**Introduction**

The staff of LULP have been conducting field research for many years, and as a result we have a great deal of experience of living and working abroad. This manual, based on our experiences, contains information which will be useful to you both in our field “camp” and throughout your travels in Italy. The first part of this manual is devoted to “camp” life – what to bring with you, what to expect in our accommodation and daily routines, and how to behave in order to leave a positive impression on the local community. The second part contains practical information on Italy – how to send and receive mail, how to place phone calls, and other basic facts.

**Part I**

**Accommodation**

Accommodation will be in a local high school being provided for us by the local council. You will share a room with other students and volunteers. Space is limited so do not bring excessive amounts of baggage. A camp bed will be provided but you should bring your own pillow, as well as a sleeping bag or sheets. Please note that all of these items can be bought at local shops upon your arrival if preferred (make sure to budget for this, if you decide to travel light). We have a very good relationship with the local community and ask that you be respectful to them and their facilities.

The town we will live in is called Arquata Scrivia. There is a small medical clinic, post office, laundromat and bank, as well as numerous stores where you can buy some essentials (such as toiletries) and also several cafes and restaurants. It also has a pharmacy. The town has a centrally located train stop in it called Arquata Scrivia. Located in the north of Italy, the three largest accessible cities are Milan and Turin to the North, and Genoa to the South.

**Local Population and Etiquette**

Please remember you are a guest in a foreign country; be respectful of the local culture. During your time abroad, you are an ambassador not only for your country and your university, but also for our project. The good reputation enjoyed by our project is a tribute to your predecessors.

When you are in a foreign country, you are subject to its laws. There are no exceptions, so use good common sense. Develop a cultural and political awareness of your area to avoid inadvertent misunderstandings and political difficulties.
Social Life and Personal Relationships

As you can imagine, a group of 15+ individuals in a fairly restricted social environment means that it will be difficult to escape the community aspect of life at times. It will also be quite difficult to achieve any real privacy, from either your fellow participants or the surrounding population. In this respect therefore, we ask for your patience and co-operation, as well as your discretion in your activities.

You may well find yourself amongst people who hold different views to your own, both Italian and American. Please be respectful of those around you. Hard manual labour in the hot sun can make even the most laid-back people irritable at times. Be aware that tensions may run high at times and try to leave stresses on the field and not bring them back to camp.

Community living means that everyone (including staff) must help keep our camp a pleasant place to be. There will be daily chores for students to complete and a rota of these will be posted weekly. Chores will include - helping set up and clear the breakfast table, sweeping and mopping floors, emptying trash and recycling bins, and cleaning bathrooms. Other tasks may be assigned as the season progresses.

Drugs and Alcohol

We cannot monitor you at all times in regard to alcohol, thus we ask that you act responsibly. However, we will make you get up the next morning no matter what. If you choose to ignore this warning, you will deal with the consequences the next day in the field.

While Italian laws are relaxed for alcohol, they are quite strict for drug use. All illegal substances are prohibited, this policy is strictly zero-tolerance. Anyone found in possession of illegal substances will be removed from the project immediately and sent home.

Tentative Daily Work Schedule

Work schedules may vary according to your responsibilities. The following is a tentative timeline for a typical day.

7:00 am  Wake up call, breakfast in camp
8:00 am  Depart for site
10:00 am  Short break in field (fruit snack provided)
12:00 pm  Lunch in field*
2:00 pm  Short break in field (snack provided)
5:00 pm  Return to camp – time to complete readings/journaling/chores
7:00 pm  Dinner
8:00 pm  Free time
10:30 pm  Lights out

*Work will end early on Friday of week 1 and Wednesdays of weeks 2-4 to visit nearby historical sites and museum collections.
As this is a working field school, study is not confined only to when you are on site. You will be given weekly readings and often daily journaling-writing tasks. Depending on the day’s schedule, we may provide time to work on these whilst at site, but often you will be expected to complete them at camp in your own time. These are a requirement of the field school and failure to complete them or keep up may have an effect on your grade.

