



**MARCO POLO FOUNDATION INSTITUTE
FOR
MEDITERRANEAN CULTURE & TURISM**

GUIDE LINE



MARCO POLO INSTITUTE MEDITERRENEAN CULTURE & TOURISM

Founded by Giacomo Berselli in the 21st century, the Marco Polo Institute is a not-for-profit organization in partnership with Institutes of Italian state governments, the Italian equivalent of Chambers of Commerce, local restaurants and food production companies, and cooperating with several participating universities certified by the Italian Ministry of Education (equivalent to our State Boards of Regents, authorizing academic programs).

The mission of the Marco Polo Institute is to promote Italian cultural education and tourism. The Italian states have distinctive cultures which have not all been primary sites explored by academic exchange programs. The Institute hopes to expand access to the rich culture and history of the Italian regions through a range of academic

From the Roman Empire to medieval feudalism, from the Renaissance "Signorie" to the arts of the 19th century, the Italian states have been crossroad of many cultures. Through the centuries, travellers have extolled Italy's treasures. Italy's strategic geographic position, together with its beautiful coasts and mountains, its island, natural parks and lakes has mesmerized tourists and inspired pleasure.

Marco Polo, that intrepid traveller for whom this Institute is named, inspired the selection of campuses which offer students many comforts at the crossroad, to encourage relaxed yet in depth exploration of less well known provinces in the diverse regions of this extraordinary peninsula.

Through these important heritage sites, Marco Polo Institute has based its mission to promote Italian cultural education.

"This project is our life. Our belief in ourselves and in this mission has brought us the conviction to share this program with others. A program that is built on the importance of opening our minds to new and different cultures in order to provide the fundamental passage to build our future.

Marco Polo Institute was founded on this philosophy. We know our students believe in us and that they are putting their education in our hands. We do not take this for granted. We have developed this program to help them realize their dreams and have great success in their professional life.

Our contribution will be through our window to the Italian Culture. We will use our history and customs as the vehicle to feed the desire for knowledge that each student is seeking."

Giacomo Berselli

President

Fondazione Marco Polo

TESTIMONIALS

"The Paul Smith's College students who have participated in the Study Abroad Programs in Culinary and Hospitality conducted by the Marco Polo Institute have received a rich learning experience. The experience provided the students by the Marco Polo programs included an immersion in the Italian culture and history coupled with learning the Italian language and the expansion of their knowledge in the culinary and hospitality fields from an International perspective. Seeing and experiencing life and work from an international perspective has enhanced these students' preparation for their futures within the global field of hospitality and food service."

Ernie Wilson,

Dean Hospitality Resort and Culinary Management.-Paul Smith's College

"As soon as the plane landed in Italy I couldn't wait for that door to open. I hopped over the tiny gap between the plane and the stairs, opened my nostrils as wide as I could, took a deep breath and filled my lungs with as much marvellous cool Italian breeze as I could, and spread open my arms to hug beautiful Italy.

I was here...I felt an amazing feeling of success and...I felt like this landing was the beginning of something that would drastically change my life. I could not wait to see the land of my favourite cuisine and what life in Italy had in store for us."

Leonides Rodriguez Jr.

Monroe College, Culinary Student Fall Semester 2007

"This will definitely not be the last time I come to Italy. I will make sure I come back for more history, more tradition, and now it's just not Italy I want to travel to, it's the world."

Leonides Rodriguez Jr.

Monroe College, Culinary Student Fall Semester 2007

"I made lots of international contacts, gained valuable culinary/business skills, and experienced different points of view...This is a program like no other."

Francisco Volquez

Monroe College, Culinary Student Fall Semester 2005

"Our Italian Experience has taken us to Assisi for four weeks. The food of Umbria is the best. These are the foods I will prepare at home because I insist that it brings out the best in me. Our school gave a going away medieval party. We made medieval Umbrian dishes. A student chef/chanteuse sang latin medieval songs between course. The drum corps dressed in costume banged for the flags throwers, who twirled the banners on the highest castle walls. They paused for refreshments and finished the act. In Assisi, medieval customs are retained and passed unto the next generation."

