feel safe, you probably aren't.

The worst threat is from pickpockets and other petty thieves. Be especially careful when in airports or train stations. The best way to protect your belongings is to avoid looking like a tourist.

For example, do not stand in a busy subway station looking at a map to figure out where you are going. A thief will recognize you immediately as a tourist who is preoccupied, and this a prime target.

Also, be wary while traveling on subways or buses of a person who begins talking to you or asking you questions. This may be a diversion to allow a pickpocket to act.

2.4.2. PROTECT YOUR VALUABLE DOCUMENTS AT ALL TIMES. We cannot stress enough that all your valuable documents--passport, Railpass, International Student ID, Youth Hostel Membership card, and traveler's checks--should be kept **on your person** at all times while traveling. Although most of the documents can be replaced, you will be wasting valuable time, effort and funds to do so. A useful safety tip is to make photocopies of all your valuable documents and credit cards, leaving one set at home in Venice, and keeping another set separately in your luggage.

We recommend either a money pouch, which is hung around your neck and hidden under your clothes, or a money belt.

Women may want to use a pouch in lieu of a purse.

If you do get robbed, then call or visit the nearest police station and report it immediately. (In Venice, dial 112). You may need a copy of the police report for insurance claims.

The number for any emergency service in Venice is 113.

2.4.3. USE YOUR COMMON SENSE; BE STREET-WISE. Don't ever flash money; always keep it well hidden. It is wise to keep it in different places on your person, *e.g.*, some in a wallet, some in a pocket. Avoid looking like a tourist; try to look like the locals. Students who dress casually do not often get bothered by thieves, unless they make themselves susceptible to a robbery. (*e.g.*, by wearing an expensive watch, jewelry, carrying a large purse, or a bulging wallet in the back pocket.) Purses or bags should be carried on the side away from the street; men's wallets in a front pants pocket, not a rear pocket. Beware of gangs of innocent looking children who huddle around you; they could be well-trained thieves who will take off with your valuables before you know what's happening. Innocent beggars may turn out to be not so innocent after all. Also, it's wise to travel in pairs, or in groups, *especially* at night. A lone person makes a much easier target for a thief than a group.

2.5. Travel Guides

There are a multitude of travel books that are available in almost every book store, which can give you a great deal of information on Europe in general, and Italy in particular. We like any of the *Rick Steves* series, *Let's Go Europe!* and *Let's Go Italy!* (2004). The *Let's Go!* series has been referred to as the "student bible" when traveling in Europe. *Let's Go* is an extremely comprehensive student's guide, listing the best sites to see, where to eat and sleep inexpensively

(with explicit directions to get there), and historical information.

Two additional excellent travel books are *Fodor's 2004: Italy* and *Frommer's Italy*. *Fodor's* is a travel guide that is more sophisticated than *Let's Go!*, with listings for more expensive hotels and restaurants.

The *Lonely Planet* series and the Affordable series (e.g. *Affordable Italy*) are also useful. For even more information on traveling in Europe try Rick Steves' *Europe Through the Back Door*. (See **Appendix D** for Additional Travel information.)

2.6. Finances and Budgeting

2.6.1. PLAN A BUDGET BEFORE YOU ARRIVE. It is important that you take some time to plan your budget before you arrive in Europe. Remember that Venice can be very expensive, as are most major European cities (similar to New York, Chicago or San Francisco).

Many restaurants in Venice offer a reasonably priced *plat du jour* (dish of the day). You also may have access to cooking facilities where you stay. Please see Housing and Meals section of this manual for suggested cafeterias and restaurants.

You should also estimate whether and where you will be traveling on weekends, and if so, what your meals and accommodations will cost.² Scheduling overnight train trips allows you to save on hotel bills, and is not unpleasant if you are able to sleep on a train. Consider spending an extra \$15-20 to reserve a *couchette* (bed) for overnight train trips. Youth hostels are an inexpensive alternative to staying in hotels. And don't forget souvenirs, and admissions to museums, castles, and other attractions you may want to visit. Bring more than you think you will need; many students have run out of money and it's often difficult having money wired.

2.6.2. CREDIT AND BANK CARDS. By far the very best way to pay for things in Europe is by credit card. You can charge at many stores and restaurants with Visa, MasterCard, and sometimes American Express. American Express can cash personal checks and have money wired through its office. Your transaction is then converted at a rate very close to the official bank rate. The more that you can use your charge card, the better. Also credit cards offer buyer protection plans which provide coverage for lost or stolen items.

ATMs are everywhere in Venice, so it is easy to get cash when you need it. Remember your PIN number. Be warned, however, that cash advances on most credit cards begin to accrue interest immediately -- there is no grace period. It is better to use your bank ATM card that is linked to your checking account.

ATMs - The banks' networks of automatic teller machines are now connected with European machines, so that in most places you can use your MAC, NYCE, or other ATM card to withdraw money in Europe directly from your American bank account.

It may, however, take some effort for you to find a machine linked to your network

You will get a very favorable exchange rate. However, banks have been imposing fees

² If you travel in groups in which two or three persons can share a room, your daily travel cost, exclusive of transportation, can be kept to \$40 or less, if you travel frugally.

for ATM use abroad, so you might want to check with your bank on the charges. You are well advised to take out larger amounts of money less often, in order to reduce the charges.

2.6.3. TRAVELER'S CHECKS. Traveler's checks can be convenient when traveling, because they are readily replaceable if lost or stolen. If you belong to AAA (American Automobile Association), you can get American Express Traveler's Checks free. You may want to take most of your money in American dollar traveler's checks.

With the checks, you will receive a register in which to record each check number when it is used. This register should NOT be kept with your checks. Put it in a safe place in your luggage or in your room. You may want to leave a second copy of all your serial numbers with someone in the United States. That way if your checks and register are both stolen, you have a backup.

One word of warning. Merchants in Europe do not accept traveler's checks for payment as readily as do American firms. Use your checks as a way to safely carry cash. Cash them at a bank or American Express office as you need them. In Venice, the American Express office is located in Salizzada S. Moise, a couple of minutes walk west of the Piazza, Mon-Fri 9 a.m.-5:30 p.m., Sat. 9 a.m.-12:30 p.m.; emergency number 041.1678.72.000(toll free).

2.6.4. EXCHANGE RATES AND WHERE TO EXCHANGE MONEY. The unit of currency in Italy is the Euro (€), following the conversion of all currencies of the European Union to the Euro. The lire, like other European currencies, has been retired from circulation. So travel in Europe is now considerably easier.

As of mid-March 2004, the exchange rate was approximately \$1.00 = .84 Euro (€).

Exchange rates vary daily, and are posted outside banks and exchange booths. Exchange rates can also be found in the major English newspapers, such as the *Wall Street Journal Europe*. When you first arrive in Italy or in any foreign country, you may want to exchange some of your money in a nearby bank at the airport or train station. Before leaving on weekend excursions, it is advisable to get some currency of the countries you will be traveling through for layovers, meals, taxis or in case the money exchange is closed when you arrive. Look for counters with the sign "*Cambio*", meaning "change".

