

C.V. Starr-Middlebury School in Spain

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Spanish School

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Please note that information in this Handbook is subject to change.

The Purpose of this Handbook

This Handbook has been compiled in an effort to begin preparing you for the program of study abroad with Middlebury College during the 2009-2010 academic year. **Please read everything carefully** and be sure to follow instructions. Failure to do so will waste valuable time and may jeopardize your participation in the program. A successful experience abroad depends in part upon how well you are able to assume the responsibility of preparing yourself for it.

If you read all of this material carefully you will find the answers to many commonly asked and basic questions. However, our office always welcomes your e-mails, phone calls, and inquiries and hopes that you will continue to seek guidance and support as you prepare for your School Abroad experience. Likewise, our staff is always available to talk to your parents and family and answer any questions they may have regarding your time abroad.

We strongly recommend that family members, parents, or guardians become familiar with the contents of this handbook.

We hope this information will be helpful and we wish you a productive and enjoyable year abroad.

Statement of Non-Discrimination

Middlebury College complies with applicable provisions of state and federal law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, place of birth, service in the armed forces of the United States, or against qualified individuals with disabilities on the basis of disability. Because of varying circumstances and legal requirements, such provisions may not apply to programs offered by the College outside the United States. This is consistent with the College's intent to comply with the requirements of applicable law. Individuals with questions about the policies governing such programs should direct inquiries to the Language Schools, Sunderland Language Center, Middlebury College, Middlebury, VT 05753.

Students are responsible for knowing and observing all regulations that may affect their status at Middlebury College. For this reason, they are expected to acquaint themselves with the contents of this handbook, individual School websites, and all official School memos and notices. Middlebury College endeavors to present an accurate overview of the programs, facilities, and fees of the Language Schools and Schools Abroad in this publication. However, Middlebury College reserves the right to alter any program, facilities, or fees described in this publication without notice or obligation.

Because this handbook covers a range of topics, and because it may occasionally be necessary to change the text, the statements contained herein are not meant to be and should not be considered contractual in nature.



Middlebury

School in Spain

Estimados alumnos,

Me dirijo a ustedes para darles la bienvenida al Programa de Middlebury College en España aprovechando la ocasión para explicarles los aspectos más relevantes de su estancia con Middlebury.

El programa de Middlebury College se caracteriza por el compromiso con hacer todo lo posible por **HABLAR ÚNICAMENTE EN ESPAÑOL** y por **INTEGRARSE EN LA SOCIEDAD ESPAÑOLA**. Tomamos estos principios muy en serio ya que supone para ustedes una base fundamental para perfeccionar los conocimientos de la lengua y cultura españolas. ¿Qué significa este compromiso para ustedes? Significa que deben estar 100% dispuestos/as a vivir de una determinada manera mientras están en España. Los cientos de evaluaciones de alumnos en el pasado indican que la **MEJOR** manera de aprender consiste en:

- NO vivir con ningún otro alumno anglohablante
- HABLAR español, aún cuando otros hablar en inglés
- RESISTIR la tentación de salir y viajar con otros alumnos norteamericanos
- HACER un tremendo esfuerzo por **BUSCAR OPORTUNIDADES** de hablar en español y conocer España

Dicho esto, les aseguro que el personal de la oficina en España reconoce lo difícil que es comunicarse en otra lengua y superar las barreras culturales para integrarse, por lo tanto les ayudaremos en todo lo posible a orientarles hacia esa integración respetando al mismo tiempo su independencia y voluntad propia.

Respecto a los temas académicos, quisiera dirigirles la atención a las asignaturas que se ofrecen y que pueden ver en la página web. Como verán, la oferta es amplia y abarca las áreas de lengua, literatura, cultura/civilización y preparación profesional para maestros.

Durante el verano habrá varias sesiones de orientación, tanto académica como práctica, cuyo objetivo es aclarar cualquier duda respecto a la información recibida previamente. Para ello, les animo a que lean muy detenidamente todas las páginas web, y especialmente este manual.

Para integrarse mejor una vez estén en España existen diversas posibilidades de trabajar como voluntarios o hacer prácticas sin crédito. Consulten esa sección de la página web y si les interesa participar deben ponerse en contacto con Teresa Córdova cuanto antes. También Carlos Jurado organiza intercambios con jóvenes españoles para todos nuestros alumnos y les animo a mirar nuestro boletín “De Madrid al Cielo” y la página web de [“Student Life”](#) para ver las actividades en Madrid en las que participan los alumnos de Middlebury.

Otra vez reitero la bienvenida al programa y les brindo mis más sinceros deseos para un verano exitoso. Nos conoceremos pronto y hasta entonces, les manda un cordial saludo,

Kim Griffin
Directora

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School in Spain Graduate Calendar

PREDEPARTURE INFORMATION

APPROXIMATE PROGRAM COSTS

The following is an estimate of program costs as of February 2009. Please remember that Middlebury College only bills you for the tuition portion; the remaining expenses will be out-of-pocket. Figures may vary depending on individual lifestyles and situations. Please note that estimates of expenses you will incur in the U.S. are given in dollars, while those you will incur in Spain are given in euros, and are based on an exchange rate of € = \$1.40. The “personal” figure covers only some basic necessities and does not and is not intended to include students’ discretionary spending (e.g. entertainment and travel).

N.B. Fluctuating exchange rates make advanced planning of costs challenging. We advise that you overestimate your costs to accommodate these fluctuations. Please be sure to confirm the exchange rate shortly before your departure so that you budget accordingly.

Full Year

Tuition	\$19,200
Room/Board	€7,515
Books/Supplies	€875
Personal	€4,520
Visa	\$100
Travel from NY	\$1,300

EXPENSES

Keep in mind that the amount of money you spend ultimately depends on the lifestyle you choose. Remember to budget extra if you are planning to travel before or after your program. Plane tickets are often more expensive than in the U.S., but train and bus travel has remained relatively inexpensive. If you are a big spender in the U.S., bringing more money would be a good idea. Many students have found that they buy many books, as they are inexpensive and easy to mail home, and spend more than expected on gifts, liquor, etc. Students who plan on regularly sampling the nightlife of their cities should budget extra money for taxis.