Paul Wichert

Great Lakes Culinary Institute, Culinary Student Fall Semester 2009

"Love the program, the country the food and the people, best experience ever"

Patrice Vassell

Monroe College, Culinary Student Fall Semester 2008

"So our Trip to Italy is over. The time flew past and we are now home. It was such a great experience and I am really glad I got the opportunity to go. Our group of girls was perfect and we got through it together! Classes went great and working was even better. The weather warmed up while in Rome and we got to experience the real "Roman Weather" that everyone kept telling us about! It was time to come home and see my family but I am already missing Italy! I hope I get the chance to go back soon!"

Kacie Monahan

Paul Smith's College, Hospitality Student Spring Semester 2010



Marco Polo Institute Information Sheet

Where am I going ?

Your Marco Polo Institute Study Abroad program involves different location

Otranto (culinary art program), right on the Adriatic Sea. The beautiful area was the center of culture and politics for many centuries. Instruction is on-campus for Italian. Culinary is taught at the Institute of cuisine of Otranto in their culinary facility.

Assisi (culinary art program) is a medieval city protected by UNESCO its cuisine is well known for use some ingredients as truffle, olive oil and meat. Assisi is a small town in Umbria, known thanks to St Francis , Italy's premier saint and founder of the Franciscan order.

Assisi does retain some medieval hill-town charm: **The Basilica of St Francis** , is one of the greatest monuments to thirteenth- and fourteenth-century Italian art representing a fundamental reference for art history in Europe and in the world.

Ferrara and Parma (culinary art program) are cities in the Emilia- Romagna region: long recognized as the gastronomic heart of Italy The region produces world class delicacies such as balsamic vinegar ,Prosciutto di Parma and Parmigiano cheese. Acadamia Barilla in Parma is an internationally recognized , state of the art teaching facility.

Vinci (Wine Tuscany tour)

Cervia (classroom Hospitality program)

Rome (Practical work experience in Hotel – Hospitality program)

Venice (Practical work experience in Hotel – Hospitality program)

What do I take with me ?

As a general rule, travel light. There are laundry in most of the facilities. In the summer season, in Otranto campus, there is a large pool and the Adriatic Sea to enjoy, so pack a bathing suit. Since you will be going to the north in the late fall , make sure to pack some warmer clothing as well. The northern Italy's average daytime temperature is usually in the 40's at the time you will be there. TIP:

Packing For Weather

Summer (less rain, warm-hot temperatures) June 15 - September 30. Light clothing for the day, perhaps a sweater at night on the shoulder periods. Occasional rain.

Fall (increased rain, warm-cool temperatures)

September 30 - November 30

Long sleeves and sweater. Umbrella, light jacket/sweater for day or night; heavier jacket at night towards November.

Winter (increased rain, some snow possible, cool - cold temperatures)

December - April 1 Dress for Winter, similar to many places that have near freezing temperatures. Over coat, sweater and warm clothes in general.

Spring (some rain, cool - warm temperatures) April - June 15. Long sleeves to short sleeves. Umbrella, light jacket/sweater for some days or night and dress in layers for night.

Take any medication needed for the entire trip in the original container and pack it in your carry on. Ask your physician for a prescription in the medication's dosage and generic name to have with you.

You will be supplied with lab coats and head coverings but bring your chef's attire for special occasions. Don't forget your knives. Pack them in checked luggage only.

Bring a converter designed for use in Italy if you are taking any electronic devices.

Personal toiletries of your liking as they may not be available in Italy.

What are the rooms like ?

In Otranto you will be staying at a resort. There are no dorm rooms used by Marco Polo. The rooms have two or three beds and you will be sharing a room with another student. If you wish, you may request a single room based on availability, at an additional fee. The rooms are air conditioned and quite comfortable. You have a refrigerator to store your snacks and drinks. There is television in the rooms. Please note this is Italian TV. The ensuite bathrooms are very modern. Should you wish to take an afternoon nap, there are shutters to block light.

Amenities available include:

- Large swimming pool – Summer and fall season in Otranto campus
- Shuttle to beach – Summer and fall season in Otranto campus
- Volleyball – Summer and fall season in Otranto campus
- Tennis – Summer and fall season in Otranto campus
- Jogging track
- On campus classroom and internet access

Marco Polo houses the students in 3 star facilities such as the centrally located in residence in Parma and Ferrara. The residence has internet and computer access. In Assisi you will also be in a 3 star property.