Banks are scattered through Venice, but several are in Piazza San Marco. Exchange rates at the Stazione (rail station) are almost as good as those at the banks. The *Cambio (Change)* office at the Stazione is open from early morning until 9:00 p.m. When you become settled in Venice, shop around for banks with the best exchange rate, and monitor the rate daily. Banks are open weekdays from 8:30 to 4:30.

Note that two exchange rates will be posted for each currency: Buy and sell. "Buy" and "sell" refer to what the money changer is doing. Thus, when you exchange American dollars (or U.S. dollar traveler's checks) for foreign currency, the money changer is **buying** U.S. dollars from you, so the *buy* rate applies. If you are obtaining dollars for your foreign currency, the money changer is **selling** U.S. dollars to you so the *sell* rate applies. **Study the posted exchange rate signs very carefully!** Often there will be a commission or fee charged in addition to the exchange rate. These charges often are listed in smaller print or on other signs. These charges can offset a favorable exchange rate. Thus, the place with the best exchange rate may not be the

best place to exchange your money. Compare rates and charges. A pocket calculator is useful for making the comparison and for confirming that you received the correct amount.

2.6.5. WIRING MONEY. Even though you may have planned a super budget, something unexpected might happen, such as finding an unanticipated souvenir, or going out for a special night. In those cases, you may have to call home to have additional funds wired. Both Western Union (tel. (800) 225-5227) and American Express (tel. (800) 926-9400) have instant international money transfer systems. If you visit one of their overseas offices, or call them and charge your credit card, you can pick up the cash at the office within minutes. American Express fees start at \$10.00 to wire up to \$100.00. Western Union fees start at \$15.00 to wire up to \$100.00. Fees increase with the amount transferred. You'll need some sort of ID to pick up this money. Other alternatives include wiring money from a US bank to a foreign bank, or contacting the Department of State's Citizen's Emergency Center (tel. (202) 647-5225) as a *last resort* measure only! It is very difficult to have money wired - the safest way seems to be the American Express card.

3.0 DEPARTURE FOR EUROPE

3.1 Getting your tickets.

We recommend going through one of the student travel agencies or through your own travel agency. **Appendix D.** There are two major travel agencies that serve students and provide excellent fares to Europe. Council Travel has offices in New York, Washington, Philadelphia and several other places around the country. STA Travel, an Australian organization, has offices in New York. When making your reservation, ask whether you are able to make your seat reservation at the same time. An aisle or window seat will make your travel much more comfortable.

If you haven't already done so, **start calling NOW for the best airfares in June.** If you can fly over before June 15, you will avoid high season prices, which are appreciably higher.

Also check with your travel agent regarding fares with the various carriers. Occasionally their APEX fares are competitive with the student fares. The biggest advantage that we find with the student/faculty fares is the freedom to make changes in tickets up until the last minute without any charge, and even to make changes in the itinerary after leaving the United States for a modest charge. You may want to ask about Frequent Flyer points when making your air carrier decision. If you are planning to fly directly into Italy, you may want to use Italy's official airline, **Alitalia**. **American Airlines**, **Northwest**, and **USAir**, as well as other European carriers like **Air France** and **British Airways** fly into Venice. We have had excellent experiences with **British Airways**, which allows you to stop over in London at no extra charge. We have also generally found **British Airways** and **Air France** to provide better fares and service than the domestic carriers from the United States. **British Airways** also seems generally to offer the best student fares. If you have special dietary needs (Vegetarian, Kosher, etc.), tell your airline when reserving.

If you have already decided to buy a *Eurailpass*, and you want to travel before going to Venice, you may want to consider flying to another city and then taking the train to Venice. The

least expensive gateway cities are Amsterdam, Brussels, Cologne, London, Luxembourg, Paris, Munich, Frankfurt, and Lyon. Please note, however, that you probably will save no money by flying to a city other than Venice solely to obtain a reduced air fare. The cost of the train to Venice will consume any savings in air fare. If you fly into London and plan to take the train to Venice, your Eurailpass may not cover Britain. You may have to buy a train ticket to get you to France where your Eurailpass is effective.

3.2. Airport check-in.

Arrive *early*--a *minimum* of three hours before your plane is scheduled to depart. Security precautions have greatly lengthened waits on many flights. It may sound like a very long time to wait (especially if the plane is delayed), but you may have to stand at the check-in line for a very long time. You may also go through several intense security checks. Furthermore, if you have not been able to select your seat in advance, an early arrival will give you more choice.

Upon arrival, go to the check-in counter of the airline that you will be flying. They will ask you for your tickets and passport, and will issue you a boarding pass in return. This is also where you will check your luggage. Most airlines will allow you to check only two pieces of luggage, and to take only one piece of carry-on luggage onto the plane. The size and weight restrictions of the airlines vary. Check with the airline or your travel agent, since excess luggage requires additional payment. Make sure that you have identification badges attached to the outside of all of your bags, as well as identification cards *inside* each bag. You may find it helpful to put something unique on the outside of your luggage, e.g., a decal or fluorescent tape, particularly if your luggage is a very popular brand. This will make it easier for you to recognize your luggage at the baggage claim area. You will also be issued luggage tickets, which usually are stapled to the jacket containing your boarding pass. At some airports you will have to produce those tickets, which must correspond to the tickets on your checked luggage, in order to recover your luggage.

Pack your carry-on bag so that it is easily opened for examination at Security. Be prepared to start your laptop for the Security Officials. Carry any film you intend to bring abroad in your carry-on luggage, since the checked baggage is now subjected to screening by machines that will fog your film. The machines at the Security check-in are not so powerful, and will not damage your film.

3.3. The Flight.

For those of you who have never flown to Europe before, be prepared for a very long flight. It takes approximately eight hours from New York to Venice, ten hours from Chicago, and fourteen hours from San Francisco, not counting layover time on the ground. Some airlines will keep you posted on the location of the plane via a video screen or announcements from your captain.

If you can sleep on the plane, then you're fortunate. Otherwise, you will have to keep yourself busy with books, magazines, and in-flight entertainment. The airlines offer several channels of music, from classical to rock. You will also see an in-flight movie, usually after about 4-5 hours in the air. In order to enjoy all this, however, you will need headphones. They

are free on British Airways and most major airlines, but some carriers may charge a nominal fee. You could, of course, bring your Walkman, if you like.

Most flights leave the East Coast in the early evening. This means that in planning your trip, you must remember that you will arrive the next day.

You will be served at least two meals on the plane, usually dinner and breakfast. Drinks (both alcoholic and non-alcoholic) are served throughout the flight. Most airlines now charge for alcoholic beverages. We encourage you to avoid alcohol during the flight. When you arrive you will have a six hour time difference to deal with, (if it is 8:00 p.m. in the United States, it will be 2:00 a.m. in Venice), and alcohol consumption exacerbates jet-lag.

If you are prone to motion sickness, don't forget the Dramamine. If you have any problem with congestion, get a decongestant from your doctor or pharmacy. Congestion can cause pain in the ears when taking off and landing. Chewing gum is also useful.