STUDENT VISAS

A student visa gives you permission to be a student in Spain for the duration of your studies and is **required of all** students, except for citizens of EU countries. **This procedure requires that a student already have a valid passport.** Students must apply for the visa from their local consulate. Most Spanish consulates are now allowing students to apply through them if either their permanent or their home school address falls under their jurisdiction, but you should verify this with the consulate while you are researching your options (N.B. The Boston Consulate will not allow students to apply through them if they only qualify as students on the Middlebury program, e.g., either the permanent address or an undergraduate school address from the current academic year must be within their jurisdiction). Please note that some consulates have more strict guidelines than others and you should compare requirements of the consulate with jurisdiction over your permanent residence to the consulate with jurisdiction over your home school to determine which one has more manageable requirements given where you will be while you are applying.

Please call or check the website of your consulate for instructions as soon as possible, and before making your travel plans. Some consulates require visas to be applied for and picked up in person. Others will process them by mail, which may take from one to eight weeks. Generally, there is a \$100 processing fee, which may be requested in cash or money order.

The Spanish consulates recommend that students going abroad for the fall semester apply for their visas in May and June. In advance of these dates, you should be consulting the appropriate consulate, making your appointment, and gathering your documentation. If you are studying in Guadalajara before beginning the program in Spain, your visa will likely be processing at the same time you need your passport for travel to Mexico. If this is the case, please contact International Programs and Off-Campus Study as soon as possible to discuss your options.

If any of the documents that you need for your visa need to be “apostilled,” you should contact the [Secretary of State’s office](#) in the state in which the document was produced and notarized for further information.

A letter certifying the student’s acceptance to the School in Spain, including a statement that students will be housed in consultation with the School in Spain staff, will be supplied by our Vermont office well before departure. You are responsible for collecting all other requisite documentation.

Students who will be applying for a student visa at a Spanish Consulate outside of the U.S. and those who are not U.S. citizens must contact International Programs and Off-Campus Study. These cases require more paperwork and at least several more weeks to process.

SPANISH CONSULATES IN THE U.S. BY JURISDICTION

The following list is current to the best of our knowledge at the time of printing.

Washington D.C.

For the District of Columbia and the states of Maryland, North Carolina, Virginia, and West Virginia.

Embassy of Spain (Consulate General)
2375 Pennsylvania Avenue, N.W.
Washington, DC 20037
tel.: (202) 728.2330
fax: (202) 728.2302
embespus@mail.mae.es

Embassy of Spain
Consular Section
2700 15th Street, N.W.
Washington, DC 20009
tel.: (202) 452.0100

Boston

For the states of Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

31 St. James Ave., Suite 905
Boston, MA 02116
tel.: (617) 536.2506/-2527
fax: (617) 536.8512
conspbos@mail.mae.es

Chicago

For the states of Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Ohio, and Wisconsin.

180 N. Michigan Avenue, Suite 1500

Chicago, IL 60601

tel.: (312) 782.4588/89

fax: (312) 728.1635

cgspain.chicago@mail.mae.es

Houston

For the states of New Mexico, Oklahoma, and Texas.

1800 Bering Drive, Suite 660

Houston, TX 77057

tel.: (713) 783.6200/05/14

fax: (713) 783.6166

spainconsulatehoust@prodigy.net

Los Angeles

For the states of Arizona, Colorado, California (counties of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura), and Utah..

5055 Wilshire Boulevard, Suite 860

Los Angeles, CA 90036

tel.: (323) 938.0158/0166

fax: (323) 938.2502

consplax@mail.mae.es

Miami

For the states of Florida, Georgia, and South Carolina.

2655 Le Jeune Rd., Suite 203

Coral Gables, FL 33134

tel.: (305) 446.5511/12/13

fax: (305) 446.0585

cgspain.miami@mail.mae.es

NB: You may not apply through this consulate more than 70 days before the start of your program.

New Orleans

For the states of Alabama, Arkansas, Louisiana, Mississippi, and Tennessee.

2102 World Trade Center

2 Canal Street

New Orleans, LA 70130

tel.: (504) 525.4951/7920

fax: (504) 525.4955

conspneworleans@mail.mae.es

New York

For the states of Connecticut, Delaware, New Jersey, New York, and Pennsylvania.

150 East 58th Street, 30th & 31st Floors

New York, NY 10155

tel.: (212) 355.4080/81/82/85/90

fax: (212) 644.3751

spainconsulny@mail.mae.es

Puerto Rico

For Island of Culebra & Vieques, Puerto Rico, and the Virgin Islands.

Consulado General de España
Edificio Mercantil Plaza, 11th Floor of 1101
Hato Rey, PR 00919
Mailing address:
Apartado Postal 9243
Santurce, PR 00908
tel.: (787) 758.6090/6142/6279
fax: (787) 758.6948
cgesp.pr@correo.mae.es

San Francisco

For the states of Alaska, California (except counties covered by Los Angeles), Hawaii, Idaho, Montana, Nevada, Oregon, Pacific Island possessions of U.S.A., Washington, and Wyoming.
1405 Sutter St.
San Francisco, CA 94109
tel.: (415) 922.2995/96
fax: (415) 931.9706
conspfsfo@mail.mae.es

More Information

www.spainemb.org
www.travel.state.gov
www.apune.org

REGISTERING AT THE U.S. EMBASSY

In addition to securing a visa, all U.S. students are **required to register** themselves with the U.S. Embassy in Spain **before departure** from the U.S. In the event of international, political, or family emergencies, or in the event that a passport is lost or stolen, the U.S. Embassy will be much better able to assist registered students. Please visit the [Department of State's website](#) and follow the links to register.

Registration is fast and costs nothing. Please print the confirmation page after you have registered; leave one copy at home and take a copy with you. Students of other nationalities should check to see if it is possible to register with their own Embassy in Spain.

ORIENTATION

The Assistant to the Director of the School in Spain will hold [pre-departure orientation sessions](#) during the summer session at the Spanish School in Middlebury. Students not on campus the summer prior to their year in Spain will receive materials distributed in those meetings by mail and should feel free to contact the office with questions.

ORIENTATION SESSIONS ARE MANDATORY FOR ALL STUDENTS IN VERMONT FOR THE SUMMER.

TRAVEL TO SPAIN

TSA Regulations

The [Transportation Security Administration](#) regulates what items may be carried aboard the aircraft and, as these regulations are subject to change frequently, you should consult their website close to your date of departure.