After lights out please keep quiet and respect those who wish to sleep. You may talk quietly outside the building, if you are out in town you will be asked to be back at camp by this time.

Meals

The program will provide breakfast, lunch and dinner Monday morning to Friday lunchtime. Attendance at these mealtimes is compulsory—although it can be nice to have a break from your fellow students and staff members, eating together is an excellent way to get to know everyone away from the stresses of being on site. Friday evening to Sunday evening we expect that you will be away from camp and therefore expect that you will fund yourselves while you sample local restaurants and cafes.

Breakfast will consist of a selection of coffee, bread/pastries, jams and fruit. We have found that this provides enough sustenance to last until a mid-morning break in the field. Similarly, a lunch of sandwiches, chips and fruit will be provided in the field. Dinner will be provided by a local restaurant.

Should you wish to purchase additional food items, such as cereals/yoghurt/snacks, you are free to do so at your own cost. We will provide a storage facility for non-perishable/non-refrigerated items which you will be able to access at any time. Refrigerator space is extremely limited, and is required for breakfast and medial items. Therefore, please try and avoid purchasing items which need refrigerating.

Please inform us of any food requirements such as allergies/vegetarianism before you arrive so that we can prepare accordingly. We will do our very best to accommodate all your needs but please be aware that many things such as “vegetarianism” and “gluten-free” will be harder to come by in Italy than in the U.S.

Packing

The rule of thumb is: pack light. Most students abroad do more walking than they do in several years in the United States, and often you are carrying your luggage, or a subset of it, around with you. Pack up what you think you’ll need and walk around the block with it. Chances are, you will decide on taking about half of that. There is a laundromat within walking distance from camp, so you can easily wash clothes, and hostels you may stay in on weekend trips will often have laundry facilities.
Many students find the internal frame backpacks efficient for getting around since they can be worn instead of being dragged or wheeled through cobbled Italian streets and are much easier to get on and off trains. Finally, bring a day pack large enough for a weekend away, but not so large you break your back.

**Essential Items to Bring**

- Hat (preferably broad-brimmed to protect the back of your neck)
- Comfortable clothes for working in hot, sunny conditions (see complete list in following section)
- Steel toe capped boots – **these are a legal requirement for work in Italy, without them you will not be able to participate**
- Sunglasses
- Sun block (SPF 45)
- Insect repellent
- Reusable water bottle – **this must be purchased before arrival in Italy, plastic bottles will not be permitted. Try to find one with a large opening to make refilling easier**
- Towel – quick drying micro towel is best
- Personal toiletries
- Pillow and sleeping bag/bed sheets if desired (these can be purchased upon arrival if preferred)
- Small backpack for daily use on site (must be large enough to carry journal, snacks, sunblock, insect repellent, hat etc.)

You need to bring any items you can’t live without, i.e. contact lenses, medication, and personal hygiene supplies. However, please note that most items can be purchase on arrival in Italy, in particular full-size toiletries. If you require prescribed medication, it is best to bring this with you, but do keep it in the original packaging with your prescription label. If it requires refrigeration, please let us know and we will arrange for it to be kept in our refrigerator.

**Clothing**

It will be **hot** and sunny during the time we are in the field, and the nights and early morning hours can seem cool by comparison. Layered clothing is useful for these cooler times. Please plan your clothing accordingly. Loose fitting, light cotton clothing is best. Shirts with long sleeves that can be rolled up are also recommended to help shade your arms. A broad brimmed hat is essential, because of the sun, as it will shade both your face and the back of your neck. The following is a list of suggested clothing ideas:

