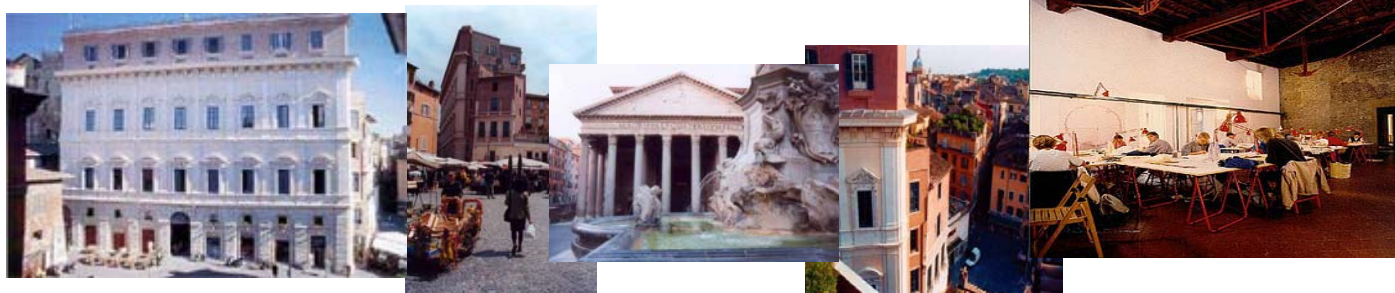


# University of Washington

## Rome Center Guide



## Table of Contents

### **Section 1: Before Going to the Rome Center**

i

Planning Ahead!  
Setting Program Dates  
Creating Program Budget  
Making Payments for Program Expenses  
Paying for Faculty/TA Airfare  
Arranging Program Director Housing  
Arranging Housing for Students  
Scheduling Classroom Facilities and Program Excursions  
Directing Students to UWRC Online  
Facilitating the Italian Student Visa Application Process  
Applying for and Obtaining Faculty Work Visas  
Purchasing Student Insurance  
Preparing Students for Departure

### **Section 2: While at the Rome Center**

iii

Orienting Students On-Site  
Handling Funds  
Using Rome Center Resources and Facilities  
Remaining Available for Students/Student Emergencies  
Teaching with Technology  
Computing  
Photocopying  
Telephones

### **Section 3: After Leaving the Rome Center**

vi

Settling Accounts

### **Appendices**

vii

**Appendix AA:** Rome Center Computer Resources  
**Appendix BB:** Rome Center Student Payment Contracts  
**Appendix CC:** Rome Center Sample Budgets

## BEFORE GOING TO THE ROME CENTER

### **Planning Ahead!**

Program directors who are leading Rome-based UW programs should contact UW Rome Center (UWRC) Associate Director Jennifer Wilkin (email: [wilkin@u.washington.edu](mailto:wilkin@u.washington.edu)) as early as possible to coordinate program dates and to discuss general program planning. For many reasons, program directors will want to begin communication well in advance of the program.

Program directors should also contact the Rome Center's program administrator, Sheryl Brandalik (email: [sbrandal@u.washington.edu](mailto:sbrandal@u.washington.edu)) well in advance of program dates to coordinate Rome Center faculty housing, field trip travel and lodging, and museum and site visits requiring special permission. With enough advanced notice, the program administrator can sometimes arrange discount admission for visits. In addition, travel arrangements for day trips and field trips should be requested well in advance, and trips requiring overnight accommodation should be requested three months in advance.

### **Setting Program Dates**

When establishing program start and end dates it is important to keep in mind the following:

1. Start date must be a weekday (Mon.–Thurs.). All students should arrive between 8:30 am and 4:30 pm on this date to check in and move into their apartments.
2. End date must also be a weekday (Mon.-Fri.) and is the date on which all students will vacate classrooms and apartments. It is understood that class participation is mandatory up to this date.

Please note: Faculty should plan to arrive at least one day before the program start date, in order to be present for student arrivals, and stay a few days after the end date for student departures and to wrap up other program-related issues (e.g., payment of student apartment utilities, final program accounting, etc.)

