

Joseph S. Bruno Auburn Abroad in Italy
Update of January 2008

**POLICY ON CLASSROOM BEHAVIOR AND LIVING IN CHIGI PALACE
JOSEPH S. BRUNO AUBURN ABROAD IN ITALY STUDENTS**



The goal of the Auburn University faculty and students 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 an 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 faculty are guiding classroom activities.

The Joseph S. Bruno Auburn Abroad in Italy group has the privilege of being welcomed in a historical context of great value, the building beautifully preserves intact the original features of the XVI century; therefore the whole Palazzo is a museum.

As museum of Baroque art, the palace houses a permanent collection of masterpieces paintings, most of which belonged to the structure ever since, it hosts every year new exhibitions and other cultural events. Thanks to these aspects Palazzo Chigi is a unique reality, even rare within the rich patrimony of Italy.

Joseph S. Bruno Auburn Abroad in Italy students enjoy access and this is individually given to them as part of this study experience. Please provide maximum respect for the artworks, a part of which is present on the same floor of the classroom, never touch art and report to the facilitator or the Chigi Palace staff any problem or non respect of these basic rules.

Living in such a context will be a unique experience and will allow each student to enhance its cultural development and personal knowledge of art and history.

1. CHIGI PALACE TIMINGS

The Palazzo is open to the public for visits as a museum. Monday is closed. Therefore, Joseph S. Bruno Auburn Abroad in Italy students and faculty will need to 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 Palazzo schedule and respect any request from the Palazzo staff to leave the classroom if need should be.

When classes are scheduled in the palazzo, the Palazzo Chigi is open for use by Joseph S. Bruno Auburn Abroad in Italy faculty and students from 9:30 a.m. until 6:00pm.

The Palazzo closes for a lunch break from 2:00pm to 3:00pm. The front door of the Palazzo will be locked during this period, re-entry before the scheduled time may not be possible.

General daily schedule for Joseph S. Bruno Auburn Abroad in Italy classes in Palazzo Chigi

9:15am Entrance

9:30am Class starts

11:30am - 12:00pm Morning break

12:00pm - 1:00pm Classes

1:00pm - 2:00pm extra time in class (at times class may be scheduled)

2:00pm - 3:00pm Lunch break and closure of the Palazzo

3:00pm Entrance

3:00pm - 5:45pm Afternoon class

6:00pm Chigi Palace closes

2. ACCESSING THE PALACE

To reach class: once entered the Palace Joseph S. Bruno Auburn Abroad in Italy students and faculty are to use the entrance through the ticketing offices on the left of main door, rather than going through the right hand side offices; unless prescribed differently from palace staff due to special situations; The class can be reached through the ticketing offices, out to the right, off of the courtyard to the right up one flights of stairs and then down another one; the side entrance of the class is at the end of the stairs, on the right.

Due to security reasons it is mandatory to shut the main door behind yourselves when entering or leaving the Palace, unless the door was explicitly left wide open for the public.

This needs to be done even in case of short period absence.

To enter the Palace, ring the bell up on the right outside the main entrance.

Unless specific need or reason, the use of the LIFT is reserved to Chigi Palace staff

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

The Palazzo covers a space of around 2000 square meters per floor; staff is frequently in other areas of the Palazzo and may have difficulty hearing the bell. In addition, not all Palazzo staff has keys to all doors.

Joseph S. Bruno Auburn Abroad in Italy student and faculty access to other areas of the Palazzo, except those designated for the Joseph S. Bruno Auburn Abroad in Italy program is prohibited unless accompanied by the Palazzo guide or staff member.

Access out of schedule Access to the Palazzo Chigi at other times, including weekends, must be arranged at least 48 hours in advance through the Joseph S. Bruno Auburn Abroad in Italy faculty member to the curator/director or other Palazzo staff. The Palazzo is used for weddings and receptions, and weekend access may be denied. In addition, the Palazzo usually has limited staffing on the weekends.