- For working in the field
  - 1 pair of light cotton trousers (cargo pants or the like)
  - 1 long sleeved shirt
  - Several t-shirts/tank tops
  - Several pairs of shorts
  - 1 pair steel toe capped boots (ensure you wear these in before you arrive in Italy to avoid blisters)
• Other
  o Plenty of undergarments and socks
  o 1 pair of sandals/plastic flip flops (for showering)
  o Swimwear
  o Clothing for weekends away
  o Some nicer clothes for visiting churches – knees and shoulders should be covered for both men and women
  o Easily packable rain poncho/jacket
• Extras (non-essentials)
  o Gloves – construction/gardening gloves can be useful when working with equipment
  o Handkerchief
  o Small first aid kit – there will be a large first aid kit on side, but having access to your own supply of pain medication/ band-aids is always helpful
  o Small pencil case/pens

**Electrical Equipment**

Italy uses 220AC volts, 50 cycles, and you will need a three-point plug, so it is essential to bring a plug adapter for multi-voltage equipment. However, please keep personal electronic equipment to a minimum, since there will be **very limited** opportunity to “plug-in” or re-charge equipment at camp. Laptops etc. are not recommended. At the most, a cell phone, camera, and perhaps an e-reader will suffice.

![Plug adapter](image)

**Money**

Italy is part of the European Union and thus uses Euros. The exchange rate is currently 1 dollar = 0.88 Euro. The best rates and easiest method of getting currency is at ATMs with your debit card, only major banks will exchange currency and they tend to have extremely limited opening hours. It is always useful to have some hard currency with you before traveling abroad. PLEASE INFORM YOUR BANK YOU ARE TRAVELING ABROAD – tell them the dates and areas or they may shut down your card thinking it has been stolen. Also, make sure that the debit and credit cards you plan to use have chips for upgraded security. Italian ATMs and credit card machines will not accept cards without an encoded chip!
Credit and Debit Cards

ATMs (called “Bancomat” in Italy) are readily available in cities and towns, including Arquata Scrivia. For credit cards, it helps if it has a chip and that you know your pin. Many of the banks in Italy will give cash advances against major credit cards but this is pricey. Payment by credit card is accepted at most restaurants and upscale markets and shops. Credit cards which are recognised in Italy include Visa, MasterCard and Amex.

Cash

Cash is the preferred method of payment in Italy, NOT cards. It is safe to carry in reasonable quantities, provided you can keep it in a safe place (inside pocket, money belt, waist bag etc.). As a precaution, you should only carry the amount of cash which your travel insurance will refund should you lose it.

Travellers Cheques

Unless you do not have access to credit or debit cards, try to avoid traveller’s cheques. If you decide to utilise this service, be sure to bring your refund slips and a receipt showing proof of purchase. This medium of exchange is more costly than any other due to commission charges. If you must bring travellers cheques, be sure that they are a known brand name, American Express etc. as this will ease the transaction a little.

Budget

Many things will already be covered by your fees however, please note the following costs which you will need to ensure you factor into your budget:

- Travel to and from camp at beginning/end of the season
- Weekend accommodation and meals
- Travel within cities over weekend
- Additional toiletries/bedding
- Additional food/snacks
- Laundry services
- Phone cards/local sim card
- Souvenirs

A Final Note About Money

It is highly recommended that you exchange enough money to keep yourself going for a few days upon arrival at the airport in Italy. There is always an ATM at the airport, and as they give as good a rate as anywhere it is well worth getting some immediately when you arrive. **Remember, you will be required to pay for your travel to camp so take out enough to cover train costs.**
Work/Weekend Schedule

The field season will be divided into traditional 5-day work weeks and a weekend. Each weekend there will be a compulsory archaeological museum tour. We will visit museums in Genoa, Turin, and other northern sites as part of the program. The program will pay for both entry to the museum and train travel from Arquata Scrivia, however, overnight accommodation will not be covered. Students often choose to travel up on Friday afternoon and return on Sunday night. This is an excellent way to see more of Italy and take a well-earned break after a hard week in the field. More information about weekend trips will be provided in a separate weekend handbook provided upon arrival in Italy.