N.B. Possessing certain items while going through security may result in fines of \$250 - \$1,500 or, in the case of firearms, may be considered a criminal offense.

Luggage Restrictions

Students should contact their airline to confirm exact luggage allowances. We strongly suggest you stick to these guidelines, or be prepared to pay excess baggage fees, which can be quite expensive. We suggest that you insure your luggage through a travel insurance policy which you can research through the Internet at www.insuremytrip.com.

Travel Arrangements

Students are responsible for their own travel arrangements. We recommend using a student travel agency for flexibility and the best rates:

- www.travelcuts.com
- www.studentuniverse.com
- www.statravel.com
- www.edreams.com

Please consult the School in Spain calendar at the back of this handbook before planning your travel dates. The program begins on Wednesday, September 9. In order to adjust to the time difference, as well as to the new environment and obtain housing, it is strongly advised that you plan your arrival several days before the first day of orientation. It is especially important that you *not* plan your return to the United States or travel to another destination before the date of the last final exam. **Exam dates will not be changed to accommodate students' travel plans. No exceptions will be made, so please do not ask.**

CHECKLIST OF ITEMS TO PACK

- Passport (and photocopy)
- Visa and supporting documents provided by the Consulate
- Airline ticket/Itinerary (and photocopy)
- International Student Identity Card (optional, but recommended)
- Insurance card
- Debit/Credit Cards
- Calling card
- Certified copy of original birth certificate (in case your passport is lost or stolen)
- Medications in original containers and with the corresponding doctor's prescription
- Extra Photos

GENERAL PACKING SUGGESTIONS

Plan carefully what to bring, keeping in mind that you will have to carry all of your own luggage while traveling. This means TRAVEL LIGHTLY. We cannot emphasize this strongly enough! Choose each item carefully and avoid duplication.

As you pack for the flight over, also keep in mind that when you travel you will be carrying this same luggage by yourself, sometimes over great distances or on crowded trains. Take things that are easy to manage and avoid over-packing. One rule of thumb is to pack your bags and walk around the block with them three times; then re-pack.

Remember to also check whether luggage accompanying you is limited **by weight or by physical dimensions**. In view of frequently-changing airline regulations, it is essential that you find out

from your airline which items may be transported in checked baggage, and which may or must be hand carried. Do not pack lots of books in your luggage. You can buy them in Spain and ship them home after the year ends.

Clothing

Winter in Spain is not severe, but it can be damp and have a penetrating chill. Indoor temperatures may be lower than those to which you are accustomed to, so you will need warm woolen clothing, including a winter coat and/or a lined trench coat. You will also need sweaters, heavy socks, sturdy shoes, and warm sleeping clothes. The best idea is to bring clothing that you can layer, so as the seasons progress you can dress accordingly.

Gifts

If you are planning to live with a host family you may wish to present them with a gift. A guide for choosing a gift is to select something that has significance to you, and is packable and light. Consider the following gifts:

- Books with lots of photos
- Small souvenirs of the US and gifts: postcards, buttons, pins, stickers, U.S. stamps, small handicrafts
- Items representative of where you are from (i.e. maple syrup, saltwater taffy)

DON'T FORGET PHOTOS. Your friends will be interested in where you come from: your family, town, friends, and school. Take pictures that help explain parts of your life in the U.S.

Bed and Bath Linens

We do not recommend that you bring sheets, blankets, or pillows with you. They are too heavy, the wrong size, and take up too much space in your luggage. These items are also costly to ship in advance, and can be easily purchased once you arrive in Spain. If you are going to be living with a host family, sheets and blankets will be provided. You may want to consider bringing one hand towel and one bath towel with you, which should suffice until you determine whether you will need to purchase more.

Electrical Appliances

Most electrical current in Europe is 220 volts/50 cycles rather than the 110/60 cycles found in the United States. You should make sure that any appliance you bring is 110/220 compatible (50/60 cycle). Transformers and adapter plugs are available in Spain, but it is possible to buy them in the U.S. before you leave. American transformers, for example, are lighter and cost less. Occasionally, even though a transformer is used, an appliance may not work properly. Because of this difficulty and because of their weight and bulk, you may want to leave most electrical appliances at home and buy in Madrid those that you find absolutely necessary. Some students do find it preferable to take iPods or battery-operated CD players with small speakers or earphones. Some electrical appliances can be bought in Spain inexpensively (e.g., hairdryers).

Computers

Students should be advised that **computer resources in Spain may be more limited than in the U.S. and are therefore encouraged to bring their own laptops.** Consult your dealer to determine whether it has dual voltage (110/220). Most, if not all, new models are equipped with self-setting transformers (requiring no special equipment to change the voltage, just an adapter for the wall plug); printers may or may not be. Please back up anything that you have stored only on your hard drive. Previous students have recommended that you take a USB drive abroad. The Middlebury College facility in Madrid has both Macintosh and IBM compatible computers and printers.

Toiletries

Toiletries are readily available throughout Spain. If you are particular about brands, you may want to pack an appropriate supply of the articles you regularly use.

Prescriptions

If you are taking any prescription medication you should take a full supply of what you will need **with you** on the plane **as well as appropriate prescriptions**. Mailing medicines across international borders is extremely complex and often impossible. Prescription medicines should be left in the original containers, be accompanied by a doctor's prescription and be packed in your carry-on bags. Please also note that in the event that a prescription must be replaced in Spain, you should have the **GENERIC NAME** of your medication on the prescription, in addition to the American 'brand' name.

If you are under a doctor's care for a specific condition, you may want to bring a copy of your medical history with you or sign a release form with your doctor in case your medical history needs to be sent to a doctor in Spain.

CUSTOMS

If you plan to bring any new, non-U.S.-made articles of value, such as cameras, MP3 players, computers, bicycles, or jewelry that are **LESS THAN 6 MONTHS OLD**, you should register them with U.S. Customs and Border Protection before departure (CBP Form 4457). Alternately, you can carry your original sales receipts to prove that you purchased them in the U.S. This avoids your having to pay a duty upon your return. Customs regulations vary from country to country; there are usually limitations on liquor, cigarettes, and other goods.

INTERNATIONAL STUDENTS

The U.S. Citizenship and Immigration Services (USCIS) requires re-entry documents for some foreign nationals. If you are living in the U.S. but are a citizen of another country, check with the USCIS to determine the regulations that apply to you and be sure to obtain all necessary re-entry documents before you leave the United States.