4.0 ARRIVAL IN ITALY

You may want to arrive several days or weeks earlier, and travel through Europe. Be prepared for a few days of fatigue as your body becomes acclimated to the new schedule. You may want to read in travel books about various kinds of diets and sleep adjustments to reduce the effects of jet-lag.

The Venice Institute will begin with an Orientation on Sunday, June 27, at a time and location to be announced later. You should arrive before that date to allow for jet-lag and adjusting your schedule, since classes will begin right after the brief orientation.

4.1. What to do when you arrive.

4.1.1 BY AIR. If you are flying directly into Venice, you will fly into *Marco Polo*, Venice's airport. Follow the signs toward the baggage claim area. When you pass through passport control, all you have to do is show your passport. After collecting your luggage, exit the baggage area through the green doors, unless you have goods that must be declared to customs agents. **Appendix D** describes arrival at Marco Polo Airport, and gives some details on the transportation available.

Buses run from the airport to the center of Venice (look for signs to Piazzale Roma (the end point for busses and cars in Venice) approximately every 20 minutes. The trip takes approximately 20 minutes.

4.1.2 BY TRAIN. Trains arrive at the Stazione in Venice. Right outside the station are vaporetto stops, where boats can take you to stops up and down the Grand Canal.

4.1.3 By boat. The water taxis are extremely expensive, unless you can divide the fare among a group of three or four. I would recommend instead the large **Alilaguna** airport boat, which departs from a pier just outside the arrivals area. See **Appendix D** for details.

4.2. Exchanging money.

You will want to exchange some of your money for Euro currency at the airport so you have money to pay for your transportation. See **Appendix D**.

5.0 FOOD

- 5.1. Eating in Venice can be expensive -- so be careful to check the prices on any place that has a menu before you sit down. Places called *trattorie* are less expensive than places called *ristoranti*.
- 5.2 Watch where the locals go and try those spots. Small, dark places with lots of local men sitting around can be quite cheap (they are called *bacari*). Try *sardi in saor* (sardines in vinegar with onions) and lots of different *risotti* (rice is a typical Venetian dish) and whatever fish you're game for.
- 5.3 Stop in a bar for a *fragolino* (a strawberry wine -- served cold) or a *prosecco* (a bubbling local wine). The most famous of these bars is Do Mori, which is near the Rialto bridge.
- 5.4 If you go into a *trattoria*, end your meal with a wonderful alcoholic drink made with lemon ice cream.
- 5.5 The delicatessen chain called Rizzo has wonderful prepared foods and will heat them for you.
- 5.6 Any bar has *tramezzini* -- which are tasty little sandwiches -- and *panini* -- which are much bigger, hearty sandwiches.
- 5.7 There are several pizza places -- and some are take out. The best one is in Campo Santa Margherita (in Dorsoduro), but many others are good, including La Strega (in Castello).
- 5.8 Keep your eyes open for feste(festivals) run by churches during the summer -- these are outdoor affairs, with lots of cheap food and good music. And you'll meet Venetians.
- 5.8 Ice cream is best in Campo Santa Margherita and in Salizzada San Lio and also on the beach island called the Lido. But any homemade ice cream is bound to be good.
- 5.10 The student mense have food that is abundant, cheap, and good -- but you can use them only if you have a student ID (which you get through the dorm office). In the summer of 2002 a small meal (3 courses) cost _7.0. A large meal cost _8.0 (pretty much all you want). The prices will most likely be higher in 2004. There are two mense -- one near the dorm called San Tom , the other near the dorm called Domus. But it doesn't really matter where you live, because it's a nice walk to any place in Venice from any other place in Venice. (Walk, walk, walk -- and you'll be rewarded in wonderful sights.)

6.0 GETTING AROUND IN VENICE

6.1 Information.

Brush up on your map reading skills, because they will be of vital importance to you. A map of the city can be obtained at the Tourist Office in the train station (Stazione). There are tourist kiosks in Piazza San Marco and Campo Santa Margherita that offer maps as well. You will have received The Streetwise Guide to Venice with this handbook; it is a useful and easy map to carry

around, but lacks some of the detail of the bigger maps.

7.0 MISCELLANEOUS

7.1. Using the Telephone.

In Venice, pay phones are located in most post offices and scattered through the city. To make a local call, insert coins, and dial the number. A digital readout will indicate how much money you have to deposit.

An alternative to continuously depositing money is the purchase of a phone card. The cards are available in various amounts and can be purchased at the post office, train station or at newsstands.

There are phones throughout the country that can be used with the card.

International calling is available on pay phones on a phone-first, pay-later, or collect basis. For assistance in English, dial 191 or 114. For AT&T's USA Direct, dial 155-00-11-1-(area code)-(telephone number). By dialing this toll free number, you can reach an AT&T operator in the U.S., and charge calls on your AT&T calling card. MCI offers a similar service. The number for the MCI operator is 155-0222.³ Be careful when saying your number aloud - sadly, people have been known to steal them. Prepaid phone cards are quite common in Europe and can be purchased in Venice and other European cities.

Long distance rates in general are lower between 5 and 7 p.m. (European time), after 9 p.m., and on weekends. Calls to the United States are substantially more than the cost to call from the U.S. If you are going to have much communication with family and friends at home, we suggest that you may want to arrange for them to call you. Both AT&T and MCI offer special reduced rate programs for calling Europe.

7.2. Tipping.

Generally little or no tipping is required in Venice. The tip is always included in the prices set forth on the menu. It is customary, however, to leave a waiter or waitress small change. For example, if the bill for lunch is _ 15, you might give the server _ 16 and allow him to keep the balance. **Be careful, especially in Italy, to read the small print on the menu to ascertain whether the listed prices include tip (*servizio*), a per person cover charge (*coperto*), or a charge for bread (*pane*).** Be careful! These charges, if not included in the prominently posted meal prices, can add as much as 20 - 30 % to those posted meal prices! If you are not sure, ask before you order.

If you travel and stay in hotels throughout Europe, then it is always customary to tip the persons who carry your luggage. In many parts of Europe, it is customary to tip persons differently than in the United States. Consult the guidebooks for guidelines for each country.

³ I strongly suggest that you check with MCI and/or AT&T before leaving for Europe to confirm the accuracy of the toll-free numbers. In addition, you may want to get the toll free numbers for use in other countries you may visit.

7.3. Electricity.

The current used in Italy and most of Europe is 220 volts, alternating current, 50 cycles. This is in contrast to the 110 volt electricity we use in America. The electrical plugs are also different. The Italian use two or three round prongs, rather than the flat prongs used in America. The system in Britain is different yet.

You will need a converter and adapter for European electric current, if you bring any appliances. (It's easier to buy a hair dryer there.)

In order to use your electric appliances, *e.g.*, hair dryers, curling irons, electric shavers, you will need both an electric converter to convert the 220 volt current to 110 volts, **and** plug adapter to allow you to plug the American appliance into the European outlet. The kits are generally available at large hardware stores, department stores, or perhaps even at a discount store. **Do not attempt to use European current with only an adapter and not the converter.** Your machine will operate twice as fast and almost certainly burn out, and it may cause you serious injury. Most laptop converters will automatically convert 220 volts. Check to make sure, however.