Health

The combination of hard work, hot sun, and a busy schedule will take its toll on you by the end of the season. For this reason, you should be aware of your health situation, and take steps to maintain your health over the course of the season.

Inoculations

Please check with your physician for their recommendations regarding immunisations. Normal childhood immunisations are required. It is also required that you be immunised against meningitis. Please ensure that you have an up-to-date tetanus shot (within the last 5 years), which is crucial for those conducting fieldwork and in contact with soils and sediments.

Medical Information

It is your responsibility to disclose any medical history or problems that you feel may affect your health or participation. ALL participants must have adequate travel and medical insurance. You must provide evidence of such insurance when signing the declaration of health status, but be sure to bring your documentation with you to Italy. It is important to be able to pay for any medical treatment in advance, since most insurance policies are on a claim back basis. We recommend that you have a credit card you can use to draw on funds if necessary. You should also find out if your insurance company has a toll-free number in case of severe emergencies, and keep this with your insurance documents.

Diet

If you are a vegetarian, be aware that vegetarianism really is an American/British/Aussie phenomenon. In most cases, you will be able to find vegetarian dishes wherever you go. However, don’t tell waiters, servers, etc. you are a vegetarian. They will look at you like you grew a second head. While it may seem that Italian cuisine is “vegetarian compatible”, Italian culture really isn’t. Watch
this scene from My Big Fat Greek Wedding (if you haven’t seen it already) to get the Mediterranean attitude towards non-meat eating: http://www.youtube.com/watch?v=IjM-fGuutzA So, vegetarians, be prepared to be flexible if need be.

**Safety and Theft**

Italy is a very safe country. Travellers are generally safe, both from theft of belongings and from violence. Violent crime is comparatively rare to the United States. It is however still wise to carry your money close to your person, not to leave your belongings out of sight, and to lock your bag/backpack. In general, people are friendly, honest, and ready to help in time of trouble. If you absolutely get lost – ask someone. There is usually someone who speaks English nearby, and they will be more than willing to help and get you back on the right track.

**Female Participants**

As in any place, women cannot take their safety for granted. It is wise therefore to know the rules, and here are a few tested guidelines. Women travelling alone may experience problems, and it is wise to travel with a friend. Similarly, you should avoid eye contact, as this can be misconstrued. Wearing sunglasses (even on trains) can reduce this risk. If you are harassed (unlikely, but it does happen), it is useful to avoid speaking and eye contact and to simply walk away and ignore the person concerned. In Italian, the word “basta” means “enough” and firmly saying/shouting it will get most men to desist. In most situations, the presence of other women, especially local women, is the safest retreat.

**A Note on Language**

There is a perception that everyone in Europe speaks English; this is not true, particularly for the Mediterranean countries like Italy. It is a good idea to learn how to say basic things in Italian to help you get around. People are nice for the most part and will make a concerted effort to understand and help you. A smile and a “grazie” will go down very well with locals, even if that is all you can manage. On the other hand, you may run into some Italians that will be very excited to speak English to you, which they may have learned in school (this will usually be younger Italians).

**Keeping in Touch/Contacting Home**

This is often the first time that students have been abroad without family or friends, and homesickness within the first few days is not uncommon. The best cure for this is to get stuck into work and the community and to begin bonding with your fellow students. Although you might feel like spending hours calling home, this will not make you feel any better. That being said, you will obviously want to contact home at some point to share the adventures that you have been having, and that can be done in numerous ways.

**Telephones**

Like everywhere else in the world, cell phones are everywhere in Italy. However, if you plan to use your own cell phone with “roaming” and not a set international plan you will find it expensive. There are several options for making telephone calls in Italy, including phone/sim cards, phone services, and
cellular phones. Phone cards can be purchased at most markets in the cities, but care must be taken to ensure that they can be used internationally.