### **Creating Program Budget**

The program director will want to work with IPE early in the program planning process to establish a budget for the program. When working on the initial program budget, program directors will want to refer to the sample Rome Center budgets in *Rome Center Guide Appendix BB*. In addition this, program directors should send their preliminary budgets to Jennifer Wilkin for updates and suggestions before sending them on to Lauren Easterling at IPE for approval.

### **Making Payments for Program Expenses**

Payments for Rome program expenses can be made via:

1. **Wire Transfer:** For some services (especially, but not always, for apartment rental), Jennifer Wilkin ([wilkin@u.washington.edu](mailto:wilkin@u.washington.edu)) can arrange for the vendor in Italy to fax an invoice to the fiscal specialists at the IPE. The IPE will then request that the UW's General Accounting Office wire this amount into the vendor's bank. This process (from the receipt of the invoice until the payment reaches the vendor) usually takes between 3 - 6 weeks from the time requested.

The program director should be advised that the UW charges a \$25 transaction fee, which will be posted directly to the program's budget. In addition, the program director should keep in mind that he/she will also need to reimburse the vendor for any difference between the requested payment amount and the amount that actually arrives in the vendor's account. A wire transfer will go through multiple banks and each institution can charge a fee. Due to both the exchange rate and the multiple transfers, the amount the vendor receives will often be less than the amount requested and sent by the UW.

2. **CTA card:** It may be possible to pay for some larger program expenses (fieldtrip travel and lodging) via the IPE Office's CTA (Central Travel Authority) credit card. Sheryl Brandalik ([sbrandal@u.washington.edu](mailto:sbrandal@u.washington.edu)) will need to check with individual vendors as she makes program arrangements to confirm that they will accept payment made this way. This method of payment allows the Rome Center to process fewer program expenses and helps the Rome Center to avert the cash-flow crunch it often encounters when many UW programs are in residence.
3. **Advance Purchase in Seattle:** Faculty who wish to purchase books for the program from the University Bookstore should first contact the bookstore in plenty of time to order the books and then forward the order information to a fiscal specialist at the IPE for payment. If it is necessary to purchase books and/or supplies from another store, please contact the IPE before ordering to discuss payment options.
4. **Field Advance:** The field advance is an amount entrusted to the program director for program purchases on site. In most cases, it is advisable to minimize the amount of the field advance by arranging for wire transfers (when possible) before the program begins. Program directors should, however, plan on covering some expenses via a field advance. Some landlords require housing payment in cash; some expenses cannot be routed through the UWRC accounting (see below); and the UWRC does not always have enough cash on hand to handle all expenses for all programs in Rome at a given time.

Field advance funds can either be brought to Rome in the form of traveler's checks (necessary when bringing large amounts to cover student housing) or be deposited in a U.S. account and withdrawn in small amounts (\$250 - \$500 per day) from ATM machines.

5. **UW Rome Center Purchasing/Cash Advances:** The Rome Center can pay for program transportation, travel, reservations for program visits, etc. These purchases are made in various ways and charged to individual program budgets on a monthly basis. Laura Tagliapietra (ltagliap@u.washington.edu), the UWRC bookkeeper, may arrange for a wire transfer from the UWRC's bank in Rome, may pay the vendor by check or may "check out" cash directly to the program director. Program directors who "check out" cash must return the exact amount taken to Laura in the form of fiscally acceptable receipts and/or cash.

As mentioned in the general *Departmental Planning Guide*, the IPE will work with the program director to determine what portion of the program funds can be spent before the program (through the methods described above) and what portion should be given to the program director as a field advance (also explained above). The IPE will then assist the program director in obtaining and accounting for the field advance. For more information on payment of program expenses, program directors should contact IPE. For field advance forms, program directors should reference *Appendix K*.

### **Paying for Faculty/TA Airfare**

The IPE has a travel account and will purchase airfare for program directors and other faculty members/teaching assistants who are traveling with the program. The IPE *strongly* recommends that program directors and other program instructors purchase their airfare according to the following system:

1. Reserve flight itinerary from a State Contract Travel Agency. Please visit <http://www.washington.edu/admin/travel/> for a current list of approved agencies.
2. Contact IPE at 206-221-4404 to have an IPE fiscal representative purchase the flight.

