



Faculty Led Programs, 2015

General Information

Santa Reparata International School of Art (SRISA) acts as the host institution for Faculty Led Programs organized by visiting Institutions. The visiting Institution is responsible for setting and collecting tuition fees, paying the instructor/s, paying a Student Fee to SRISA, collecting and paying student and faculty housing fees (when applicable), and following the guidelines presented in this document. SRISA will facilitate access to classrooms, housing, field trips, and other services, in consultation with the visiting Institution. SRISA will assign course schedules and events so that all programs maximize the students' time at SRISA while coordinating with other courses at the school. Students who attend courses offered by Faculty Led Programs are welcome to join courses offered by SRISA providing their schedules do not conflict.

SESSION OPTIONS:

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|---|---|
| 1. Summer A: May 20 – June 19 (4 weeks) | 5. Full Summer: May 20 – July 22 (8 weeks) |
| 2. Summer B: June 22 – July 22 (4 weeks) | 6. Winter Term A: January – April |
| 3. Summer C: July 23 – Aug. 12 (3 weeks) | 7. Winter Term B: September – December |
| 4. Summer B+C: June 22 – Aug. 12 (7 weeks) | 8. Build Your Own: Contact SRISA for options |

IMPORTANT INFORMATION:

- **Choosing a Session:** Programs should indicate their preferred session along with an alternative session in the event of limited availability. Dates listed indicate the days for housing check-in (12pm – 7pm) and housing check-out (by 10 am).
- **Faculty and Student Orientation** is the full day following housing check-in. Check-out prior to the dates listed may be possible, however, any activities missed due to early check-out, such as the final student show, will not be rescheduled. Early check-in is not possible.
- **Classroom Access:** All fees listed are for shared studio and classroom space. Programs requesting exclusive access to classroom/studio spaces can expect costs to double.
- **Additional Courses:** Each session SRISA courses are offered in Studio Arts, Liberal Arts, and Italian Language (see website for specific course offerings). These courses are open for enrollment to students in Faculty Led programs for a fee of \$500 per course.
- **Winter Sessions** receive a 25% discount off of Student Fees.

STUDENT FEE OPTIONS:	3 Weeks	4 Weeks	7 Weeks	8 Weeks
1 Lecture Course (45 contact hrs)	\$680	\$940	\$940	\$1035
1 Studio Course (90 contact hrs)	\$880	\$1175	\$1175	\$1295
2 Lecture Courses (90 contact hrs)	n/a	\$1180	\$1290	\$1590
1 Lecture + 1 Studio (135 contact hrs)	n/a	\$1365	\$1475	\$1775
1 Lecture + 1 SRISA Course	n/a	\$1440	\$1440	\$1585
1 Studio + 1 SRISA Course	n/a	\$1675	\$1675	\$1845
2 Studio Courses (180 contact hrs)	n/a	n/a	\$1765	\$2055

STUDENT HOUSING:	3 Weeks	4 Weeks	7 Weeks	8 Weeks
Double Room Occupancy Housing	\$890	\$990	\$1880	\$1980
Single Room Occupancy Housing	\$1065	\$1165	\$2230	\$2330
Housing Deposit (Refundable)	\$250	\$250	\$250	\$250

Please note that the Student Fee is per student and will reflect the courses they are enrolled in through your program. Visiting Institutions offering more than 1 course to their students must submit class rosters along with final student enrollment at the 2 month program deadline.

What is included in the Student Fees:

- **Classroom access:** programs will be allotted 45 contact hours per lecture course and 90 contact hours per studio course in the shared classroom/studio spaces. Classroom hours will be scheduled evenly throughout the session. Schedule requests should be submitted to Rebecca Olsen at rolsen@santareparata.org.
- **Evening and weekend access** to the shared studios and lounge areas.
- **Some supplies** regularly available in classrooms (*see **Facilities Info** for details*)
- **Orientation activities including:** orientation to Florence, housing, safety presentation by local police officer, maps and SRISA handbook.
- **Siena Field Trip and Group Dinner:** Transportation and walking tour of Siena with guide and SRISA group leader, followed by a group dinner at a local restaurant.
- **Access to SRISA optional field trips** organized by SRISA staff. Summer 2015 field trips include: Venice - 280 Euro (2 days, 1 night – price TBC), and Chianti - 80 Euro (1 day). Fees include: transportation, accommodations, one meal, some museum entrances, and a SRISA group leader.
- **Museum Card:** Allows unlimited access to the main Florentine museums including but not limited to the Accademia, Bargello, Uffizi galleries and Pitti Palace. *Note: Groups over 5 should still make reservations due to high season crowds and may be requested to wear whisper phones.*
- **Cultural Program:** The Cultural Program is available to all students and faculty participating in courses at SRISA over the summer. Daily activities include: walking tours of Florence, lectures by local and visiting faculty covering numerous aspects of Italian culture such as art, history, food, fashion, and cinema. A full list of topics will be available prior to the program.
- **On-campus WiFi Internet**
- **SRISA Library** books may be checked out for on-campus use
- **SRISA Emergency Assistance, 24/7**
- **Pre-Departure Handbook** and assistance for Faculty and Program Coordinators

NOTE: Faculty housing is not included in the Student Fees. Programs will receive a Faculty Housing Application that outlines fees and specific requests if they would like to arrange housing through SRISA. Prices vary greatly and are factored by tenants, size and amenities. We suggest programs budget this into their program tuition and/or fees if they don't plan on faculty paying out of pocket.