How are meals served ?

Marco Polo Institute provides meals included in your tuition.

Breakfast is served in the café and is a continental breakfast consisting of coffee, juice and a pastry. Lunch and dinner are served family style . There is a set menu and everyone eats at the same time. Please be advised that there are multiple courses. Though there is abundant food, the food is light and very fresh. Otranto is on the sea and seafood may have been in the ocean just yesterday .Wine is served.

Any food prepared by the students during instruction will be utilized as the meal.

How do I keep in touch with the United States ?

There is a public phone in each locations, but is suggest to purchase phone cards and replenish them as minutes are used up. Some students have purchased their own phones in Italy. You may also want to use the Internet. You also may rent a phone in the US that can be shipped to your home prior to your departure. Your cell phone will not work in Italy.

What is my day like ?

Usually, in the morning you receive Italian language instruction. Later in the day you have lunch, a break and then go for culinary instruction. Weekends are free.

What do I do on weekends ?

You have time to catch up on some relaxation, do some schoolwork and enjoy the facilities. Trips to other cities and sites, at additional cost, may be arranged . Please be aware that there is an English speaking director at all the campuses to offer assistance. Prior to arrival the students should familiarize themselves with the area to be visited to fully understand and appreciate what they are seeing and being taught.

How can I wash my clothes ?

In Otranto Campus The laundry is behind the restaurant. The cost for the washing machine is 3.5 euros each for the washer and the dryer. The students will provide their own detergent. You may wish to take advantage of the free air drying provided outside your room.

In all other location there are also public laundromats in the major towns you will stay in.

TIP: Italians do not have dryers! Yes, you hang it to dry. Public laundromats may have a dryer, but they are nothing like American dryers. Be prepared to let the clothes hang for a couple days.

Also in the hotel you can use the laundry service provide by the hotel. In both situation you should pay for it.

Marco Polo Emergency Management Procedures

We at Marco Polo wish to provide the safest educational experience possible for our students. It is our belief that students in a secure environment learn and perform to their fullest capacity. To that end we have established policies to ensure the safety for all. Each segment of our study abroad family has responsibilities for the health and safety of the students. We divide these into three groups; the parent school, the student and the Marco Polo School sites in Italy.

Our expectation is that the referring or parent school will:

Provide orientation meetings and materials to participants prior to departure for the program and onsite, which include appropriate information on health, legal, environmental, political, cultural, and religious conditions in Italy. In addition to dealing with

health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures. Students should share this information with their parents and guardians if applicable.

Determine the appropriateness of each student's participation in this study abroad program based on scholarship, health and the lack of any disciplinary incidents.

In the screening process, consider disciplinary and health history that may impact on the safety of the individual or the group.

Provide health insurance (including emergency evacuation and repatriation) to participants

Communicate applicable codes of conduct and the consequences of noncompliance to participants.

In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors.

When determining whether to participate in a study abroad program the students need to assess their ability to participate fully in activities offered by the program considering all the health and safety conditions in Italy. They also need to determine their personal situation as it relates to travel and study.

Make sure the school and the study abroad facility has accurate and up to date information regarding health. The student assumes responsibility for maintaining his or her health.

Any medications or equipment required for the maintenance of health must be brought with and maintained by the student.

Students must provide emergency contact information to the study abroad campuses.

Students are encouraged to register with the United States Embassies abroad <https://travelregistration.state.gov/ibrs/>. In the unlikely event any citizens need to be located this will provide the needed information.

The student must fully understand and abide by the laws and codes of conduct set forth by the school. Local laws must be obeyed as well as the different codes for each campus.

Responsibilities of the student include reporting anything immediately that might endanger himself or any of the other participants to the chain of command of Marco Polo officers given to the students upon their arrival to each campus.

The students are urged to employ common sense and prudent judgment in their choice of activities.

Any act of gross misconduct or substance abuse may result in the student's dismissal from the program without refund.

Marco Polo will, at the start of the study abroad experience, provide emergency contact numbers for each campus as well as for local authorities..