Program directors and instructors can also purchase airfare on their own and then request reimbursement from IPE. When doing so, faculty should still either purchase airfare from a State Contract Travel Agency *or* purchase a non-contract airfare according to UW Travel's list of acceptable reasons, located at <http://www.washington.edu/admin/travel/air.travel.html>.

Program directors who do choose to purchase their own airfare should bear in mind that reimbursement for airfare expenses can take up to two months to arrive. To request reimbursement for airfare purchases, program directors should submit their receipts and itineraries to the IPE fiscal team.

### **Arranging Program Director Housing**

The Rome Center has a limited number of apartments available for program directors in the Rome Center building itself. In general, one faculty member from each program in residence can be accommodated at the Rome Center; other faculty are housed in "off-campus" apartments nearby. Rome Center housing is made available to faculty at a discounted "program" rate for the duration of the program and for up to 4 nights before and 4 nights after the program start and end dates. All other days are billed at the normal rate. Program directors should contact Jennifer Wilkin as early as a year in advance of the program to make their housing arrangements.

### **Arranging Housing for Students**

The Rome Center associate director, Jennifer Wilkin, will arrange housing for students in Rome and will inform program directors of housing reservations made. Whenever possible, she will also supply the information needed to pay for student housing in advance via wire transfer from Seattle. Program directors should communicate the exact number of students, the number of male and female students, and any other special considerations (couples, students bringing spouses or children. etc.) to Jennifer Wilkin four to six months before the beginning of the program.

### **Scheduling Classroom Facilities and Program Excursions**

UWRC program administrator Sheryl Brandalik ([sbrandal@u.washington.edu](mailto:sbrandal@u.washington.edu)) will help program directors to schedule classroom facilities and to arrange program excursions. As mentioned before, program directors should contact Sheryl Brandalik well in advance of program dates to organize program field trip travel and lodging, as well as museum and site visits requiring special permission. Please note that the Rome Center cannot arrange group dinners outside of Rome.

### **Directing Students to UWRC Online**

Program directors should have students consult the UWRC website (<http://www.depts.washington.edu/roma>) as soon as they are accepted to the program. *Program directors should have a look at this information, too!*

Here, one can find information regarding:

- applying for student visas (see the link: "Student Visa Info");
- getting to the Rome Center (see: "Arriving in Rome");
- addressing and sending mail to students studying in Rome (see: "Receiving Mail at the Rome Center");
- accessing computers at the Rome Center (see: "Computer Access at the Rome Center");

applying for a work study position at the Rome Center (see: "Work-Study Opportunities");  
checking the Rome Center Library's holdings (see: "Rome Center Library").

### **Facilitating the Italian Student Visa Application Process**

The Italian government requires that all non EU-citizens who are participating on programs at the UW Rome Center (even for periods of less than 90 days) obtain Italian student visas. Program directors should make sure that ALL students and teaching assistants apply for Italian student visas well in advance of their departure from the United States.

Per Italian consular regulations, all student visa applications must be submitted to the Italian Consulate General of San Francisco by the UW International Programs and Exchanges Office. Program directors should contact Lauren Easterling ([laurenee@u.washington.edu](mailto:laurenee@u.washington.edu)), the Italian student visa coordinator at IPE, at least 90 days prior to the beginning of their programs to coordinate collection and submission of student visa applications.

There are two information packets that explain the student visa application process to students and program directors. The first, "Italian Student Visa Application for UWRC Students: Faculty Instructions," is designed to assist program directors in distributing visa information to students and in preparing and collecting visa documents for submission to the IPE. The second, "Italian Student Visa Application for UWRC Students: Student Instructions," is designed to guide students through the preparation of their visa applications. Program directors will be asked to follow the instructions in the faculty packet and to distribute the student packet to their program's participants. Both the faculty and student packets can be obtained by contacting Lauren Easterling at the IPE. In addition, the student packet can be found on the IPE website: <http://ipe.washington.edu/>.