Included in the Student Housing Fees:

- Fully equipped, shared student apartments
- Welcome and check-in service
- Utilities, basic consumption
- Internet
- 24 hour emergency assistance
- Final cleaning fee

NOT included in the Housing Fees:

- Transport to/from airport and/or train station
- Bed sheets & bath towels
- Cleaning service
- Meals
- Telephones
- No student apartments are equipped with A/C

Steps for hosting a program:

1. The visiting Institution should complete the provided Faculty Led Request Form. Requests must be submitted by October 15, 2014 for Summer 2015 to Rebecca Olsen, Director, at rolsen@santareparata.org or by fax to: +1-210-568-6343. A non-refundable \$500 Program Deposit is due by February 28th, 2015 to hold the visiting Institution's spot in SRISA scheduling. Once confirmed, the Program Deposit will then be deducted from the Program Invoice balance.
2. A SRISA team member will contact you within 2 weeks with a program proposal outlining your requests. Review the program proposal, agree and confirm participation (see **deadlines** for the final program confirmation deadline).
3. The visiting Institution is responsible for recruitment, acceptance and enrollment of students into their Faculty Led Program.
4. SRISA will provide the visiting Institution with registration materials. Laelle Busch will be the main contact for all information regarding registration: registrar@santareparata.org.

Registration materials include:

- Student Roster: We ask that all student information be provided on the Student Roster excel and submitted to the Registrar on a regular basis with updates
- Liability Waiver & Behavior Contract
- Faculty housing application & Student online housing form
- SRISA Field Trip application & Faculty Led Field Trip Proposal form
- Passport scans & Housing Lease
- SRISA Calendar of events

Program Deadlines:

1. **February 28th, 2015** the \$500 Program Deposit is due.
2. **Three (3) months prior to the start of your program:** suggested deadline for student enrollment in your program. Weekly updates for anticipated and confirmed student enrollment will be requested. We suggest that you provide students with an early enrollment discount to encourage participation.
- 3a. **Two (2) months prior to the start of your program:** Program Deadline; final student enrollment and faculty participation must be communicated to SRISA along with payment of the housing deposits (\$250 per student, \$500 per private faculty apartment). You may choose to have deposits billed to the Program Invoice (encouraged) or to collect individual checks and send in one batch to the SRISA San Antonio office: 10004 Wurzbach Road #231, San Antonio, TX 78230.
- 3b. **The Program Invoice** will be processed upon receipt of confirmed program participants 2 months prior to the start of your session. All program, housing and trip fees will be billed to the Program Invoice unless otherwise specified.
4. **One (1) month prior to the start of your program:** full payment of the Program Invoice is due.
5. **Refunds:** The Student Fee is refundable 50% after the 2-month program deadline. The Student Fee is non-refundable 1-week prior to the start of your program. Housing fees are non-refundable after the 2-month program deadline. Housing deposits for all participants are non-refundable until the end of the session. They will then be reimbursed (minus any damages or incurred expenses) in the form of a check in U.S. dollars, approximately 3 months after the end of your program.

Things to keep in mind:

1. **Faculty-Led Field Trips:** SRISA is available for assistance with reservations for independently organized field trips. The arrangements for these activities must be requested prior to arrival so as to allow staff enough time to coordinate all activities. A proposal form will be provided.
2. **Faculty Slide Night:** We invite all interested visiting faculty to bring digital images of their work for a short 10-15 minute presentation to all students and faculty at SRISA.
3. **Teaching Assistants:** Programs with more than 10 students enrolled may choose to bring a student teaching assistant who will be exempt from the Student Fee. The TA will have access to

the Siena Trip and Group Dinner as well as the cultural program for no extra cost. The TA is requested to participate in the maintenance of classrooms and studio space and to monitor 2-3 shifts per week as coordinated with the SRISA studio manager. The TA will be charged housing fees and for the museum card if requested along with any optional field trips.

Facilities Information:

SRISA hosts state of the art painting, drawing, printmaking, photography, fashion, design and lecture hall facilities. For a description of equipment please see the facilities page of the SRISA website: <http://www.santareparata.org/general/facilities>. Some basic materials are available while personal supplies are not. Requests should be made to Rebecca Olsen for specific materials, equipment, software etc. necessary for your course.

Promotion of the program:

1. **SRISA will provide, upon request, a link to hosted program websites**, and an independent page for each program that wishes to gain exposure on the SRISA website. In addition, we will forward prospective students to those programs that allow enrollment from independent students. In exchange we ask that hosted programs post a link to the SRISA website on their study abroad page.
2. **Marketing:** SRISA is available to provide assistance in complementing hosted programs' recruitment strategies through templates, photographs, presentation materials and advice.
3. **Referring students during Fall and Spring semesters.** Semester students help build enrollment for summer programs through enthusiasm from returning students. In addition, numerous students that have studied over the summer have either studied during a SRISA semester or expressed interest in studying for a SRISA semester. We want to make this process easier for these students by establishing an official affiliation between SRISA and our hosted institutions for Fall and Spring semesters. SRISA has an accredited semester abroad program offering courses in studio arts, fashion design, art history and Italian culture/history.
4. **Affiliated Programs:** We ask that all hosted programs at SRISA affiliate with SRISA. We will be forwarding additional information on how to become a SRISA affiliate if you are not one already.

SRISA Contacts:

Rebecca Olsen, rolsen@santareparata.org, Contract terms and requests, facilities questions, schedules

Final Billing: Alexandra Rojas, arojas@santareparata.org

Program Participant Registration: Laelle Busch, registrar@santareparata.org

Director of Marketing and Recruitment: Andrea Adams, andrea_adams@santareparata.org



FLORENCE CAMPUS: Via San Gallo 53/red, 50129 Florence, Italy
ADMISSIONS OFFICE: 10004 Wurzbach Road #231, San Antonio, Texas 78230
TEL: +39-055-4627374 | FAX: +39-055-5370772 | info@santareparata.org | www.santareparata.org
Note: Calls made to the US Admissions Office will automatically forward free of charge to the Florence Campus