7.4. Medical Matters.

We recommend that you check the status of your medical insurance and what arrangements it makes for payment in Europe, before you leave. Many insurance policies require that you purchase additional travel insurance. You will be required to buy a short term health insurance policy while in Venice, as part of our orientation program. The cost is quite low.

7.5 Emergencies While In Italy

The American Citizens Services unit of the U.S. Embassy in Rome (119 Via Vittorio Veneto; 39-06/46741, fax 39-06/4674-2217; www.usembassy.it) is available by phone 24 hours a day to assist American travelers in Italy (offices open 8:30-1 and 2-5:30 weekdays, closed weekends and holidays). ACS can help with problems involving medical situations, lost or stolen property – such as replacing passports or having money wired from the United States – and hotel accommodations (if you're stranded). ACS can also coordinate travel arrangements; in the week following the September 11 terrorist attacks, it helped Americans secure flights out of the country. ACS recommends that U.S. citizens planning a trip to Italy consult its Web site for travel advisories and security updates before departure. The site also includes useful contact information in Rome, such as hospitals with English-speaking staff and numbers for international bank and credit card companies. The U.S. State Department provides similar services in other countries; check its Web site (travel.state.gov) for details.

8.0 WEEKEND TRAVEL

You may wish to take weekends to travel both throughout Italy, the surrounding countryside of the Veneto, and to other points in Europe. We encourage you to travel with other students. Not only will it give you guaranteed roommates to keep down hotel costs but you probably will appreciate the companionship on the journey.

Information. When traveling, you can often get information from Information booths,

located in all major airports and train stations.

Just look for signs indicating a small black “I”. But be careful, because there are two types of information booths. General information (which is what you want), and Ticket/Rail Information (which you’ll use if you have questions about traveling on the train or plane). Information staff usually speak English.

Generally, air travel within Europe is very expensive. Budget airfares do exist, but you should plan ahead to get the best price. The easiest and least expensive way to travel is by train.

8.1. Traveling by Train.

The trains are fast, clean, and comfortable, and they go virtually everywhere, even to tiny, out-of-the-way towns. You must purchase a Student Eurail Pass in the United States before you leave. A rail pass is very economical, as it allows you unlimited travel within a defined period of time for a single price. Often the cost of a single trip between two major cities will exceed the price of a rail pass, which will entitle you to an entire month of travel. Several kinds of rail passes are available at different prices. Eurail passes are the most popular rail passes.

It is highly recommended that you contact a travel agency for information on the Eurorail and other rail system passes. (Go to www.statravel.com).

Reservations are often required for certain trains, so planning may be necessary before a weekend trip.

Inquire at the train station for more information on Eurorail routes and information. There is an information office to the right side of the station when you first enter.

See **Appendix F** for some common Foreign phrases you may use during your travel.

8.2. Auto Travel.

Car rentals are expensive in Venice. They are significantly less expensive in some other countries. You may wish to check with a travel agent in the United States to determine whether you can get a better deal by taking the train to France, Germany, or Italy, before using a car for the weekend. You also may want to check with classmates, to see if several students might want to join in renting a car. Weekend rates are the best deal, because of unlimited mileage and the use of a car from noon on Friday until nine o'clock on Monday morning. The major auto rental companies operate offices at Piazzale Roma, the entry point to Venice. If you are planning to drive in Europe, you should probably get an International Driver's License, available at your local AAA. Some prefer motorcycles or mountain bikes, but you must be licensed.

8.3. Youth Hostels

8.3.1 Hostel etiquette. Youth hostels are an ideal way for students to travel throughout Europe, with 5,000 hostels located in 68 countries throughout the world. The cost is minimal, approximately \$7-14 per night, which often includes breakfast. A hostel will provide you at the minimum with a bed and bath; you may have to bring your own sheets. Hostels are located in nearly all major European cities, conveniently near the best attractions. Guidebooks such as *Let's Go Europe!* will tell you where the hostels are located. You can also inquire at the information center or tourist office located in most airports and train stations.

The disadvantages of hostels include early curfews (usually 11 p.m. or midnight), and the fact that you will be locked out between morning and mid-afternoon. Be careful to protect your valuables while staying at a hostel. Keep all of your valuables on your person while you are sleeping. Many hostels offer lockers to store your bags. You may want to bring a padlock to put your bags in a locker while you are away from the hostile during the day.

APPENDIX A HOUSING CHOICES IN VENICE 2004

You have two choices in Venice: private apartments obtained through local realtors; and small hotels. Dormitories are not currently available, but I will give you most information if I hear anything new about the dorms. Apartments allow a group of friends to be together and to cook. A small hotel gives privacy, for a couple or those who otherwise want it.

— Apartments.

If you take an apartment, you can fit as many people into it as the landlord will allow, which might make your summer costs lower. You can also have a phone to call out on (whereas in the dorm the phones are only to receive calls). And you can pay extra for an air conditioned place. But you also pay extra for utilities (so turn on your hot water heater only when you are about to shower or wash dishes) and typically you will pay extra for a thorough apartment cleaning when you leave.

You can contact realtors in Venice about apartments. We have used the following realtor with success in the past. The owner is Helga Anna Gross, who speaks English.

Mitwohonzentrale Alloggi Temporanei: attenzione:

Castello 5448 A
Calle S. Antonio
30122 Venezia
Italia

<http://www.mwz-online.com/english/english.htm>
email: venrent@flashnet.it

tel: (011) (39) (041) 5231672
fax: (011) (39) (041) 5208818

(If you have trouble with these numbers or numbers below, cut out the zero before the 41 and try again. It depends on what country you're calling from as to whether or not you need that zero.)

Another agent who has access to apartments is:

Francesco Salamon. Write to him at F.Salamon@tin.it. He has access to a range of apartments on both the main island of Venice, and on the Lido, a thirty minute boat ride away.

Prices range according to size and location. The cheapest apartments are in the sections called Castello and Cannaregio, the most expensive in the San Marco area. The Dorsoduro area is the most convenient for the program, and it is a pleasant and student-filled area. Check on the Web as well for other realtors' listing. The realtors above have some reasonable choices, with a larger set of choices at the lower end of the budget range.

Small hotels and Bed and Breakfasts

It may be possible to book a double room in smaller, more economical hotels in Venice for the period of the program. This will be more expensive than either the dorms or an apartment, but it is an option for those who might be interested. The Law School cannot vouch for either the quality or the final prices of such hotels, but you are welcome to explore the following website, www.guestinitaly.com/hotels/venice. For example, the Locanda Ca' Foscari, near Campo Santa Tomá and the Law Department, advertises a double room with private bath, breakfast included, for \$90. I don't know if the owner might be willing to negotiate a better daily rate for six weeks, but it is quite possible.

Bed and Breakfasts are also available, and they usually include a single room and breakfast. Some websites include:

www.venicebooky.com

www.venere.com

www.livinginvenice.com

Widener does not take responsibility for your housing. We will help you particularly in your dealings with ESU, the student housing office, if necessary, to avoid language and translation problems. Otherwise, your housing is between you and your realtor, landlord, or the ESU housing office.

