



# CLASSROOM POLICY

updated 5/3/14

JOSEPH S. BRUNO AUBURN ABROAD IN ITALY

Claiming ignorance of any Joseph S. Bruno Auburn Abroad in Italy policy does not excuse a violation.

The goal of the Auburn University faculty is to foster a dynamic learning environment in which all students develop analytical skills, learn to think critically and communicate effectively, promote inquiry, pursue knowledge, and prepare for productive careers. The Joseph S. Bruno Auburn Abroad in Italy program fully embraces these goals and sets forth the following guidelines to preserve the classroom setting in the Palazzo Chigi as a place to pursue knowledge, exchange ideas, and share opinions in a relaxed atmosphere. Joseph S. Bruno Auburn Abroad in Italy students have the responsibility of complying with these policies and behavioral guidelines. Joseph S. Bruno Auburn Abroad in Italy faculty have a professional responsibility to set reasonable limits on expression of opinions while treating students with dignity, respect, and understanding as lecturers are guiding classroom activities.

The Joseph S. Bruno Auburn Abroad in Italy program is privileged to be welcomed into an historical context of great value. The Palazzo Chigi is a beautifully preserved 16th century palace that is now used as an art museum. As a museum of Baroque art, the palace houses a permanent collection of masterpiece paintings, most of which belonged to the building when it was acquired approximately 20 years ago. Every year it hosts new exhibitions and other cultural events. Joseph S. Bruno Auburn Abroad in Italy students enjoy access to the Palazzo Chigi as part of this study abroad experience. Students are asked to be respectful of the artwork. Never touch the artwork, and please report to the Program Facilitator or the Chigi Palace staff any problem or behaviors that demonstrate disrespect for the rules. Living in such a context will be a unique experience and will allow each student to enhance his/her cultural development and personal knowledge of art and history.

Joseph S. Bruno Auburn Abroad in Italy provides two classroom areas. One is located in the Common Room of the housing area in the Chigi Palace. This classroom is referred to as the Campus Classroom. The other classroom is located on the first floor of the Palace. This classroom is referred to as the Palace Classroom.

## 1. CHIGI PALACE HOURS

The Palace is closed on Mondays. However, the Palace classroom is open on Monday morning (from 9:15 am to 2 pm). Otherwise, the classroom is available to the Joseph S. Bruno Auburn Abroad in Italy program from 9:15 am to 2 pm and 3:15 pm to 6 pm during weekdays. If the front door to the Palace is closed, you should ring the bell or use the doorknocker to acquire entrance. It is important that Joseph S. Bruno Auburn Abroad in Italy students and faculty be sensitive to the Palace schedule and respect any request from the Palace staff to leave the classroom if need be. Entry to the Palace before the scheduled time is not possible.

## 2. ACCESSING THE PALACE

*To reach the Palace classroom* Once you have entered the Palace, Joseph S. Bruno Auburn Abroad in Italy students and faculty are to use the entrance through the ticketing office on the left of the main door, rather than going through the offices on the right side (unless, under special circumstances, the Palace staff directs you to the right). Once you enter though the ticketing office, the classroom can be reached by exiting the ticketing office into the courtyard, turning right, going up one flight of stairs and then down another flight of stairs; the side entrance of the class is at the bottom of the stairs, on the right.

For security reasons, it is mandatory that you shut the main door behind you when entering or leaving the

Palace, unless the door was explicitly left wide open for the public. This needs to be done even if you are leaving the Palace for even a short period of time.

Unless there is a specific need or reason, the use of the elevator is reserved for Chigi Palace staff.

Joseph S. Bruno Auburn Abroad in Italy students and faculty should arrive at the scheduled class times.

Always greet Chigi Palace staff with a greeting of “Ciao”, “Buongiorno”, or “Buonasera” when arriving and departing.

The Palace is very large and operates with minimal staff. Therefore staff members frequently are in other areas of the building and may have difficulty hearing the bell. In addition, not all Palace staff members have keys to all doors.

Joseph S. Bruno Auburn Abroad in Italy students and faculty access to other areas of the Palace (except those designated for the Joseph S. Bruno Auburn Abroad in Italy program) is prohibited unless accompanied by a Palace guide or staff member.

Friends and family members are welcomed and encouraged to visit the Palace art collection. This may be scheduled officially by making a request through Roberta Londi ([roberta@interlineagroup.com](mailto:roberta@interlineagroup.com)). We strongly suggest booking ahead of time if an English-speaking guide is required.