ARRIVAL IN SPAIN

HOW TO GET TO DOWNTOWN MADRID FROM THE AIRPORT

The [airport](#) in Madrid, Barajas lies about 10 kilometers outside the city so you will need to take the bus, the subway, a shuttle service, or a taxi into the city. There are various city bus lines that travel between the airport and the bus station at Avenida de América. Subway Line 8 can also transport you between the airport and Madrid. However, unless you've packed very lightly and have a great deal of mobility while carrying your luggage, we do not recommend you take the subway or a bus into Madrid when you first arrive.

The Asociación de Programas Universitarios Norteamericanos en España (APUNE) recommends the shuttle service, *Aerocity*, which will take you from the airport to whatever address you give them in Madrid. Their prices vary according to the number of people being picked up and the location of your destination in the city, so it is less expensive if you share it with a group of people. But even alone it is cheaper than a taxi because they have fixed rates, not a meter that runs on distance and time. They operate a booth at the Madrid airport, and you can make a reservation through their [website](#). You might want to make reservations ahead of time with your flight number, date, time of arrival, and number of people in your group.

Another possibility is to take a taxi, which will cost **approximately** €25-40 per ride, not per person. As there may be other students arriving in Madrid at the same time, it is usually possible to find someone with whom to share a taxi. To avoid being over-charged in a taxi, ask the driver for a receipt (*recibo*), which he is required by law to provide at the customer's request, and make note of the license plate if you are concerned that you have been incorrectly charged.

It is suggested that you arrange to travel with another student since arriving in pairs will facilitate getting cabs/buses, making hostel calls, and protecting luggage. Names, addresses, and phone numbers of accepted students who are interested in coordinating their travel plans will be distributed several weeks before potential travel dates. If you have difficulties at the airport, there is a tourist information center that may be able to help you.

We recommend that you do **not** arrive late at night nor go directly to the Middlebury office from the airport to begin your search for housing. Unless you have made prior arrangements with a family, take a room in a *pensión* or *hostal* and rest. Consult the list of suggested places to stay (see section: Local Information) and make a reservation ahead or call from the airport to see if a room is available.

You may find it beneficial to purchase [Let's Go Spain](#), [Moon Spain](#), or [The Lonely Planet Guide to Spain](#) before you leave the U.S. They provide information on good, inexpensive food and accommodations and are updated annually by the publishers.

Once settled in your hotel room the first thing you should do is obtain a map of Madrid with a street index (*Callejero*) at the nearest newspaper stand, bookstore, or department store.

ACADEMIC AND ADMINISTRATIVE MATTERS

ACADEMIC CALENDAR

Students should consult the School in Spain [calendar](#) on our website, as the dates may change after the publication of this Handbook.

Important: ALL STUDENTS MUST REMAIN IN SPAIN UNTIL CLASSES ARE OVER AND THEY HAVE TAKEN THEIR FINAL EXAMS. STUDENTS WHO CHOOSE TO LEAVE BEFORE THE ESTABLISHED DATE FOR THE END OF THE PROGRAM MAY FORFEIT CREDIT FOR THE ENTIRE SEMESTER.

PROGRAM SITE

The Middlebury College program in Spain is housed at the Sede Prim, a very central location within short walking distance of Colón, Cibeles, and Puerta del Sol, as well as the National Library, the museum district and theatre district. At the Sede Prim, Middlebury has its main offices for Spain, classrooms, a computer lab, and a small reading library.

M.A. IN SPANISH PROGRAM STRUCTURE

Requirements for the M.A. for students accepted to candidacy beginning with the 2005 session of the Spanish School are as follows:

	<i>Program structure</i>
Regular Program	Summer 1 in Vermont: 3 course units Fall in Madrid: 3 course units Spring in Madrid: 3 course units Summer 2 in Vermont or Guadalajara: 3 course units
Accelerated Program	Summer in Vermont: 3 course units Fall in Madrid: 4 or 5 course units Spring in Madrid: 4 or 5 course units (add to fall to total 9 units abroad)*

*In Madrid, the students follow a program consisting of four courses one semester and five courses the other. This choice depends on academic performance at the Spanish School during the summer and upon previous studies, needs, and interests. SPAN6501 students may be advised to take a lighter course load in Madrid depending on their performance during the summer. Please note that full tuition is charged for students taking less than a full course load.

Please Note:

- In order to be considered full time and qualify for financial aid and federal loans, students must take a full course load (at least 3 units of credit) each summer session and each semester abroad.
- If a student fails a course during fall semester, s/he may take an additional course in the the spring semester only within the limit of 5 units total.
- Students who withdraw from the program during the course of a semester will receive an "F" for incomplete courses. See the "Guidelines for Studying Abroad with a Graduate School Abroad" for more details.

M.A IN SPANISH DISTRIBUTION REQUIREMENTS

Credits must include:

- Two courses in Spanish or Latin American civilization and culture
- Three language/linguistics courses
- 6560 Literary Analysis
- Three literature courses (6560 may not be counted as one of these)
- Three electives (candidates preparing for a teaching career are advised to take at least one course in the area of professional preparation)

INITIAL SUMMER COURSE REQUIREMENTS

Credits must include:

- One language course at the proper placement level
- 6560 Literary Analysis or 6580 Literary Theory
- A third course selected from the offerings in culture and civilization, literature, or professional preparation areas. Students placed at 6501 for their language course must take 6505 as their third course.

M.A. SPECIALIZATIONS

Students may choose a specialization in literature, a concentration in teaching methodology and professional preparation, a generalist focus, or a specialization in linguistics.

M.A. in Spanish with a specialization in literature:

- Two courses in civilization and culture
- Three courses in language/linguistics
- One 6560 course
- Six courses in literature

M.A. in Spanish with a concentration in teaching methodology and professional preparation:

- Two courses in civilization and culture
- Three courses in language/linguistics
- One 6560 course
- Three courses in literature
- Three courses in professional preparation

M.A. in Spanish with a generalist focus:

- Two courses in civilization and culture
- Three courses in language/linguistics
- One 6560 course
- Three courses in literature
- Three elective courses distributed across the various fields

M.A. in Spanish with a specialization in linguistics:

- Two courses in civilization and culture
- Three courses in literature
- One 6560 course
- Six courses in linguistics

Registration

Class registration will be conducted on-line during the summer. Students who are not present at the Spanish School during the summer will receive information in order to register on-line.