APPENDIX B SAFE TRAVEL

Traveling Wisely As An American Tourist in Europe

The American intervention in Iraq has been extremely unpopular in Europe generally, and as a result the United States has come to be viewed with both hostility and anxiety by many Europeans. Italians, like most Europeans, are quite capable of distinguishing between their attitudes toward American foreign policy and American citizens traveling as tourists. However, it is still a good idea to avoid flaunting your identity as an American, to avoid unpleasantness. Americans are much less popular abroad right now than a few years ago, the result of the U.S. intervention in Iraq and other actions by the current administration that have offended many Italians, and Europeans generally.

1. **Avoid Logowear and Sloganwear**

T-shirts with English-language slogans and logos, especially those with place names, mark you as an American, and are best avoided at this time. This is trickier than it was just a few years ago, as US clothing styles have proliferated worldwide, but you can figure it out. Leave the Surfer's Supplies, Ocean City NJ t-shirt, or any political T-shirts behind.

2. **Take Care to Dress "Quietly" or "Anonymously."**

A trick from a veteran world traveler: wear collared shirts with buttons, and you are far less likely to be identified as an American. Black T-shirts or Polo-style golf shirts work well. Please skip baseball caps. Shorts are best avoided as well in favor of comfortable long pants.

3. **Luggage: The Backpack Conundrum and Other Queries**

Another surefire American identifier used to be the sky-high backpack. Again, this isn't necessarily the case these days, but you'll want to choose and deploy your gear wisely. Choose luggage with neutral characteristics, take the flag stickers off your bags. Rolling luggage is now used by many travelers.

4. **Know Where the US Embassy Is, and Check In**

In the past, American travelers checked in at their Embassy only in the most war-torn nations; now it might be simple common sense to let your Embassy know where you are, and to check-in in the event that anything happens.

5. **Stay in Touch; Share Your Specific Itinerary with Folks at Home**

It's more important than ever that your family and friends at home know where you are. It's relatively easy to stay in touch by email, whether from your laptop or from ubiquitous Internet kiosks. Make sure the important people in your life have your email address. Many is the traveler who describes an upcoming trip in vague terms: "I'm going to France; yeah, Paris, maybe Bordeaux." At this time, you might be well-advised to share dates, hotel info, or even better your complete itinerary with someone at home. Check in often with changes and updates.

6. **Money Matters**
The method in which you spend money is often a marker for potential thieves, and can mark you as an American in some cases. One hostel worker I spoke to said he could ID tourists when they reached under their shirt for their money belt. A local would have a wallet, or some cash jammed in their pocket. A mix of cash and credit card transactions, deployed appropriately, will cover you. Make sure you always have cash, but don't travel with too much. On the other hand, make sure you're not pulling out the plastic to make transactions at open air markets or to pay for a 1 E. slice of pizza.
7. **Speak Low, Sweet Tourist**
There's no better way to brand yourself an American than a full-lunged bellow of "Yo, where you from?!?" "Hey, my aunt lives in the next state over!" Imagine that, small world, hello everyone, I'm from the United States.
8. **Cooperate at Customs, Border Crossings, Other Critical Transitions**
This is a time to toe the line whenever you encounter police, airline, airport, customs, and other officials. Be prepared and patient. Don't make smart comments to public officials or you may be sorry.
9. **Obey Local Laws and Customs**
You are subject to the laws of the country in which you are traveling. Familiarize yourself with the local laws and customs of the places you plan to visit. And just because the State Department had not issued a warning for the area you are visiting, that does not necessarily mean you will not encounter bumps in your travels. Consult with your travel agent, and the embassies, consulates, tourist offices, and local newspapers of the countries you will visit.
10. **Keep Your Wits and Your Wit in Check**
This would be a bad time to lose your passport, to get in a bar fight, or to make jokes about bombs at the airport. A Japanese man who made a joke about "Arab-looking men" in a cell-phone text message sent from a plane headed for Korea caused a very serious scare; the man was refused entry in Korea and sent back to Japan.
11. **Avoid Political Arguments.**
Many Italians, and Europeans generally, opposed the U.S. intervention in Iraq, and are quite anxious about the risks of future conflicts involving the United States and Arab countries. Avoid belligerent defenses of our foreign policy; instead, listen quietly and try to understand the political attitudes of those you encounter. Save political debate for when you get home. Remember that countries like Italy have experienced substantial immigration as the result of conflicts in the Middle East and the Balkans. Italy has a large and growing Arab minority, as does France and Spain. This is a good summer to try to understand the perspective of Europeans on international disputes.

II. Widener Policies and Safe Travel

Widener University School of Law is taking every precaution to ensure that all travel in our summer programs is as safe as possible. We are in close contact with our host institutions and are able to assess whether the local conditions warrant any changes to our programs. We are also monitoring the United States Department of State's Travel Advisories for each country in which we sponsor a program; we will let you know if there is a change in the State Department's assessment of the safety of travel in any one of these countries.

Here are some things you can do to enhance your own peace of mind about traveling abroad this summer.

1. Visit the State Department's Bureau of Consular Affairs web site periodically. <http://travel.state.gov/>. You can read the general information they post about international travel as well as country-specific information. Click on the appropriate letter for every country you intend to visit this summer. You can also call the Bureau of Consular Affairs at 202-647-5225.
2. Let us know if your plans change. It is very important for us to have an accurate count of who will be participating in each summer program. You can contact Professor Furrow, the program director for your program or Margarent Wyant if your plans change.
3. Let us know if you change your contact information, such as telephone or email address.

We do not expect the current instability to affect any of our summer programs, but we will advise you promptly if there are any changes. Changes to our programs will be indicated on the websites for each program. In addition, in the unlikely event that any of our programs are forced to close, we will notify all current enrollees by telephone and by email.

APPENDIX C

STUDENT ACADEMIC REQUIREMENTS AND RIGHTS

B.1. Course Attendance

Student and course requirements for the Institute are the same as those for the Widener University School of Law. The student honor code applies. Courses must meet the requirements of the American Bar Association. Compliance with ABA requirements is necessary for the credits to be applied toward your law degree at your home institution.

Classes are held on the dates and at the times indicated on the final schedule. Class requirements are fully equivalent to your classes at home. Class starts on time, and attendance will be taken in all courses. The ABA requirement that a student attend 80% of class hours is enforced. Any student not attending 80% of classes will be given an "F" in the course. In prior years, more than one student received an "F" for poor attendance. There is no refund for poor attendance, and no credit will be given for the course. In exceptional cases, a student who receives an "F" for excessive absences may petition the Dean of Students for relief. Only upon a showing of extraordinary circumstances beyond the student's control, the Academic Standards Committee may withdraw the "F" and grant a "W" or withdrawal in the course.

B.2 Examinations

Exams may not be deferred except in the case of documented extreme medical or similar extreme personal emergency. In such case, notify the Program Director. Permission to defer an examination must be obtained prior to the scheduled examination day, unless the cause for deferral occurs on the examination day, and the cause is beyond the student's control. Permission to defer can only be granted by the Program Director.