Again, students will need to begin working on their visa applications at least *three months* before their program start date. Program directors should be sure to contact Lauren Easterling prior to this.

### **Applying for and Obtaining Faculty Work Visas**

All Rome program faculty need to apply for work visas, including those teaching short, summer-quarter programs. UW Rome Center staff will assist faculty in preparing and submitting the visa paperwork. The application process should be started 6-9 months before departure from Seattle. Jennifer Wilkin will contact faculty when it is time to start the process.

### **Purchasing Student Insurance**

The Rome Center pays 41.32 euros (currently about \$60) per student for emergency (only) health insurance required by the Italian government for all students staying in Italy on a study visa. When preparing the program budget, program directors should factor in this cost, which will be billed to the program budget at the beginning of the academic quarter. The Rome Center office will need a list of student names (to prepare individual student insurance policies) one month before the program starts.

### **Preparing Students for Departure**

Well before the program start date, the Rome Center will send both students and program directors several informational emails containing detailed information that will answer many of the questions that students and faculty might have about studying/teaching in Rome (e.g., RC tech resources, receiving mail, renting cell phones). It is *strongly* recommended that the program director read the student material as well as the faculty packet and discuss the information covered in it with students at pre-departure program orientation meetings before leaving Seattle.

## **WHILE AT THE ROME CENTER**

### **Orienting Students On-Site**

During the first day or two in Rome, the Rome Center Associate Director will conduct a student orientation session. During this session, Rome Center rules will be discussed, a very helpful student handbook will be distributed, UWRC keys will be distributed (\$20 deposit required) and questions will be answered about living and studying in Rome. Although program directors are expected to be the students' primary source of information, the Rome Center staff will be available to help with student (and faculty) questions.

### **Handling Funds**

As is mentioned in the previous section, program directors may choose to pay for many program expenses through the Rome Center office. The Rome Center routinely pays for language instruction, transportation and fieldtrip lodging. Program directors often use their field advances to pay for all or some of the following expenses: group meals, admissions, student housing and student apartment utilities payments. During the program, Rome Center accounting coordinator Laura Tagliapietra (email: [ltagliap@u.washington.edu](mailto:ltagliap@u.washington.edu)) will keep program directors informed of what expenses have been charged to the program budget. Please reference "Making Payments for Program Expenses" in the previous section for more information on program payment options.

### **Using Rome Center Resources and Facilities**

The Rome Center makes available classroom space, access to the library, computer lab and faculty room, as well as staff to assist with program travel arrangements and program-related questions and problems. The UWRC office, however, is not staffed to provide clerical support to faculty. Staff cannot provide assistance with typing, photocopying, errand-running or

personal travel arrangements. The office computers and equipment may not be used by faculty or students, and the Rome Center cannot guarantee technical help with personal computers.

### **Remaining Available for Students/Student Emergencies**

Professors are expected to be available for their students in the case of weekend and evening emergencies. The Rome Center strongly encourages faculty to plan personal travel prior to or following the academic program in Rome. When it is necessary for program faculty to be absent, arrangements should be made to ensure that another experienced faculty member is available to help with program emergencies.

In addition, program directors are required to buy or rent a cell phone so that their students are able to contact them at any time in case of emergency (please see heading "Telephones" for information on cell phone rental).

As is stated in the regular guide, program directors should follow the procedures outlined in the "Emergency Preparedness Plan for Study Abroad" in *Appendix L* when dealing with emergency situations.

### **Teaching with Technology**

The first floor Conference Room (Frieze Room) is equipped with two Kodak carousel slide projectors and a video projector. The video projector can be used with a VCR that can read both American and European format video cassettes or laptop computers for PowerPoint presentations. This equipment is provided for program (academic!) use only. Since the Conference Room is the main space used for all slide lectures and large lectures, reviews and exhibits, it is important that each program director schedule well in advance the dates and times when he or she would like to use the room. Use of the Conference Room outside of office hours and on weekends must be arranged in advance.

Please note that the Rome Center is not staffed to set up AV equipment for faculty lectures on a regular basis. Faculty should arrange in advance for a "tutorial" to familiarize themselves with the equipment they plan to use during course of the program.