Cellular phones are also available for purchase in Turin or Milan. Minutes can be purchased at any mobile phone shop (of which there are many) or retail markets in varying increments. One can also purchase sim cards which can be inserted into unlocked phones and used internationally. You can purchase one of a variety of brands of sim cards at any mobile phone shop. Keep in mind that most U.S. Cell phones will not work abroad unless the phone is unlocked or a GSM (Global System for Mobile Communications), the standard technology used by cell phone providers in more than 200 countries. However, even if your cell phone works overseas, this solution is not for the typical student budget as roaming charges abroad can range from $1 to $5 per minutes. Please check with your provider about travelling abroad and look into plans.

The project maintains a cell phone for general use, which can be used for outgoing calls. The basic cost of the phone is absorbed by the project, and you simply buy prepaid international calling cards which can be used with the phone. These can be purchased in many convenience stores all around Italy. We will keep a few on hand for purchase in case you run out of credit.

E-Mail

Thanks to modern technology, e-mail can be accessed at various locations throughout Italy. Charges for accessing the internet vary, so check around. Often sim cards purchased for phones come with a data plan, so if you are thinking of getting a sim card, ensure you get some data too.

Country Codes for Calling

To call the US 001 + area code and number
To call Italy 011 + 39 + number
Part II

Travelling to Italy

Participants will make their own travel arrangements to Italy. It is a good idea to travel as “light” as possible, and not to bring non-essential items. Remember, you can buy just about anything in Italy, so there is no sense in carrying things you might just as easily buy locally.

You will need to arrive in camp ON 22nd June. Please note that we will not be able to provide accommodation before this date. Staff will already be in Arquata Scrivia so we are unable to collect anyone from the airport. Be sure to take your journey from the airport to Arquata Scrivia into account and consider that you may need to fly into Italy on 21st June and arrange accommodation into the city of your arrival before taking the train to camp on 22nd June. Please inform us of your arrival time and we can arrange for pick up at the train station.

You are free to leave on 20th July, not before. Again, please take your journey to the airport into consideration when booking your flights. Very early flights on this date are not recommended as trains will not always be available in the early hours of the morning.

Make several copies of your passport. Take one with you and carry it separately from your passport. Leave another copy with someone back home. Scan a copy and email it to yourself. If your passport is lost or stolen, this photocopy can speed up the replacement of your lost travel documents.

Visa Information

No visa is needed for Americans to enter Italy, so long as they are staying less than 3 months.

Flights

Purchasing a ticket for your study abroad experience can be an expensive procedure, but it does not have to be. God to a student travel agency. They offer cheaper fares with much more flexibility than regular travel agencies. They sell tickets that allow you to change your return date for a nominal fee (between $25 to $50). They give excellent travel advice from past participants who have been there. The largest student travel agency in the United States is STA Travel. They offer their services online at www.sta-travel.com, or over the phone at 800-781-4040.

STA Travel requires you to purchase an International Student Identity Card (frequently called an ISIC) in order for you to obtain these special fares. The ISIC costs about $25 and qualifies you for discounts on travel, tours, accommodation and reduced or free admission to museums, theatres, and cultural attractions.

Upon arrival in Italy, you will go directly through immigration where your passport will be checked. Once you have completed passport control you go downstairs to baggage claim and customs control. Once you have your baggage you can pass through customs. You will be asked if you have anything to declare. Say no, and mean it – check the list of illegal goods and make sure you do not bring those items. Finally, find the connection, train, or bus, and head towards camp.
What if I miss the train/go to the wrong place?

If for some unforeseen reason you miss the train, or if due to poor connections you are delayed, don’t despair! Ask locals for help. If they can’t figure it out, call us. However, we will detail the trip below so that you have some ideas. If you travel on a Sunday remember that trains are schedules less frequently.

From Turin (Torino) – take the bus Line 268 from the airport to Torino Porta Nuova Station (around 45 min). From Torino Porto Nuova take the regional train in the direction: Genova Brignole to Serravalle Scrivia. (takes about 1 hour 20 min. Cost is about €9 for a single).

