

**LA CASA ITALIANA 2009-2010
PRE-ASSIGNMENT
APPLICATION PACKET**

Due Date:

Wednesday, April 22, 2009 @ 1:00 pm

Where to turn in:

In the box in front of Room 100 at La Casa Italiana.

Applications may be submitted by email (to eacogg@stanford.edu) only if the applicant is abroad at the time of application. In all other cases, please submit a hard copy of your application to Rm. 100 of La Casa Italiana.

Instructions:

- Carefully read the Supplemental Housing Contract, Pre-Assignment Application and Pre-Assignment Agreement
- Print pages 2-6 of this document and complete them
- Attach an unofficial transcript showing applicable Italian language coursework
- Attach your responses to the Pre-Assignment Questions (**labeled with your SUID only**) as the last page of the packet
- Turn everything in at Casa Italiana by April 22.

Application checklist:

- Instruction page
- Supplemental Housing Contract
- Pre-assignment Application
- Pre-assignment Agreement
- Unofficial transcript (Italian language students only)
- Casa Italiana Pre-Assignment Questions

You will be notified by email if you received Pre-assignment at Casa Italiana by April 27, 2007.

NB: Each pre-assignment applicant will be evaluated on the quality of his/her question responses. Due to the nature of our theme we must give preference to students who have already taken the initiative to learn Italian (completion of Italian 3 or equivalent) or are adequately fluent. However, Italian fluency does not guarantee pre-assignment to the house. We will also consider students (regardless of language ability) who show a **strong** interest in becoming involved in the house and furthering their knowledge of Italian culture and language.

Questions about this application or the pre-assignment process
should be directed to Drusia Dickson (ATA, La Casa Italiana, 2008-2009) at drusia@stanford.edu.

**La Casa Italiana 2009 – 2010
Supplemental Housing Contract**

Name: _____ SUID: _____

Major: _____ Phone: _____

Email: _____

Mailing Address: _____

Permanent address: _____

1. Pre-assignment Requirements

Pre-assignment to live in La Casa Italiana will strongly preference students who have completed one year of college-level Italian language coursework but language proficiency is not a requirement. Additional requirements include: enrollment and completion of house seminar (Fall plus one other quarter – see below), attendance at more than half of the quarterly-scheduled theme events and completion of 2 theme projects. Any resident who fails to meet these commitments will be subject to removal from the house and will not be allowed to live in the house again, unless permitted by the staff.

2. House Seminar

Each resident is required to participate in two quarters of house seminar per year of residence. The house seminar, ItalLang 126, is a two-unit CR/NC course that **must be included in the Axxess study list**. All fall quarter residents are required to participate in fall quarter seminar, Wed. or Thurs. 7:30-9:00 PM; attendance is mandatory. Residents living in the house for one-two quarters only must participate in one quarter of house seminar. Exceptions will be made rarely for residents with special circumstances, only upon consultation with the Graduate Theme Affiliate. Residents not enrolled in classes must still participate fully in house seminar. Any resident who fails to meet the minimum requirements of the house seminar will be subject to removal from the house.

In the fall, the house seminar is a series of lectures or discussions of contemporary Italian culture and usually brings professors from fields to the house. In the winter, the house seminar typically involves a theatrical production in Italian and/or a series of presentations on Italian history and culture. In the spring, two seminars are offered on different aspects of Italian culture and are usually more specific and in depth than in the fall. In the past courses have been offered on Italian film, cooking, poetry, and music.

3. Language and Culture

As a Language and Culture Residence, La Casa Italiana is dedicated to providing opportunities for residents to improve and share their cultural knowledge and language skills. Each resident is expected to contribute to the community. Beyond the house seminar requirement, students are encouraged to attend the weekly Tavola Italiana (Italian language dinners) and to participate in cultural and academic events planned by the Academic Theme Associate and the Graduate Theme Affiliate. Tavola is held every week on Wednesdays or Thursdays and invites guests and students interested in practicing their Italian. Residents are expected to speak Italian to the best of their ability throughout the meal.

Quarterly, residents will assess what they have learned from Language and Culture activities in order to assess the contributions of La Casa Italiana to the intellectual life of its residents.

4. Board Bills and Security Deposits

Each resident must pay the full board bill and social dues every quarter and one security deposit per year. The board bill includes food, chef's salary, etc. Bills will be distributed the first week of each quarter and will be due no later than two weeks from the date of distribution.

Should a resident have any concerns about the payment of his/her board bill or social dues, it is the resident's responsibility to contact the Financial Manager at least one week before the due date to make appropriate arrangements. Any resident failing to pay the board bill or dues or to make appropriate arrangements by the specified date will be charged a non-refundable late fee of \$50. Any resident failing to pay the board bill or dues within four weeks of the due date will have his/her registration or diploma placed on hold until the bill is paid in full. In the case of bounced checks, a \$25 fine will be assessed and subsequent payments must be made by money order. Residents that opt for a board bill payment plan during Spring Quarter or the last quarter of their residence in La Casa Italiana will have their registration or diploma placed on hold as a precautionary measure; this will not interfere with class registration.

The following year's Financial Manager will issue any Board Bill and Security Deposit refunds after the summer following the year of residence. Itemized refunds will not be granted without significant reason and are at the discretion of the Financial Manager.

5. Resident Responsibilities

(a) Hashing, Pizzeria, and Social shifts: Each resident is required to complete one hash per week, one weekend hash per quarter, one pizzeria shift per quarter, and one social shift per quarter. Hash assignments will be chosen at the beginning of each quarter, and additional shifts may be added. Social and pizzeria shifts will be chosen approximately one week in advance of the event. Failure to complete a weekly hash will incur a \$20 fine for the first hash, doubling for each hash within an academic year. (i.e. \$40 for the second hash, \$80 for the third, etc.). Failure to complete a weekend hash will incur a \$60 fine. Failure to complete a pizzeria or social shift will incur a \$40 fine. Under special circumstances, if a resident is unable to complete a hash, pizzeria or social shifts, residents may be granted the opportunity to complete an alternative shift of equal or greater work at the discretion of the kitchen and social managers.