For information on reserving the Conference Room and other classroom space at the UWRC, please contact Sheryl Brandalik. For more information on technological teaching resources available at the Rome Center, please contact Matthew Newman (matthewn@u.washington.edu).

**UWRC Computer Lab and Library:** The UWRC Computer Lab and Library are open during normal office hours (weekdays, 8:30 - 5:00) and, when possible, in the early evening and during limited hours on weekends (hours are posted in advance). The computer lab is housed in the same room as the library, on the fourth floor of the Rome Center. It has 16 workstations, and all machines are connected to a high-speed (DSL) network. All students are assigned a login name specific to the Rome Center computer lab that is required for access to the workstations. With multiple programs in residence each quarter, it should not necessarily be expected that all students will have immediate access to a lab computer at all times. Academic work takes absolute precedence in the lab when there are students waiting. This means that students who are on a computer to check e-mail or browse the web may be asked to give up their seat to another student with work to do. Laser printing is available in color and black/grayscale for a per-sheet charge.

A list of the computers and peripherals that are contained in the student lab will be emailed to students and faculty before their departure for Rome.

In addition to the equipment that remains in the library, the following portable devices are available for check-out by students for specific program work: 1 Dell laptop, 1 Toshiba tablet PC, 4 Apple PowerBook G4 laptops, 1 Canon MiniDV video camera, 1 Canon digital SLR, 1 portable video projector. Students are required to sign a form acknowledging responsibility for eventual damages or loss.

**Faculty Lounge and Computer Lab:** A separate room is provided in the Rome Center on the third floor exclusively for faculty. It contains two Dell PCs and two Apple PowerMacs for use by faculty and teaching assistants. There is a black/grayscale laser printer as well as a color inkjet printer connected to these computers.

**Wireless Internet Access in the Rome Center:** All three floors of the Rome Center have wireless routers, allowing faculty and students with portable computers to connect to the internet when they are in range. Students may bring their own laptops and work in the library. Wireless access is also available to the faculty in the lounge, and the range extends into the tower area of the third floor. Residents of the fourth floor faculty apartments are often able to receive the wireless signal in some parts of their apartments. Please note: there is not complete wireless coverage throughout the Rome Center.

For additional information about computing resources at the Rome Center, please consult the "Computer Use at the Rome Center" page of the UWRC website: <http://depts.washington.edu/roma/study/computer.html> or contact Matthew Newman.

### **Photocopying**

**Faculty:** For faculty, there is a per-sheet charge for photocopying at the Rome Center. At the beginning of the quarter, faculty members will be assigned a copy code for use by their program leaders only. At the end of the program, the number of copies will be read and charged to the program budget. A copier for the exclusive use of the faculty is located in the faculty lounge.

Students: For students, the same per-sheet photocopying charge applies. Students who wish to use the copiers must pay a deposit of 10 euros (equivalent to 83 pre-paid copies) for a copier access code. At the end of the program, the number of copies will be read, and the charges will be debited from the student's deposit. Students will then either receive the remaining balance from their copy deposit or be required to pay the difference, depending on number of copies effectively made. The copier is located in the computer lab / library.

### **Telephones**

All students studying in Rome are required to have a cell phone with an Italian number and may choose from one of the following options: 1) bring their U.S. phone and purchase Italian chip 2) rent a phone in Rome 3) purchase a phone in Rome. Program directors should compile a list of all students' cell numbers within the first few days of the program.

### **Program Director Cell Phones**

All faculty apartments must have a telephone, and program directors are required to have cell phones for program/emergency purposes. Program directors should reference the "Obtaining Cellular Service Overseas" section of the general *Departmental Planning Guide* in order to ensure that they have cell phone service during their stay in Rome.

## **AFTER LEAVING THE ROME CENTER**

### **Settling Accounts**

Prior to departure from Rome, the Rome Center accounting coordinator will prepare a list of all program charges that have been (or will be) paid by the Rome Center. If Rome Center apartments were used, the office will prepare a final bill that includes apartment rental, phone and fax charges, and program photocopy charges.