The [class schedules and descriptions](#) for 2009-2010 will be made available on the web site.

Class Attendance

In order to benefit fully from your experience abroad it is imperative that your presence be continuous and your participation active. Attendance is therefore expected *throughout* your courses, with travel or other absences reserved for weekends and official holidays.

Early submission of coursework is not an excuse to leave early, nor should work be submitted after the deadline established by the instructor. In case of illness, students are advised to seek medical advice promptly, so as to avoid complications. It is the student's responsibility to keep the School informed of his/her progress by personally telephoning the office staff, to present a *certificado médico*, and to make up work missed after consulting with the instructor. Failure to adhere to these regulations may result in a lower grade or failure in the course. **Visits by parents, relatives, or friends do not constitute a valid excuse for not attending classes.**

ACADEMIC RESOURCES – LIBRARIES AND BOOKSTORES

There is a reading room located at the Sede Prim, which has limited resources available for student use, but students will also have access to public libraries. Library use is very different in Spain compared to the U.S.; therefore, the School in Spain staff will work with students in order for them to become familiar with library facilities and use. Generally, students will need to request a book from the librarian as opposed to having open stacks. Many [libraries](#) are open only during business hours. Students may purchase or order books at various [bookstores](#) throughout Madrid.

VOLUNTEER WORK

Students wishing to contribute their time and service to the community may choose to work as volunteers with organizations in the non-profit sector. The Coordinator for Development and Site Programs can assist students in [finding volunteer opportunities](#).

CULTURAL ACTIVITIES

Options that facilitate student immersion include sports, cultural, and outdoor activities. The Coordinator for Student Affairs and Integration is available to advise students on the wide range of possibilities Spain has to offer; information and some options for cultural co-curricular activities are available on the [School in Spain website](#). Middlebury College in Spain subsidizes participation in cultural activities through refunds up to a certain amount per semester.

LIVING IN SPAIN

HOUSING

Middlebury College has a unique policy regarding student housing. It is based on student personal choice as well as the belief that by assuming responsibility for finding their own accommodations, students learn life skills and important information about language and culture. It is Middlebury College in Spain's role to assist students in this process. Finding housing in any large city to fit personal preferences is time consuming and requires perseverance and patience. Students should begin this process by consulting the [Housing](#) section of the web page. All students should contact the Housing Coordinator by email to let her know their housing preferences. This process should be started EARLY, as the office in Spain is closed for most of August.

For students who choose to live in a Spanish home, it is also possible to reserve their accommodations prior to going to Spain by contacting the Housing Coordinator (accessible through the web page above). The only requirement in making a reservation in advance is that you **MUST** stay with this family for a minimum of one month. NO EXCEPTIONS!

It is very important to always keep the Middlebury staff informed about your current housing situation and telephone number in order to contact you in case of emergency.

To prepare for a day of looking for housing, you should buy a map of Madrid in a bookstore or at a newspaper stand. Take your time in looking at various options and several different places before deciding where to live. It is the student's responsibility to READ ALL CONTRACTS CAREFULLY AND UNDERSTAND WHAT THEY SAY. Students should not hesitate to ask for assistance if the wording in a contract is unclear. Due to the increase in the use of web based housing resources in Spain, we strongly encourage students to consult the housing coordinator before finalizing any housing arrangements.

HOUSING OPTIONS

Students may choose their own housing from the following options:

- 1) living in a Spanish home
- 2) renting an apartment
- 3) living in a residence hall

Living In a Spanish Home (Homestays)

We have found that living in a Spanish home can be a very valuable experience. This total immersion offers the student insight into Spanish culture, providing a richer vision of traditions, customs, and day-to-day life. Nevertheless, it should be clearly understood by the student that for the family or the *señora*, this arrangement is a business. Any attempt at establishing a more personal relationship will depend almost entirely on the student. There may be rules on the use of appliances, meals, laundry, showers, telephone, curfew, etc., which vary according to the individual arrangement. Spanish homes may be smaller than those to which you are accustomed, utilities are expensive, and lifestyles are different than in the United States. Courteous gestures, such as letting the *señora* know when you will not be home for a meal and giving two weeks notice before moving out, as well as economizing on hot water, phone calls, and electricity, will help your relations with your hosts tremendously. It is also important to keep your room neat and clean.

If you choose this option, the Housing Coordinator will send you several addresses to choose from. If you visit these addresses, and you find them already occupied or they were not to your

liking you should contact the Housing Coordinator for more addresses. The program maintains a substantial database of families that offer housing; nevertheless, students should be aware that spaces fill up quickly and the office staff may not know immediately when an address is no longer available.

Approximate Costs

- Pensión completa (room and three meals) €35 per month
- Media pensión (room, breakfast and dinner) €80 per month
- Con derecho a cocina (room only) €15 per month

Renting an Apartment

Students interested in renting an apartment should keep in mind that the process may be time-consuming (at the very minimum a week to ten days) and can be frustrating. Two-bedroom apartments average around €900 a month, and in most cases a minimum one-year contract and one or two-month security deposit is required. They should also be aware of the hidden and extra monthly costs like building community funds, and that utilities like water, electricity, or phone services are comparatively more expensive in Spain.

NOTE: Middlebury College has a database of apartments that previously have been rented to students. Depending on availability, these addresses will be sent to students upon request. Madrid is a very large city, rental apartments may be scarce, and availability changes on a daily basis. Therefore it is impossible to provide specific information prior to arrival.

Students have found the following web pages useful in their search for an apartment. Some of these web sites are free of charge and others require a fee in order to provide the final information.

Free sites:

www.loquo.com
www.segundamano.es/
www.idealista.com
www.compartepiso.com
www.campusanuncios.com
www.compartimos.net
www.pisocompartido.com

Web sites that charge a fee

www.aluni.net
www.madridinsider.com
www.accommadrid.com
www.salyven.net

Living in a *Residencia*

Accommodations in residence halls are scarce but may be possible to arrange upon request. There are a few residence halls used by students and that come well recommended:

Serrano 40: No web site available; Housing Coordinator will send information upon request.