(b) Guest Meal Policy: Each resident is permitted two meal guests per week, to a maximum of 12 per quarter, and no more than ten guests are permitted among all residents for any one meal.

****House staff reserves the right to change the specifics of this policy at any time****

Residents bringing additional guests will incur a \$15 fine for lunch or a \$20 fine for dinner.

Residents may not leave guests unattended in the kitchen or open kitchen, at any time of day, for any amount of time, or will be subject to a \$10 fine.

(c) Residents are required to keep the hallways outside their rooms clean. Any belongings left in the hallways may be discarded, and the resident responsible charged for removal.

All fines will be billed by the Financial Manager and will be due no later than one week after the date of the billing statement, after which fines double. Any resident failing to pay fines on time will have

his/her registration or diploma placed on hold until the fine is paid in full.
The house staff reserves the right to take measures above and beyond the fining system described above, and all policies are subject to change. The House Manager has final say on all fines.

6. Respect Clause

Each resident must respect the concerns of other residents and the condition of the house. This includes keeping the house clean, abiding by the noise policy, basic respect for other members of the house, fulfilling house obligations in cooperation with other house residents, and abiding by the Fundamental Standard.

****Repeated violation of any of these guidelines can result in disciplinary action by the Row Office after consultation with house staff****

7. Contract Enforcement

In the enforcement of this contract and the general management of house life, the house staff reserves the right to take measures including fines, assigning additional resident responsibilities, placing registrations or diplomas on hold, and removal from the house.

I, _____, have read and understood the above contract.
By signing this contract, I am agreeing to abide by the contract in its entirety, and I understand that failure to do so may result in penalties up to and including removal from La Casa Italiana.

Signature: _____ Date: _____

**La Casa Italiana 2009 - 2010
Pre-Assignment Application**

Last Name	First Name	Email	SUID
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All claims regarding coursework will be verified. Students failing to meet their pre-assignment commitments will be subject to removal from the house. Please note that requirements have been changed from past applications.

Please initial that you meet or commit to each requirement for pre-assignment:

___ I have read and signed the supplemental housing contract.

___ I agree to enroll and participate in 2 quarters of house seminar (fall and winter/spring), or 1 quarter of house seminar if I live in Casa for 1-2 quarters.

- All fall residents are required to take fall seminar for 2 academic units.
- Fall seminar will be Wednesday or Thursday evenings from 7:30 – 9.

___ I agree to attend more than half of the quarterly-scheduled theme events.

- This will involve theme projects and ATA-planned events, such as wine and cheese, opera trips, Italian film screenings, and cooking classes
- Tavola Italiana is a weekly dinner that brings Italians and Italian speakers to share conversation.

___ I agree to complete 2 theme projects during the course of the academic year or as determined by the ATA.

___ I have met the suggested language requirement in the following way (check one):

- ___ I will have completed at least Italian 3 by the end of this academic year (Please include unofficial transcript)
- ___ I have studied abroad at Stanford in Florence.
- ___ I am adequately fluent in Italian. [GTA Initials: _____]

___ I have not met the language requirement but have responded to the “Non-Italian speakers” question below.

Use a separate sheet of paper to respond to the following questions in no more than 100 words. Label the sheet with “**Casa Italiana Pre-Assignment Questions**” and your **SUID ONLY. DO NOT INCLUDE YOUR NAME.**

1A. [Italian-speaking applicants only] *IN ITALIAN describe a memorable Italian/Italy-related experience. This experience does not need to have taken place in Italy. How does this experience relate to your interest in Italian culture today?*

1B. [Non-Italian speakers only] *Describe your interest in Italy and why do you want to live in Casa. How would you contribute to or support the theme and community?*

2. [All applicants] *Describe a theme project you would complete as a resident next year. This could be anything that furthers interest or knowledge about Italian culture or language. Creativity encouraged!*

3. [All applicants] *How would you handle a situation (like Tavola, the weekly language table) where most of the residents are speaking Italian but you are at a loss for words?*

Applicant’s Signature: _____ Date: _____

**La Casa Italiana 2009 - 2010
Pre-Assignment Agreement
(Please Print Clearly)**

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PRINT Name – last _____ first _____ SUID _____

Campus Address _____

Campus Telephone AND E-mail _____

Summer Address _____

Summer Telephone AND E-mail _____

All Residents Please Read and Initial

I am requesting to be pre-assigned to Casa Italiana for the 2009-10 academic year. By so doing,

1. I understand that I relinquish the right to enter the 2009 Undergraduate Housing Draw and that I have to have at least one undergraduate year of guaranteed housing remaining to take advantage of the opportunity.

Please initial _____

2. I understand that I am required to use my TIER2 year of housing (if available).

Please initial _____

3. I understand that I must complete all of the requirements for Casa Italiana as outlined in the Supplemental Housing Contract and Pre-Assignment Application. I have also included an unofficial transcript to verify my Italian language coursework (Italian language students only).

Please initial _____

I have included a signed Casa Italiana Supplemental Housing Contract: YES NO

I have included a signed Casa Italiana Pre-Assignment Application: YES NO

I have included an unofficial transcript (Italian language students only): YES NO

To be signed by all applicants

I have read and understand the Supplemental Housing Contract, Pre-assignment Application, and Pre-assignment Agreement and agree to abide by the conditions of assignment therein.

Applicant's Signature: _____ Date: _____