B.3. Course Selection

Course selection will normally be done through the mail prior to arrival at the Institute. Students should make every effort to finalize their course plans at this time. Students will, however, be allowed to add or drop courses after the first day of classes in each session. After this period, students may not add or drop courses. Students withdrawing from a course after this period will receive a "W" indicating withdrawal on the transcript to be sent to their home institution. Refunds may be granted in cases of withdrawal, according to the following schedule:

100% Refund if withdraw is completed prior to the second class day for all programs.

If you withdraw on or before	6/23/04: 100% refund
	6/25/04: 90%
	6/28/04: 80%
	7/1/04: 70%
	7/4/04: 60%
	7/7/04: 50%
	7/10/04: 40%

There will be no refunds after July 10, 2004. In order for us to process any withdrawal

expeditiously, it is critical that you inform us promptly should you decide not to attend the program.

B.4. Grading

Course instructors will use the Widener University grading system. Courses will be graded on an A through F basis. Widener has no D- or F+ Grades. Grades will be reported to your home law school. Each law school determines whether to accept the letter grade or to change it into a pass or fail. While home institutions may change grades into pass or fail, students may not elect to take courses at the Institute on a pass/fail basis.

B.5. Substance Abuse

Students are responsible for ascertaining and obeying all laws regarding drugs and alcohol in the countries in which they are residing or traveling. Any infraction of such laws will also be considered an infraction of Widener University Substance Abuse Policy. Any student who violates this policy may be disciplined, suspended, or dismissed.

SEXUAL HARASSMENT POLICY OF WIDENER UNIVERSITY

Section 1. Human Rights Policy.

It is the policy of Widener University not to discriminate on the basis of sex, physical handicap, race, age, color, religion, national or ethnic origin, marital status or sexual or affectional preference in its educational programs, admissions programs, employment practices, financial aid, or other school administered programs. This policy includes, but is not limited to:

- a. recruitment and employment of applicants who possess the necessary qualifications and/or experience for appointment to the Faculty;
- b. renewal of faculty appointment, promotion, tenure and separation from the University;
- c. sabbatical leave or other leave with or without pay; Faculty development programs, grants and awards;
- d. establishment of salary, benefits, workload, and other rights belonging to a Faculty member.

Moreover, it is the policy of the University that no employee shall discriminate against another employee on any of these grounds.

Section 2. Discrimination and Harassment

Widener University seeks to create and maintain an academic environment in which all members of the community are free from unlawful discrimination and harassment.

- a. Definition of Sexual Harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when
 - (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic rating; or
 - (2) submission to or rejection of such conduct by an individual is used as the basis for employment and/or academic decisions affecting such individual; or
 - (3) such conduct has the purpose or effect of unreasonably interfering with an

individual's work performance or academic performance, or creating an intimidating, hostile or offensive work or classroom environment.

b. Sexual harassment in academe includes the use of authority to emphasize the sexuality or sexual identity of a student in a manner which prevents or impairs that student's full enjoyment of educational benefits, environment or opportunities. Academic administrators are required to acquaint their faculty with the seriousness of these issues and with the Widener institutional policy.

c. Any faculty member, staff member or student who believes himself or herself to have been injured because of a violation of these policies should make a prompt, written report to the Associate Dean's office.⁴ Any reports of sexual harassment or discrimination will be promptly investigated and referred to the appropriate body for disposition.

⁶ The director of the appropriate Summer International Institute is the Associate Dean for this purpose.

APPENDIX D
Arriving in Venice
(From www.europeforvisitors.com/venice)

[Note: these prices have not been updated, and may well be higher for the summer of 2004.]

Venice Marco Polo Airport (VCE)

For most North Americans, flying to Italy means booking a ticket to Milan or Rome. And that's a shame, because Venice's Marco Polo International Airport is a more convenient gateway for many travelers.

Why? Distance to the city center is one reason. The Piazzale Roma is just 20 minutes away by bus, with a fare of roughly US \$1 to \$2.50 (depending on whether you take the local commuter bus or the luxury tourist bus). If you're headed for the Piazza San Marco, you can ride the boat for 8.0 or about US \$9.50 -- and you'll get a sightseer's view of the Venetian lagoon during the 40-minute ride.

Marco Polo Airport is also more manageable in size than its counterparts in Milan and Rome. Once you've walked into the arrivals terminal and cleared immigration, you shouldn't have to wait long for your checked baggage. You can then toss your bags onto a free luggage cart and walk a few yards to ground transportation or the boat pier. When you leave Venice, you'll need to walk only a few steps from the curb to the check-in counters.

Finally, the aerial view of Venice is breathtaking on a clear day. You'll see the Dolomites, the Adriatic, and the Venetian Lagoon. You'll see land that's submerged at high tide, suggesting a Northern Italian version of Atlantis. And if you're lucky, you'll see the city itself, with instantly recognizable landmarks like the Campanile di San Marco and the Grand Canal.

Airlines from A to S

Nearly 20 airlines serve Marco Polo Airport (or "VCE," to use the code on airline tickets and luggage tags).

Aeroflot	KLM	Air France	Lufthansa	
Alitalia (USA site)	Sabena	British Airways	SAS	Iberia

If you're traveling from North America, it's likely that you can book a fare to Venice for the same price as a flight to Milan or Rome, making your connection to Venice through a major European hub like Amsterdam, London, Frankfurt, or Paris.

Arrival tips

Once you're on the tarmac, you'll either walk or be taken by bus to the arrivals terminal. Simply follow the crowd through the door, present your passport to the glum-looking official at the immigration window, then wait for your bags to arrive at the luggage area. You can then leave customs through the "green line" exit unless you have goods to declare.

If you're renting a car, you'll find rental counters in the arrivals lounge. Other services include public telephones, baggage storage, toilets, and booths for:

\$ **Tourist office:** Ask for the free red Venice/Lido map and any other literature that looks appealing. You can also request help in finding a hotel.

- \$ **Currency exchange:** You'll probably get a better rate at the "Bancomat" ATM next to the bank inside the departures area, which is to your right and down the sidewalk as you leave the building. (See my European ATMs and exchange machines article for tips and warnings.)
- \$ **ATVO:** Tickets for the blue airport bus to Venice's Piazzale Roma and other cities in the region.
- \$ **Water taxi - Water bus:** Water-taxi arrangements or tickets for the boat to Murano, the Lido, and the Piazza San Marco.
- \$ **Hotels:** Courtesy transportation to participating luxury hotels.

Departure tips

If you take the water bus or a water taxi to the airport, just leave the pier and head down the sidewalk to the departures area. If you come by bus or land taxi, you'll be dropped off near the entrance doors.

Inside the main lobby, you'll find limited seating and a row of check-in counters. Each counter is assigned to a specific flight (shown on electronic sign above the counter). If you don't see a counter for your flight, don't panic--it simply hasn't opened yet. And if you want to double-check your departure time, look for the electronic board at either end of the lobby.

The departure lobby also has a bank, a newsstand, and a handful shops.

Finally, a word about restrooms: The toilets flush with a footpedal, which is located alongside the bowl near the floor.