Access on return from field trips On the days when Joseph S. Bruno Auburn Abroad in Italy students and faculty are participating to field excursions, the students WILL NOT have access to the Palazzo upon their return to Ariccia. The Palazzo staff will close at 5:30pm on those days. If students and or faculty have an URGENT need to access e-mail or use the Internet, a request should be made in advance through the Local Coordinator to determine if a staff member may stay at the Palazzo later to accommodate the request.

Access of friends and family to the Palace Friends and family members are welcomed and encouraged to visit the palace. This may be done officially by visiting when the ticket office is open. We suggest to book ahead if an English-speaking guide is required. For security reasons, any friend or family that wishes to visit and/or attend Joseph S. Bruno Auburn Abroad in Italy classes should be reported to Joseph S. Bruno Auburn Abroad in Italy staff prior to visit and be recognized. Chigi Palace director should give permission of entry.

3. LIVING IN A MUSEUM

Joseph S. Bruno Auburn Abroad in Italy faculty and students should not touch nor remove books from the shelves other than the ones in the classroom. It is possible to study artwork and books and permission should be requested in advance through the Joseph S. Bruno Auburn Abroad in Italy team. It is important to return borrowed books in a timely manner and to the appropriate location advising Chigi Palace person responsible of area.

The park The park located behind the Palazzo 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 formal request to the curator/director of the Palazzo.

Toilets The main public toilets in the Palazzo are unisex and are located on the courtyard at ground floor. When the Palazzo has many other guests, Joseph S. Bruno Auburn Abroad in Italy students and faculty may find the bathrooms with limited tissue and paper towels.

Neither food nor drink is allowed in the Palazzo, including the Joseph S. Bruno Auburn Abroad in Italy classroom. However, bottled water is permitted in the classroom.

By law smoking or the use of other tobacco products is prohibited in the Palazzo and all Italian public places.

4. CLASSES AND FIELD TRIPS

Lap top computers should be closed or in the off position during lectures unless the Joseph S. Bruno Auburn Abroad in Italy students have made prior arrangements with the Joseph S. Bruno Auburn Abroad in Italy faculty to use the computer to take lecture notes. Students given permission to use their computer for taking notes should refrain from responding to e-mail or surfing the Web during this time.

On days when lectures are scheduled in the Palazzo, Joseph S. Bruno Auburn Abroad in Italy students and faculty should be given ten-minute breaks after each 50 - 60 minutes of lecture.

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

Joseph S. Bruno Auburn Abroad in Italy student and faculty cell phones and/or pagers are to be turned off or placed in the silent mode during lectures in the Palazzo and during lectures on field trips or major excursions and during break time or Joseph S. Bruno Auburn Abroad in Italy activities the ring should be kept at a low volume.

Guest that wish to participate to field trips For what concerns events and tour, guests are welcomed to join in the field trips, although the allowance of extra people will be subduced to the approval of the Resident Director and AU University Faculty.

Extra guests are invited to pay in advance for the transportation and front entrance tickets to museums, excavation sites, meals etc.

For what concerns hotels, they will have to communicate with minimum one week in advance their participation to the tours to have hopefully a reservation. Any possible cancellation must be communicated 48 hours before the departure to Joseph S. Bruno Auburn Abroad in Italy team, otherwise it will be necessary to cover the fee for the first night.

Concerts and events The participation to concerts and events must be communicated with minimum one week in advance to Joseph S. Bruno Auburn Abroad in Italy team and tickets must be paid in advance to the facilitator.

Equipment All materials are of property of Joseph S. Bruno Auburn Abroad in Italy and are stored out of use in Chigi Palace. All students will receive a laptop and a bag plus a cell-phone at Auburn ahead of travel. Please look after your belongings and report to Joseph S. Bruno Auburn Abroad in Italy team any problem or need for repair so to allow materials to be always efficient. If material stored in Chigi Palace are needed they can be requested by Joseph S. Bruno Auburn Abroad in Italy team or faculty.