

SOME RULES OF CONDUCT

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Program Director

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1. Attendance and Punctuality

A. Tour participants are expected to be present and ready to go for all appointed tour activities. Be where you are supposed to be when you are supposed to be there. It is your responsibility to understand the itinerary and learn of any changes.

B. Check in at breakfast each morning. The time for breakfast may vary from day to day so be sure you know what time you are expected to arise.

C. At all major transition points we will “count off” as an efficient way to make sure everyone is with us. Please call out your number promptly and loudly.

2. Substance Abuse

Do not let consumption of alcohol interfere with your responsibilities to the group or the goals of the tour. Return to the hotel quietly in the evening. Do not make noise in your room. Be able to be up and ready to go in the morning. Do not make a scene in public.

Use or possession of controlled substances may be punishable by severe penalties. Persons caught with illegal drugs are subject to local laws of the country. In addition, personal involvement or association with others involved with drugs of any kind will be considered misconduct abroad.

3. Communication and Caution

If you are going out alone, try to let at least one other person know you plans. Discuss major plans with Drs. Kunkel or Bunkers. Let someone know when you expect to return, especially if out at night or if traveling outside the city.

4. Passport

Give Dr. Kunkel a copy of your passport before the last class on March 1.

5. Some Prohibited Behavior

- Unauthorized absence from class and/or other organized program activities;
- Lack of cooperation with reasonable requests.
- The use of, or threats or, physical violence.
- Violating the laws of the country we are visiting, Openly abusing the customs and mores of the host community;
- Damage to, or destruction of, property of others.

Violation of any rules of conduct articulated by MSU, including sexual harassment.

6. Disciplinary Procedures for Serious violations

The Program Director Dr. Kunkel will investigate any alleged student violations. The student involved will have the opportunity to discuss the alleged misconduct. The Program Director may impose disciplinary action:

1. Verbal Warning: An oral warning to the student that his/her conduct is in violation of the Rules and Regulations of the MSU Study Abroad Office or the Italy study-tour.
2. Written Warning: A written notice to the student of the misconduct violations and that failure to meet expected behavior or repeated violations may result in failure of the course or termination from the study abroad program.
3. Lowering of course grade, for serious violations to an F.

In the case of non-political science students Dr. Kunkel and Dr. Bunkers will consult with Dr. Bunkers making the final decision.

4. Termination from the Study-Tour: This sanction terminates the student from the study abroad program. Termination would only be imposed after the Program Director has consulted with, the Assistant Program Director, Dr. Bunkers, Seminars International and the Vice President for Student Affairs. Student Affairs. If the decision is termination of the student from the study abroad program, the student's participation shall be concluded immediately. A student who is terminated from a study abroad program will receive a grade of "F" in their course work. In addition, the student will not be entitled to a refund of fees. Once a student's participation has been terminated, he/she shall be required to absent him/herself from all premises used by the program for the duration of the program and return to the United States at his/her own expense.

WARNINGS AND ADVICE

1. Legal Warning

Once you leave US soil, US laws and constitutional rights no longer apply. US consular officers can visit jailed Americans to see that they are being treated fairly and humanely, but they cannot get them out of jail or intervene in a foreign country's legal system. If students find themselves in trouble overseas, the Consular Officer at the nearest U.S. embassy or consulate can provide certain assistance and advice. Aid is available in the event of illness, injury, natural catastrophe, evacuations, destitution, or death. In case of an emergency, the Office of Overseas Citizens Services can also assist American students abroad as well as their families. They can be reached 24 hours a day by calling (202) 647-5225 or at http://travel.state.gov/overseas_citizens.html .

2. Insurance Warning

It is the responsibility of the student to purchase sufficient insurance to cover him/her while abroad. Students are required to purchase the ISIC card and insurance from the MSU International Programs Office. This is minimum insurance coverage. Students should check with their current carrier to determine if they are covered while traveling abroad. Students with chronic illnesses should be especially aware of insurance coverage.

3. Safety and Security Advice

Carry your contact details with you. Be sure to include the address and phone number of our hotels. Make copies of your passport's data page and any visas. Keep a copy separate from the originals while traveling and give one to Dr. Kunkel. This will help to obtain a replacement passport in the event that a passport is lost or stolen. Traveling with extra photos will also aid in obtaining a new passport quickly.

Do not give out your room number to persons you do not know well. Meet visitors in the lobby.

Be wary of con artists. They exist around the world. Panhandlers and hustlers may seek out travelers and can be very persistent. If bothered, continue walking and say "no" repeatedly in a loud and clear voice, using the local language. If you are still being followed go into the nearest store or hotel.

Keep a low profile. Dress and behave conservatively, avoiding flashy dress, jewelry, luggage, rental cars, etc., to draw attention to you as a wealthy foreigner. Be polite and low-key.

Avoid demonstrations or civil disturbances. These can quickly turn violent. Avoid taking pictures of police, military personnel, and military installations.

Become familiar with the U.S customs rules and declaration policies. The booklet titled "Know Before you go" is very helpful in knowing about those items that are not allowed in the U.S. or those that are taxed.

Security Wallet/Money Belt

Keep your keys, wallet, handbags and other essentials concealed. Use a money belt or keep your cash and credit cards inside your clothing. If you have access to a safe, use it. Leave anything you can't bear to lose at home.

Be sure your credit card is given back to you after each transaction. Conceal your money, travelers' checks, passport, and other valuables in several places to prevent easy theft. Carry handbags in a secure manner to prevent snatch theft. To avoid motorcycle thieves, walk on the inside of sidewalks and carry your purse on the side away from the street. Putting rubber bands around your wallet or keeping it in a zipped portion of a handbag makes it more difficult for a pick-pocket to remove. Report any loss or theft to Dr. Kunkel and the police or other appropriate authorities. Keep a copy of the police report for insurance purposes. Report loss of passport to the nearest U.S. Embassy or consulate.

4. Money

Use the ATM to get the best currency exchange rate. Do not show large amounts of money when paying bills.