Venice airport boat

Henry James wrote that Venice was best approached by sea. That's still a good rule to follow, even in the airline era--and thanks to the Alilaguna motoscafi from Venice's Marco Polo International Airport, you can heed the novelist's advice for just _9.81.

Alilaguna's boat leaves from a pier just outside the arrivals terminal and speeds through the lagoon to the Museo stop on Murano (Venice's island of glassblowers), then continues to the Lido (a resort island that separates the Venice Lagoon from the Adriatic Sea) before heading for the Arsenale, the Piazza San Marco, and the Zattere on the Giudecca Canal side of Dorsoduro.

A secondary "blue line" boat follows a different route, with stops at Colonna and the Fondamenta Nuove on its way to S. Zaccaria. Click the Aliguna link on page 3 for an official timetable. (Warning: Alilaguna reroutes the blue line or suspends service altogether from time to time; the main "red line" is far more reliable.)

Alilaguna Fares	
Tessera (Airport) - Murano Museo Murano Museo - Tessera (Airport)	_ 5
Tessera (Airport) - Lido (SME) Motonave Lido (SME) Motonave - Tessera (Airport)	_ 10

Tessera (Airport) - Venezia San Marco Venezia San Marco - Tessera (Airport)	_ 10
<p>NOTES:</p> <p>1. Venice's 1, 3, and 7-day ACT tourist transportation tickets are valid on the Vaporetto to Murano but not on the airport boat. If you're headed for the airport and still have an ACT tourist ticket that hasn't expired, you can take a regular water bus to Murano Muse without paying a fare, then transfer to the airport boat and pay only the fare for the Murano-airport segment.</p> <p>2. Euro fares are converted from Alilaguna's existing lire fares; permanent euro fares (in round numbers) had not been introduced at the time of this January 3, 2002 update.</p>	

Buying tickets and boarding boats

- \$ When you emerge from baggage claim and customs at Marco Polo Airport, you'll see a "Water bus" ticket booth in the outer lobby. Buy your ticket, then step outside and walk the short distance to the boat pier.
- \$ All-day or multiple-day tourist tickets for the city's vaporetto water buses are also available here. (You'll need to validate your tourist ticket the first time you use it by inserting it in the ticket-stamping machine at any vaporetto platform. Please note that tourist tickets are not valid on the airport water buses.)
- \$ If you don't have Euro money, you can get it at the exchange counter or use a Bancomat (ATM) in the terminal.
- \$ When taking the boat from Venice to the airport, you can pay the conductor on board.

A note about luggage

The boats don't have storage bins or luggage racks, but you can usually leave heavy suitcases in the cockpit area. Carry smaller suitcases into the boat with you; there's plenty of seating, and you'll usually have room to keep your bags on the seat beside you.

Venice Marco Polo Airport buses

Marco Polo International Airport at Tessera, on the mainland just north of Venice, is a 20-minute road trip from the city's Piazzale Roma. Two different bus routes are available, and both are inexpensive:

ACT (orange bus)

The No. 5 ACT bus runs frequently between 4:05 a.m. and 12:10 a.m. The fare is _0.77, and you'll find the bus stop near the entrance doors of the Departures area. (From the Arrivals area, step outside and turn right. The ACT bus stop is a short walk away, past any blue buses that you may see.)

If you aren't carrying a lot of luggage and aren't traveling at rush hour, this public bus is a convenient way to reach the city. However, you'll need to take your bags into the bus with you, and

there are no luggage racks.

You must purchase your ticket before getting on the bus. To buy a ticket, go into the Departures terminal, turn right, and enter the newsstand, which has a yellow sign reading "Tabacchi / Souvenirs / Giornali" outside the door. Say "autobus per Venezia" and hold up the appropriate number of fingers to the clerk, or--if you're ambitious--try:

"Desidero (uno biglietto) (due biglietti) (tre biglietti) (quattro biglietti) per Piazzale Roma."

Once you have your ticket, board the bus at the front and hand the ticket to the driver. The bus will stop a number of times on the 20-minute trip into Venice, so stay on board until you've crossed the causeway and reached the end of the line.

ATVO (blue bus)

This bus costs _ 2.58 and is handy if you're carrying more than one suitcase or backpack, since it has a luggage compartment underneath where the driver will stow your bags. You may also want to take this bus early or late in the day, when local commuters are riding the public bus. The stop is located between the Arrivals terminal and the Departures area. (Caution: Buses for Padova and certain other locations are also blue, so check the signs carefully before boarding!)

You're supposed to buy a ticket from the ATVO booth in the Arrivals terminal. If this booth is closed, proceed directly to the bus and ask the driver for a biglietto.

Military vans and tour buses

If you're headed for a military base (such as the U.S. base at Vicenza), you'll find a "NATO / U.S. Military Buses" zone in the center strip between the Arrivals and Departure terminals.

And if you're with a tour group, look for your guide or tour leader in the Arrivals terminal, or follow the instructions that you were given with your tour materials.

Arriving in Venice

By air

Alitalia, KLM, and other major airlines fly into Marco Polo Airport (airport code: VCE), which has an efficient and modern terminal just north of the city on the Venetian lagoon.

When you leave the customs hall, go to the money-exchange window and buy some Euro banknotes and coins. Better yet, use the Bancomat (ATM), where you're likely to get a better exchange rate. (But read my article on ATM conversion fees before you leave home.)

Next, go to the Water Bus and Water Taxis ticket booth in the Arrivals area and pay _ 9.81 (about US \$10.50) for motoscafo transportation to Venice. (For details on the water bus, including schedules and stops, read my Venice Airport boat article.)

Roll your luggage cart through the doors at the corner of the lounge and head for the large yellow waterbus at the dock next to the terminal. The boat will deliver you to the Piazza San Marco, where you can walk to your hotel or catch a local vaporetto at the nearby floating platform.

If you're loaded with money and luggage, or if you're traveling in a group of five or more, you may want to hire a water taxi directly to your hotel. Negotiate the fare before you board the boat, since water taxis don't have meters.

Another option is a bus to the Piazzale Roma, where you can walk to nearby hotels or board

a vaporetto for other parts of the city. The blue ATVO shuttle will get you there in 20 minutes for about _2.58. Or you can wait for the cheaper ACT orange city bus #5, but you'll need to buy your ticket in advance from the airport tobacco shop. For step-by-step instructions, see my Venice Airport Buses article.

By train

Domestic and international trains discharge passengers at the Stazione Ferroviaria Santa Lucia, an incongruously modern but efficient railway station next to the causeway that leads to the mainland.

As you leave the station's main entrance, head toward the floating waterbus platforms. Buy a ticket before boarding the No. 1 vaporetto, which makes stops all along the Grand Canal, or the No. 82 express boat to San Marco. Be sure you're going in the right direction--i.e., toward San Marco unless you're staying in one of the outlying districts.

By car

Chances are, you'll be approaching Venice on the A4 Autostrada from the north or south. (If you're driving in on the A27 from Trieste, you'll merge with the A4 a few kilometers north of Mestre.) Use the central Mestre exit if you're coming from the south. From the north, take the Mestre Est-Favorita exit.