[Alvaro Residencia](#)
[Residencia Carmen de Burgos](#)
[Residencia Vitruvio](#)
[Residencia Arti](#)
[Residencia Palacio de Barradas](#)
[Residencia Easo](#)

All students wishing to stay in a residence hall should let the Housing Coordinator know about their choice, but should make arrangements themselves directly with the residence hall in order to clear all doubts and to arrange logistics regarding their stay. These arrangements should also be made in a timely manner prior to arrival.

MEETING THE SPANISH

One of the questions we are asked most frequently is how to go about meeting Spanish students. Those of your predecessors who have been successful in this respect would say that the best approach is to find a group activity that includes Spanish people: choral singing, hiking or sports, volunteer work, language exchanges or internships, anything that gives you an interest or a structure in common. The office has resources that include Spaniards interested in participating in an *intercambio* with English-speaking students. For more information contact the Coordinator for Student Affairs and Integration, [Carlos Jurado](#). You will need some courage and a good deal of initiative; results may not live up to your expectations, especially right away, but be patient. Keep in mind the strategies you would use at home to meet people you are interested in knowing: you try to be where they are, you try to share an interest or an activity that will bring you into contact with them, you get to know people who know them. It goes without saying, if you have one or two Spanish acquaintances to start out with, it can only make things easier. Conversely, if you speak English in public, spend much time with other Americans, or travel outside of Spain on weekends, it will make things more difficult.

HERITAGE LEARNERS

If you are of Hispanic descent, studying in Spain may be the realization of a long held desire to learn more about your own heritage and roots and improve your language skills. It may also be an important phase in developing your understanding of yourself as a heritage learner. At the same time, be prepared for the possibility of feeling “caught between two worlds” and experiencing your own kind of culture shock.

INTERNSHIPS AND VOLUNTEER WORK

Many students have found volunteer work an excellent way to integrate into the local culture. There are unpaid, non credit-bearing internship opportunities; consult with the Coordinator for Development and Site Programs. Be sure to do this early in the year so that you are able to gain fully from the experience.

TRAVEL WITHIN SPAIN

The books *Guía Trotamundos*, *La Guía Azul*, *Let's Go Spain*, *Moon Spain*, or *The Lonely Planet Guide to Spain*, provide very useful information on low-budget lodging and meals, sights and places of interest, transportation, and helpful addresses, such as post offices, etc. They are updated yearly and sold in the U.S.

TRAIN: Rail travel is a common and convenient form of transportation in Spain and Europe in general. For more information contact [RENFE](#).

- **[CARNET JOVEN](#):** This card can be purchased by students under 26 years of age at. Instructions on how to purchase the card in Madrid will be provided in the orientation packets that students receive upon arrival.

The *carnet joven* can be used to obtain significant discounts on transportation, lodging and cultural activities. There are some minor restrictions regarding eligible travel days. There is also a card for students over 26, called [Carnet+26](#).

BUS: Intercity bus transportation tends to be lower in cost than train travel, and many of the buses on the road these days are fairly spacious, have bathrooms, and show movies. Where a choice is available, check schedules and fares. Discounts may be available to students under age 26 who are in possession of the above-mentioned *Carnet Joven*. There are many different bus companies that provide services to different regions of Spain.

PLANE: Air travel is another possibility for travel within Spain and Europe. Some flights available through student travel agencies are priced at 1/2 to 2/3 of the regular rate. For regular

flights, low-cost fares are sometimes available for students traveling round-trip to other countries, excursions within the country, etc.

Student Travel Agency

STUDENT TRAVEL AGENCY: T.I.V.E.: Fernando el Católico, 88 tel.: 91.543.7412. web: www.madrid.org/inforjoven This agency issues a limited version (it does not include insurance) of the International Student I.D. Card in case a student is not able to purchase it in the United States before departure. In order to take advantage of T.I.V.E.'s multiple services, you must be the holder of an International Student I.D. Card. T.I.V.E. also provides information on hostels, student vacation resorts, ski trips, and on activities for the student population of Madrid.

When leaving Madrid overnight or longer, students must leave an itinerary and/or addresses and phone numbers where they can be reached with the Middlebury College Office in Madrid or by e-mailing deviaje@middlebury.edu. This information will be kept confidential and used only in cases of emergency or urgent messages from parents. As a matter of courtesy and common sense, students living with hosts should similarly inform them when they plan to be away.

TRAVELING IN EUROPE

If you plan to travel to other countries, be advised that regulations regarding necessary visas or entry and exit permits vary and may change at very short notice. Consult a travel agent or the corresponding country's consulate and/or embassy for current procedures.

Hitchhiking anywhere is strongly discouraged as a matter of College policy. The practice is regarded by European security officials to be extremely unsafe and is often illegal. Buses and trains provide a low-cost, safe alternative.

ADDITIONAL RESOURCES

www.apune.org (Association of American Programs in Spain)

www.multimadrid.com

www.geoplaneta.com

www.softdoc.es

www.okspain.org

www.rumbo.es

www.atrapalo.com

www.spain.info

ON-SITE MONEY MATTERS

CURRENCY EXCHANGE

At the time this handbook went to press the exchange rate was €1=\$1.40. However, the exchange rate may fluctuate between now and when you arrive in Spain.

MONEY AND BANKING

You should make arrangements for your travel funds early. For your initial expenses, experience suggests that you should have immediate access to approximately €1,200. This will cover your stay in a hostel or hotel upon arrival, your first month's rent, book purchases, personal expenditures, as well as allow for unanticipated expenses. We also advise you to change \$200 into Euros before arrival or at the Madrid airport.

It is a good idea to obtain a **credit card** for use in Spain. Visa is the most widely accepted card in Spain and Europe. American Express is valid in most of the larger establishments within Madrid, but in small cities it is less known. Mastercard is also accepted.

Throughout Spain and Europe it is possible to use credit and debit cards to get cash from a bank during business hours or from ATMs. Students should make sure their cards are valid for international cash use. **Ask your bank if you will need a valid international PIN.** Also check what the daily (and in some cases weekly) limit is for withdrawing funds, as well as the bank fee charged per withdrawal.