We will work in concert with all local agencies created to provide a safe, healthful environment for the students.

Students will have to register with the local authorities upon their arrival in Italy.

We will be up to date with any advisories the United States issues and will act accordingly.

Documentation

There is a requirement to have a valid passport to enter the European Union, to which Italy belongs. Further, each student is required to have a student Schengen Visa allowing him or her to experience an Italian externship/internship. Italian law requires a student visa in order to work in the restaurant and hotels that act as our partner externship experience. Visas may be obtained from an Italian Consulate catering to the region you reside. Most require you to appear in person, and sometimes by appointment. It is necessary to obtain the visa and any paperwork required to apply well in advance of your departure. Failure to have the required paperwork in order to complete the full Marco Polo Institute Study Abroad experience may result in a disqualification to participate, with no reimbursement of payments or fees.

Medical Insurance

It is also Italian law to obtain and secure medical insurance covering your visit in the amount \$30,000 or more in order to obtain a student visa. Marco Polo Institute does not procure or provide medical insurance to the students. Students are expected to obtain this on their own through their university or a third party of their choosing.

The water, climate and the food might be different than at home and will take a few days for your system to adjust. You must be proactive in your health abroad. Please ask your physician for a generic prescription for any drug that you are taking as specific brands might not be available. Carry this with your documents. Pack all medications in your carry on. They should be in the original container. Make sure you have enough medication for the entire trip

Air Travel & Liquids

Concerning liquids, the rule on travel in the US is basically the same in the EU: for carry-on luggage you can not have more than a 3.4 ounce bottle of liquid, and if you have more than one bottle of 3.4 ounce size, they all have to fit into a single one-quart zip-lock bag. Travel has become complicated. What does this mean when you travel back home? No carry-on bottles of wine and olive oil carried onboard. Those you will have to put into your luggage well wrapped. "Yes, but what about duty-free," you say. Sure you can buy duty-free and take it on the plane. But if you switch planes to your final destination you give it up at the gate security.

Luggage

Airlines may
TIP - For any luggage that you will be checking through the airline, place inside that luggage a sheet of paper with your (GSM capable) telephone number, or the telephone number of our in-country coordinators. IF your luggage is lost in transit, you will have a way for them to contact you directly by telephone.

Marco Polo Suggestions for Group Leaders

Prior to flying please check with the airline to see what is and what is not allowed in carry on baggage. It seems to change daily. You can check the airport scheme to see where you have to direct the students should you arrive there late. Sometimes there is a different building involved. Flight attendants can provide a wealth of information.

- Check in the group together-There is less chance for error and the leader will be able to monitor the check in
- Make sure all the baggage is going to the same destination. Tell the students the code for the destination city and ask them to check their tickets
- Make sure the baggage is checked in and going to the final destination
- When going through security, have the students wait until the last student is checked in. Go to the departure gate as a group
- When going through customs, please tell the students this is serious business and joking might result in misinterpretation and unnecessary delays
- Check with each country's security measures and inform the students what is allowed as carry on
- Encourage the students to try to rest on the plane
- Get as much sleep as you can
- Try to sit with any student wary about flying and offer encouragement.

MARCO POLO RULE & REGULATIONS

All of us working with Marco Polo Institute welcome the students.

In order to ensure all the student's safety and allow opportunity for the best possible learning experience for all we require the students to understand our expectations and will require that they be followed. The first rule, is a promise of respect; for each other the schools and the resort because you are representing yourself, your school and your country. In addition to being under your College rules and regulations, you are staying in a resort and will stay in hotels and residences. You will be expected to respect the rule of each property as well as the rules governing Italy and each school.

You are adults studying abroad. The water, climate and the food might be different than at home and will take a few days for your system to adjust. You must be proactive in your health abroad. Please ask your physician for a generic prescription for any drug that you are taking as specific brands might not be available. Carry this with your documents. Pack all medications in your carry on. They should be in the original container. Make sure you have enough medication for the entire trip.

Please advise the directors of Marco Polo of any health issue you might have as well as any medications you are taking so we may have that information available and ready on file if the need presents itself. If you have any dietary restrictions, allergies, sensitivities, ethical or religious, please let us know. There are many courses served and we will do our best to try to accommodate you.