From Milan (Miloano) – the Milan Malpensa airport has a direct train to Milano Centrale (around 1 hour). From there you need the Line ICE/Regional in the direction: Albenga to Arquata Scrivia. (takes about 1 hour 20 min).

You will note that there are two local train stations – Serravalle Scrivia is if you are coming from Turin, Arquata Scrivia from Milan. Please tell us which one you are at when we go to pick you up.

Train prices start at $15-$20 and trains are the fastest, most economical way to travel around Italy. A good site to check is Rome2Rio. Make sure you take the regional trains – though they take slightly longer they are much cheaper.

The Italian train information service is found at orario.trenitalia.com (they do have an English translation available). If you are nervous about this stage of the journey visit http://www.seat61.com/Italy-trains.htm This site talks you through buying tickets, getting seats, and other practical information.

Photography

Do remember that if you want to photograph people, you should ask first, as you can sometimes get a surprising reaction! Generally, people are only too happy to oblige you with a photo opportunity. Please remember that photography is expressly forbidden at border crossings, police or security installations, or anywhere else expressly stated. Photography of the archaeological site and museums is permissible for personal use only.

Business Hours

Please be aware that time in Italy is a bit more fluid than we are used to, usually running late. Every day has a “pausa” or “afternoon break” (similar to siesta). During this time most museums, churches, shops, businesses – just about everything except restaurants – lower the shutters and lock the doors so that proprietors can either go home (or head to a local trattoria) for a long lunch and perhaps a snooze during the day’s hottest hours. This traditional early afternoon shutdown varies from business to business, but usually lasts about 90 minutes to two hours. It may begin anywhere from noon and 1:30pm and run until anywhere from 2:30pm to 5pm.

On Sundays, most shops are closed, as are many restaurants (though some are open for lunch). Some museums have curtailed hours (usually open mornings only). Most churches will be closed to tourists in the morning since their primary purpose is as houses of worship. (You are welcome to attend these
services, of course; just don’t be a tourist about it). In bigger town like Milan and Turin you are more likely to find things open on a Sunday due to the high tourist population. In contrast, Arquata Scrivia is a relative ghost town on Sundays with very little to do or see.

Italy uses the 24-hour clock – what we call “military time” – rather than am and pm. So, if a posted hours sign says “Ferliali 10-18, Festivi 11-13”, that means “open Mon-Sat 10am-6pm, Sun and holidays 11am-1pm”. Many businesses, museums, railways, and other places that post schedules dealing with days of the week don’t use specific days, but rather something more akin to what we would term “weekdays” and “weekends”. Here’s how to interpret signs, train schedules, and other places with posted hours:

Giorni feriali, simply feriali, or a symbol of a hammer crossed with a sickle means – Monday to Saturday.

Giorni festivi or festivi, or a tiny cross means – Sundays and holidays.

**Emergency Numbers**

Consulate General of the United States  
Via Principe Amedeo 2/10  
20121 Milan, Italy  
Tel. (switchboard): (+39) 02-290351  
Emergency Services: Monday through Friday 8:30am – 12:00pm (walk-in)  
Non-emergency Services: by appointment only. Please schedule an appointment

Dr. Friedman (cell) will be provided upon arrival
Dr. Huntley (cell) will be provided upon arrival
Italian Project Phone will be provided upon arrival
Ambulance 118
Fire-brigade 115
Polizia (police) 113
Carabinieri (military police) 112

Director’s cell phones are for emergencies and inter Italy communications only.

Once at camp we will distribute all staff and student cell numbers to ensure everyone can contact each other. This will be very important when you are away for the weekends in order to ensure you can contact each other should you become separated and contact staff should you be delayed or in trouble.

The camp cell phone number is currently unknown; we have yet to buy it. A phone call will be made from it by every participant to their parents/guardians/significant others after they arrive in camp. We ask that families do not contact this phone for anything but dire emergencies.
We look forward to seeing you in Italy!