We have found that the following financial arrangements have also proved useful for our students:

1. Middlebury College has a special agreement with the Interchange Spain (previously American Express) office in Madrid whereby students may cash personal checks drawn on a U.S. bank by showing a letter of endorsement from the director of the program in Madrid. Students will be charged a percentage of the amount being cashed, which may make this option quite expensive. If you use this system, **make absolutely sure that no checks will bounce.** A bounced check will jeopardize the agreement. Students may not cash checks after April 1.
2. Some students bring all of their money for the year in travelers' checks. These can be cashed in any bank with only a passport. The disadvantage is that one has to bring a great sum of money at once.
3. You may open a checking account in euros (*cuenta de no residente*) after obtaining a *Certificado de No Residencia* from the Spanish police, or you may open an account in dollars at any bank; however, U.S. bank checks may take considerable time to clear.
4. American Express moneygrams, which are wired instantly to the Amex office, can be exchanged with no problem.

Note: Each of the above options will incur charges and/or commissions.

Please note that you should NOT have money sent to you in the form of money orders, bank drafts, or treasurers' notes. You will encounter great difficulty and delay in cashing them.

EMERGENCY CASH

BEFORE you leave, you should discuss with your family a plan for getting more money in an emergency situation. Check Western Union details and service fees, credit card services, and ATM availability.

Credit Card Cancellation

VISA:	900.991.124
MASTERCARD:	900.971.231
AMEX:	902.375.637
DINERS:	901. 101.011
4B (Spanish bank card)	91.362.6200
	902.114.400
Servi Red (Spanish bank card)	91.519.2100
	902.192.100
Euro6000 (Spanish bank card)	902.206.000

WORKING IN SPAIN

A foreigner may not work in Spain without a work permit, and ordinarily the Spanish government does not issue a work permit in any instance when a foreigner is seeking to fill a position for which EU citizens are qualified and available. In view of this, students are urged not to come to Spain with the hope of finding paid work.

COMMUNICATION WITH HOME AND FRIENDS

COMMUNICATION AND IMMERSION

Students who seek maximum immersion should note that regular communication with home can significantly hinder their language progress and their adjustment to the new culture. If your goal is maximum immersion, you should prepare family and friends for the reality that you may be difficult to contact and that, even when possible, frequent calling or e-mailing, or instant messaging will interfere with your language acquisition. If something goes wrong, your family will learn about it immediately. Otherwise, you can remind them that no news is good news.

MAIL

Students may receive their mail at the address below. Students should receive packages at their local home addresses.

Your Name
Middlebury College School in Spain
Prim 19, Primera Planta
28004 Madrid
SPAIN

Customs charges and taxes may be charged for receiving packages. A package sent through the U.S. Post Office can take three to six weeks to arrive by airmail. Letters usually take 8-15 days.

INTERNET SERVICE/E-MAIL

Students with their own computers and a modem may subscribe to commercial Internet sponsors once in Spain. Bills for these services are sent to the subscriber, but as there are also phone connection charges involved you will want to be sure that your landlord is in agreement if you do not have your own phone line. There is also the option of purchasing a USB modem which most internet service providers offer. Specific information will be provided in the orientation packages that students receive upon arrival.

The School in Spain has computers and printers (including both Macintosh and IBM compatible equipment) available for student use for e-mail and academic purposes. However, due to restrictions on access, scheduling, and numbers, we recommend that whenever possible students bring their own laptops.

All computers have Internet access and you will be able to use Web-based e-mail accounts. However, due to the aforementioned restrictions, academic work takes precedence over using e-mail or surfing the web. This rule is particularly enforced during midterm and final exam time.

TELEPHONE AND FAX

The telephone at the School in Spain office in Madrid is for the use of the staff only. Students may not make or receive telephone calls through this office, except in cases of emergency.

International calls can be made from any telephone booth (the country code for the U.S. is 001). However, there are several telephone centers, "*locutorios*," that offer privacy when making your call. It is also possible to dial direct and the connections are generally excellent. Some students will not have access to a telephone in the housing option that they have chosen. Pre-paid phone cards and reduced rate phone services are also easily available.

CELL PHONES

The use of cell phones in Spain is common, and they are easily obtainable. The options are numerous, the prices vary and more information will be provided in the orientation packages that students receive upon arrival.

XEROX

The School in Spain's photocopier is for office use only. Please note that any photocopying required for coursework is considered the responsibility of the student. The School photocopier cannot be used for such purposes.

LOCAL INFORMATION

EMERGENCY NUMBERS

Students should memorize the following emergency numbers and carry on their person at all times the *Carnet de Urgencias* they will receive after arrival containing emergency phone numbers.

General Emergencies	112 (memorize this number as the Spanish version of 911)
Police	091
Fire	080
Ambulances	092

U.S. EMBASSY IN MADRID

Serrano, 75, Madrid

tel.: 91.587.2200

(Open for citizen services from 8:30 a.m. – 1:00 p.m. Monday through Friday)

Hospitals and Medical Services in Madrid

Unidad Médica

C/Conde de Aranda, 1, 1 Izq

(Metros - Retiro/Serrano)

tel.: 91.435.1823

During business hours, 9:00a.m.-8:00p.m., you can reach English-speaking doctors, many specialties available. Payment for services received may be made in cash or by credit card. The receipt can be sent to your insurance for reimbursement. Appointments may be made through the Middlebury in Spain office or by calling directly during office hours. When calling Unidad Médica, explain that you are in Madrid with the Middlebury program.

Interclinic

Claudio Coello 117, Bajo Dcha

tel.: 91.576.9901/02

Hours: 9:00a.m.–6:30p.m.

This clinic also has an English-speaking staff. Payment for services received may be made in cash only.

Intracity Travel

Students in Madrid may purchase the monthly *Abono de Transporte* which gives them a discount on the city's public transportation. This monthly pass saves you money if you take the metro or bus at least four times a day on weekdays. If you travel less you can buy *Metrobus* tickets, each of which allows you to take the metro or bus a total of ten times. Ask for information regarding special tickets or passes in the School in Spain office.

Maps from bookstores, kiosks, and the National Tourist Offices can prove invaluable. Please do not hesitate to ask if you have questions.

Travel Information

IBERIA info 902.400.500

TRAIN info (RENFE) 902.240.202

BUS info (EMT) 91.406.8800

METRO 902.444.403

AIRPORT (AENA) 902.353.570

STUDENT TRAVEL AGENCIES

[EUROJOVEN](#)

Gran Vía 69
tel.: 91.559.5958

T.I.V.E.

Fernando el Católico, 88
tel.: 91.543.7412
hours, 9:00 a.m. – 2:00 p.m.