#### 4. CLASSROOM IN A MUSEUM

*Art* Joseph S. Bruno Auburn Abroad in Italy faculty and students should neither touch nor remove books from the Palace classroom shelves. For those who would like to study the artwork in more detail than is provided by the Program, a request should be made in advance through the Joseph S. Bruno Auburn Abroad in Italy team.

*The Park* The park located behind the Palace is open to the public at specific times. The public access is via a side entrance. Joseph S. Bruno Auburn Abroad in Italy faculty and students who wish to have access at other times should make arrangements in advance through the Joseph S. Bruno Auburn Abroad in Italy team that will make a formal request to the curator/director of the Palace.

*Toilets* The main public toilets in the Palace are located in the courtyard on the ground floor. When the Palace has many other guests, Joseph S. Bruno Auburn Abroad in Italy students and faculty may find the bathrooms with limited tissue and paper towels. We suggest carrying tissues with you.

*Food and Drinks* With the exception of bottled water, no food or drinks are allowed in the Palace classroom.

*Smoking* Law prohibits smoking or the use of other tobacco products prohibited in the Palace and all Italian public places.

#### 5. GARBAGE DISPOSAL

Please follow all recycling and garbage disposal policies outlined in the Chigi Palace Housing Policies document. In the Palace classroom, please use the separate trashcans designated for paper and for plastic/metal so that the program is not fined and the fines are not passed on to you.

#### 6. CLASSES AND FIELD TRIPS

Laptop computers, cell phones, and other electronic equipment should be off and closed during lectures in either the campus or palace classroom and when, on field trips, tour guides are speaking. The use of earphones, except those provided by the program, is also not permitted during lectures or while tour guides are speaking. In the classroom, laptops should not be reopened until all questions and announcements have

been addressed. If there is a legitimate emergency that would require you to have your cell phones on in the classroom, notify the Executive Director in advance so that special arrangements or permission may be made.

Whispering in class, sleeping in class, laying your head on the desk, passing notes, working on other class assignments, or being disrespectful to lecturers and guides in any way may result in a reduced grade. Our lecturers expect your attention, and you are expected to give it to them whether the topic is of particular interest to you or not.

Be prepared to ask questions during every lecture. Italian faculty members will judge your character and your interest in the program by the questions you ask and the interest you show. In Italy, it is not considered rude to politely interrupt a lecturer to ask questions. On the contrary, it is rude not to ask questions.

As it is an Italian custom, clap at the end of each lecture and presentation.

During lectures, neither Joseph S. Bruno Auburn Abroad in Italy students nor faculty should leave the classroom unless an emergency arises.

## 7. FRIENDS & FAMILY GUESTS

Friends and family are encouraged to visit students that are enrolled in the Program during the midterm break or on weekends (Friday through Sunday). Extended visits during the school week are discouraged inasmuch as they may be disruptive to the educational program (though parents are welcome to sit in on a class or two). For security reasons, any friends or family members who wish to attend Joseph S. Bruno Auburn Abroad in Italy classes should notify the Joseph S. Bruno Auburn Abroad in Italy Executive Director and/or Program Facilitator prior to the visit so that if the class meets in the Palace classroom, the Palace staff can be alerted and they will be recognized and given permission to enter.

Guests are allowed to attend a limited number of day trips, but under no circumstances are they allowed to participate in overnight excursions. Requests to bring guests on a field trip must be approved in advance by the Executive Director who will discuss the capacity to accommodate guests on the day's activities with the Interlinea staff. A fee for accommodating guests will be charged. Guest fees on travel days (field trips) include:

- A 20 Euro flat fee per each guest per each day that the guest joins the group
- Any entrance fees, tickets, meals, etc. that are required based on the day's scheduled activities
- If additional transportation costs are incurred because a guest joins a field trip (i.e. a larger bus is required), the guest will be required to cover the cost.

These fees are to be given to the Field Coordinator (Cinzia Bracalente) or Roberta Londi prior to the guest(s) participating in the group's activities.

## 8. CONCERTS AND EVENTS

The Chigi Palace hosts many concerts and special events. If you are interested in attending any of these performances, please communicate with [roberta@interlineagroup.com](mailto:roberta@interlineagroup.com) at least one week in advance.