- All students will be seated before anyone is served in the dining room
- Should you feel ill, you must inform a director from Marco Polo immediately
- In Otranto Campus (summer and early in the fall season), the pool is open from 9AM-1PM and 3 PM to 7PM only. No one is allowed in the pool at other hours. The pool closes at the end of September
- You will receive a schedule including the bus departures. Please be at the bus stop 10 minutes before that time.
- Wine is served with meals. We expect there to be no excessive drinking at any time. Wine enhances the meal and adds another dimension to the experience.
- No illegal or unprescribed drugs will be tolerated. Excessive drinking and/or drug use will result in being sent home. There is no reimbursement.
- Students are advised that the washing machines here are different than those at home. They take a little over one hour. The clothes are done then...not before. Please plan accordingly
- There is no smoking in any of the buildings
- Students are welcome to participate in tours provided. There are no self guided tours allowed
- Any behaviour resulting in property loss or defacement will be the sole responsibility of the student and restitution will be required
- The rooms are expected to be kept in good order. There is housekeeping provided. This staff is there to clean rather than pick up after you
- Though the areas chosen for you to study and stay in are safe, common sense should be used throughout the journey. Below are just a few examples:
 - Don't flash money
 - Discreet dress for women
 - Photocopy all your documents and have a copy at home should you need it.
 - Be aware that certain phrases and gestures might have a different meaning to others.

BASIC Q & A

Basic Itinerary:

The program provides the combined experience of classroom learning, lab work utilizing lessons learned and an internship experience in the field. The locations provide a unique aspect in that the students live and work in three different areas of Italy.

For the culinary program: Otranto Puglia, Ferrara and Parma Emilia Romagna.

For the hospitality program in the Fall-Winter/Spring-Summer the program starts in Otranto Puglia, moves to Rome, Venice and ends in the Alps in the Winter.

What Is Included In The Cost ?

Professors and professionals from partner Italian hospitality business instructors and partner hotels and restaurants that provide externship experience in all areas; Accommodations for double/triple occupancy (single room is at an additional cost); All meals

Didactic materials and tech support; On site usage of equipment; Italian language Instructor; Credits as determined by the USA institution according to type of chosen program; Unless otherwise stated, roundtrip transportation USA (based on NYC GATE) / Italy, local transportation and transfers; Liability insurance coverage for the group; English speaking Campus Director will oversee all logistics, campus needs, personal needs of the student; English speaking School Director coordinator of academic curriculum;

For groups of 15 students or more students, Marco Polo will host the American instructor for the initial week of program when entire group is from a single university/college (*only applies to long programs*);

Security and maintenance on campus;

Will Students Need Pay For the Meals ?

No

Can Students Travel Independently On Weekends ?

Yes, Most weekends are free for exploring, but you have to give all your information trip to your coordinator

How Much Additional Cash Is Needed For The Student ?

It is up to the student to budget for additional costs and excursions beyond those provided by the program (suggest \$ 700 / monthly for your needs / gifts and trip). TIP: Have a little euro in your pocket when you arrive...50 euro is good enough. Use your bank ATM/Debit card to get money at an Italian BANCOMAT (Italy's ATM) where rates are the best and it works seamlessly with your home bank. Basically all the BANCOMATS have English as a choice of language when operating.

TIP: Take two ATM cards in case one is lost, stolen or eaten by a machine.

When Are Payments Due From The University ?

Deposit (airfare) one month prior. Balance payment 1 week prior.

Cancellation Periods and Fees:

Air, procured at the time of deposit is non-refundable. 50% cancellation fee, excluding air, on cancellations one week prior to departure. Cancellations are not transferable.

Working With Other Universities/Colleges:

Many program Directors/Deans seek to reduce the per student cost by joining other scheduled groups. Is this possible?

Absolutely. Items to consider are matching quarter/semester and the customized program per hosting institution syllabus.

What Material Is Provided To The Student Prior To Departure ?

Ticket, rules and regulations, itinerary, tips on arrival, emergency numbers and names.

Is There A Minimum Age, Or Other Requirement ?

18 years of age. 3.0 for long program; 2.6 GPA for short programs. Two letters of recommendation from department heads.