OTHER USEFUL ADDRESSES

Interchange Spain S.A.U.
Calle Mayor, 15
Tel. 91.369.7200

[Official Municipal Office of Madrid](#)

Plaza Mayor
tel.: 91.588.1636

[Madrid Tourism](#)

Hostels and Hotels

Please note: Prices may have changed since the publication of this Handbook, may vary depending on whether the room has a bathroom/toilet/shower, and a 7% tax may or may not be included in the price quoted (so ask before making your reservation).

Hostal **RUBIO**

c/Conde de Romanones, 8, 5º Izda.
Metro Tirso de Molina
tel.: 91.369.3042

Single €30

Double €40

Hostal **CORUÑA**

Paseo del Prado, 12, 3º Dcha
Metro Atocha
tel.: 91.429.2543

Single €25

Double €38

Triple €50

Hostal **CERVANTES**

c/Cervantes, 34, 2ª
Metro Sevilla
tel.: 91.429.2745

Single €45

Double €55

Hostal **ASTORIA**

Carrera de San Jerónimo, 30 OR 32, 5º
Metro Sevilla / Sol
tel.: 91.429.6780

Single €45

Double €65

Triple €77

Hostal **MACARENA**

Cava de San Miguel, 8
Metro Sol
tel.: 91.365.9221

Single €61

Double €79

Triple €110

Cuadruple €116

Hostal **MARTIN**

Atocha, 43, 3º Izda.
Metro Antón Martín
tel.: 91.429.9579

Single €45

Double €62

Triple €73

Hostal **LISBOA**

c/Ventura de la Vega, 17
Metro Sevilla, Sol
tel.: 91.429.4676

Single €40

Double €50

Triple €75

Hostal **SIL**

c/Fuencarral 95
Metro Bilbao
tel.: 91.448.8972
Single €57
Double €74
Triple €95

Hostal **PRIM** (next to the *Sede Prim*, discounts available for Middlebury students, identify yourself as such when making reservations)

c/Prim, 15
Metro Chueca, Banco de España, Colón
Tel.: 91.521.5495
Single €47
Double €58
Next to the Sede Prim.

Hostal **MADHOSTEL**

c/ de la Cabeza, 24
Metro Antón Martín
tel: 91.506.4840

Hostal **CATS**

c/ Cañizares 6
Metro Antón Martín
tel. 91.369.2807

Hotels near the Sede Prim:

Hotel **REGINA**

c/ Alcalá 19
Metro Sevilla, Sol
tel.: 91.521.4725
Single €90
Double €150

Hotel **FRANCISCO I**

c/ Arenal 15
Metro Sol
tel.: 91.548.4314
Single €70
Double €18
Triple €150

Hotel **LUSSO INFANTAS** (discounts available for Middlebury students, identify yourself as such when making reservations)

c/ Infantas 29
Metro Gran Vía
tel.: 91.521.2828
Double €108 (for Middlebury students)

Hotel **AC Recoletos** (discounts available for Middlebury students, identify yourself as such when making reservations)

Calle Recoletos 18
Tel. 902.292.293
Single €191
Double €220

SHOPPING

Store hours vary slightly according to the season and the type of store, but in general they are open from 10:00 a.m. until 1:30 - 2:00 p.m., close for lunch, and reopen from 5:00 - 8:00 p.m.

Libraries & Bookstores

Students will receive library and bookstore information upon arrival in Madrid. Information is also available on the [School in Spain webpage](#).

Department Stores

[El Corte Inglés](#) (everything under the sun, fairly high prices, but good quality and money-back guarantee)

Preciados, 1-3
Goya, 76 & 85
R. Fernández Villaverde, 79
Plaza de Callao, 1
Serrano, 47, 52
Princesa 41, 47 & 56
Pza Callao 2
Castellana 71 & 85

CALLING CARD ACCESS NUMBERS

AT&T	900.990.011
SPRINT	900.990.013
MCI (call collect)	1.800.888.8000

OTHER SERVICES

Radio Taxi
91.447.3232/91.405.5500/91.547.8200
Municipal Lost and Found
91.527.9590

Western Union 900-633-633

NOTE: Resources for Health and Wellness in Spain can be requested from staff members and can also be found on the School in Spain website.

**C.V. STARR-MIDDLEBURY COLLEGE IN SPAIN
CALENDAR
2009-2010**

Please consult this calendar for important information. Some dates may undergo changes, so the webpage will be updated frequently. Special note: Please be aware that the office in Madrid will be closed during the following dates and the office staff may not be available for answering phones or email: 14-31 August 2009 and 18 December 2009 - 7 January 2010.

SEPTEMBER

Monday 7 Middlebury in Spain office opens
Wednesday 9 Welcome meeting 5:00pm. Aula Magna

Monday 14 First day of classes
Thursday 17 Opening ceremony and reception, 7:30pm Aula Magna and La Tertulia
Friday 18 Final registration. Last day to add a class.

OCTOBER

Monday 12 HOLIDAY – Feast of Pilar
Friday 16 Monday/Wednesday classes held
Mon. 19 – Thur. 22 MIDTERM EXAMS (approx. dates)
Thursday 29 Last day to drop a class

NOVEMBER

Monday 9 HOLIDAY – Feast of Almudena

DECEMBER

Monday 7 HOLIDAY – long Holiday weekend
Tuesday 8 HOLIDAY – Feast of the Immaculate Conception
Thursday 10 Last day of classes
Mon. 14 – Thur. 17 FINAL EXAMS
Friday 18 Middlebury in Spain offices closed until January 7, 2010

JANUARY

Thursday 7 Middlebury in Spain office opens
Monday 18 First day of classes
Thursday 21 Opening reception for all students, 7:00pm La Tertulia
Friday 22 Final registration. Last day to add a class

MARCH

Monday 1st – 4th MIDTERM EXAMS (approx. dates)
Thursday 5 Last day to drop a class
Sat. 20 – Sun. April 4 HOLY WEEK / SPRING BREAK

APRIL

Monday 5 Classes resume

MAY

Thursday 6 Last day of classes
Mon. 10 – Thur. 13 FINAL EXAMS

Important: PLEASE DO NOT SET RETURN FLIGHT RESERVATIONS FOR PRIOR TO FRIDAY, DECEMBER 18 or FRIDAY, MAY 14.