To avoid high parking costs and traffic jams, it's best to park in Mestre--either next to the railroad station or in the San Giuliano lot, which is near the water as you head toward Venice. You can then catch a train or bus into the city or (from San Giuliano) take the public boat.

If you're brave, well-heeled, or visiting in low season, cross the Ponte della Libertà (the bridge or causeway that connects Venice with the mainland) and try one of the following: *Autorimessa Comunale*, the municipal garage at the Piazzale Roma. This is slightly cheaper than the private garages but tends to fill up with local residents' cars. From here, you can take a vaporetto to the Piazza San Marco or--better yet--walk and enjoy the sights along the way.

Tronchetto, an artificial island with its own ramp leading off from the causeway before you reach the Piazzale Roma. Once you've parked, you can take a vaporetto across to the city. (See my Tronchetto Parking Garage article for road directions and rates.)

In the unlikely event that you're staying at a hotel on the Lido and want to take your car with you, head for Tronchetto as you approach the end of the causeway and take the *automezzo*, or car ferry, to the Lido. The ferry isn't cheap, but it's worth it if your hotel has free parking or if you plan to return to the mainland via the isthmus road to Chioggia.

Venice Vaporetto Routes

Venice's waterbus routes change from time to time. This means that map and guidebook descriptions of the vaporetto lines are frequently out of date. The route table in this article shows the current routes as of May, 2003, and I've also supplied a "printer-friendly" version that you can print it out and carry it in your tote or purse.

Please note that routes are subject to change and seasonal variation. When in doubt, check the timetables at the vaporetto stops.

Things to know:

1. At smaller stops, boats will come from both directions. Pay attention so you'll board the

- right waterbus!
2. Occasionally, a boat will ignore certain stops or will terminate its run before the end of the line. The placard on the side of the boat will indicate any such deviations. (Either that, or the conductor will shoo you off.)
 3. Some lines are defined as "summer only," but "summer" usually means April through October on the Venice tourist calendar. The table on page 2 identifies these lines as summer routes.
 4. Routes marked with the icon are wheelchair-accessible.
 5. ACT (the Venice public transportation system) has a free postcard-size route map that you can obtain at its Piazzale Roma ticket office. ACT also offers a very useful printed timetable (in Italian only) and has a new Web site (see below) with both Italian and English text.
 6. If you board at a stop that doesn't have a ticket office, approach the conductor immediately after boarding and ask for a biglietto. Otherwise, you could be fined heavily for traveling without a ticket.

Venice Transportation

For the most part, the best form of transportation in Venice consists of a sturdy pair of rubber-soled shoes or Birkenstocks. Distances are short, although they'll often seem much longer since you're bound to get lost whenever you venture off the well-marked central pedestrian routes.

Still, there are times when you'll want to take to the water, so here's how to cruise the canali without bruising your pocketbook:

Waterbus

The public boats called *vaporetto* and *motoscafi* run almost constantly, and you'll seldom have to wait more than a few minutes for one to come along.

The waterbus you'll use most often is the No. 1, the local that stops 13 times between the Piazzale Roma and the Piazza San Marco. (For details on boat routes, see my easy-to-print vaporetto routes article and the ACT Web site.)

Current fares for non-residents (as of the summer of 2003—they have probably increased) are:

- \$ Single journey: _3.09; one-stop Grand Canal crossing, _1.54
- \$ Family single journey: (3 people) _7.74; (4 people) _10.32, (5 people) _12.91
- \$ 10-ticket carnet: _25.82

If you plan to use the boat more than a few times during your stay, consider buying a tourist ticket for unlimited travel. You can buy these passes at any vaporetto ticket booth. Prices are:

- \$ 24-hour tourist ticket: _9.29; families (3 people); _23.24; (4 people) _30.98; (5 people) _38.73
- \$ 3-day tourist ticket: _18.07
- \$ 7-day tourist ticket: _30.98

There's also a Carta Venezia for locals who are willing to present themselves, two passport photos, and a Euro banknotes at the local ACT transport office. This card offers discounts of 50-70% on ticket purchases, but students and other foreigners who aren't permanent residents of Venice may have difficulty in obtaining it.

TIP: Smaller boat stops may not have ticket booths. In such cases, board the vaporetto and

immediately ask the conductor for a ticket (biglietto). The alternative--keeping your mouth shut and hoping you aren't noticed--could result in a hefty fine and public humiliation.

Water taxi

The sleek, wood-trimmed water taxis of Venice are priced for the limousine crowd. A short trip can easily cost _15.50 or more, not counting surcharges for radio-dispatched service, trips after 10 p.m., or Sunday travel. Warning: aquatic cabs don't have meters, so know what you're paying before the skipper casts off.

Gondola

The gondolas of Venice are beautiful but expensive, with an official rate of _36.15 for 50 minutes (_46.48 after 8 p.m.). Gondoliers often demand more money for less time, so strike a deal in advance or leave gondola rides to the ubiquitous flotillas of tour groups.

Traghetto

With just three bridges crossing the Grand Canal's four-kilometer length, Venetians rely on gondola ferries called traghetti at seven points between the railroad station and the Santa Maria della Salute church. Follow the yellow gondola signs down to the water, where you'll pay only _0.36 to reach the other side. (Note: It's customary to stand during the crossing, so bring your own life jacket if you don't trust your balance.)

APPENDIX E

CHECK LIST

**** Some often overlooked items.**

You can buy almost anything you may need in Venice. A chain called *Standa* has most consumer goods. However, most things will be more expensive than at home.

travel alarm clock (battery operated if possible) ;

at least 30 days' supply of toiletries (including Band-Aids, non-aerosol hair spray, tampons, hair conditioner, razors and shaving gel, laundry detergent. Although these things are all available, if traveling before settling in Venice, one may wish to weigh the benefits of having the items versus the extra space and actual weight);

medicine, e.g. aspirin, Dramamine (for motion sickness), anti-diarrheal. medicine (for traveler's diarrhea), two month supply of any prescriptions you use regularly, contact lens supplies

film (it's usually expensive in Europe. You will probably find development cheaper at home, too.)

money belt or waist pouch for money, passport, tickets; credit cards and your check book

Walkman and tapes

appropriate shoes

small calculator (for exchange rates).

You may also wish to bring wash cloths. They are not commonly used in Europe, and you may find that you will want to pack one when traveling.

* We suggest that you prepare your own “check-list” of things that you may need.

APPENDIX F
Venice International Institute Calendar
2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 1:00 Orientation	28 9:00 Orientation	29 9:00 First day of classes	30 9:00 Classes	1 9:00 Classes	2 9:00 Classes	3 No classes
4 No classes	5 9:00 Classes	6 9:00 Classes	7 9:00 Classes	8 9:00 Classes	9 No classes	10 No classes
11 No classes	12 9:00 Classes	13 9:00 Classes	14 9:00 Classes	15 9:00 Classes	16 No classes	17 No classes
18 No classes	19 9:00 Classes	20 9:00 Classes	21 9:00 Classes	22 9:00 Classes	23 No classes	24 No classes
25 No classes	26 9:00 Classes	27 9:00 Classes	28 9:00 Last day of Classes	29 Exam period		