Program Objectives:

To provide the student with a full academic immersion coupled with comprehensive knowledge and appreciation for International cultural. The program mission is to substantially further the academic experience, and provide a singular asset to the resume reflecting Italian immersion and internship.

What Courses Will Be Taught ?

See attached for courses, hours and schedules.

What Instruction Method Will Be Used ?

There are three methods of instruction

- 1) Classroom preparation
- 2) Labwork/institute facilities
- 3) Experiential/Internship

Modes of Transportation:

Air and bus.

What and Where Is The Housing ?

Ferrara- Fondazione Darsena City – Culinary art semester and short program

Parma - Residenza le Cupole or Residence Liberty - Culinary art semester

Otranto - Smile Resort - Culinary art semester and short program

Assisi – Hotel La Rocca – Culinary art semester

Rome/Venice/Florence - Star Hotels, Jolly Hotels, Class Hotels, Gruppo Best Western and many other partners.

Any Health Requirements To Enter The Country ?

Students complete a health questionnaire. Specify allergies, and other.

Are There Medical Facilities / Hospital Nearby ?

Hospital Cervia

Hospital Parma

Hospital Assisi

Ferrara Hospital

Otranto - Lecce Hospital

Rome / Venice - several facilities

Health Insurance:

Required.

Student Visa Required:

Yes for the long programs and any externship oriented programs

Petty Crime

Rome Subways, Crowded Tourist Destinations

Italy is a wonderful destination and safer than the US, but not perfect. Beware of the pick pockets, scammers and thieves. In the cities petty crime in crowded places (especially the subways) is prevalent. Keep your wallet in your front pants pocket - buttoned if possible - and purse closed tight; money in a safe place, and ladies leave your good jewelry at home. Take the zirconian set you bought at QVC. Let's not impress the little thieves who zip in and out of crowds with professional stealth.

Partnership Paul Smith's College (PSC) and Marco Polo Institute (MPI)

The purpose of offering an educational program, known as Paul Smith's Marco Polo Institute Hospitality and Culinary art Study Abroad Program in Italy.

This agreement provides for the following:

PSC will be an accredited partner of MPI for the purpose of awarding academic credit to students participating in the Study Abroad Program

PSC and MPI will agree on the content of the curriculum to be offered as Study Abroad Program. MPI will agree to offer the agreed-upon curriculum, and to timely inform PSC of any changes, substitutions or modifications.

Students from other institutes, colleges and universities will be recruited by MPI to participate in the Study Abroad Program. PSC will approve the acceptance of students to Study Abroad Program.

PSC will form a consortial relationship with such institutes/colleges/universities ("Primary Institution") through an agreement to maintain eligibility for any applicable financial aid. Such students will remain enrolled in their primary institute, college or university, and PSC will certify their enrolment status to the Primary Institution.

PSC will investigate the process of facilitating the visa documentation of students in the Study Abroad Program.

Paul Smiths, NY
April 28, 2010

CONSORTIUM AGREEMENT

As allowed in Part 668.19, Student Assistance General Provisions, and Part 690.8, Federal Pell Grant Program, Code of Federal Regulations, this Consortium Agreement is entered into between “**Name College**” (the home institution) and Paul Smith’s College (the host institution) for the purpose of providing federal financial assistance to the student named below:

1. Name of Student:
2. Student ID
3. Home Address:
4. Academic Year: 20XX-20XX
5. Dates of Enrollment: Spring/Fall 20XX
From _____ to _____
(host institution please complete dates)
6. Total Enrolled Credits: _____
(host institution complete)
7. Cost of Attendance: \$ _____
(host institution complete)
8. Direct Billing Charges: \$ _____
(host institution complete)
9. This agreement applies to:

A.	Federal Pell Grant	\$
B.	PSC Scholarship	\$
C.	Federal Stafford Subsidized Student Loan	\$
D.	Federal Stafford Unsubsidized Loan (less origination fees)	\$
E.	New York State Tuition Assistance Program	\$
F.	Parent PLUS Loan/Alt Loan/Direct Payment	\$
G.	Payment from Several Federal/State Grants	\$
	TOTAL	\$

