

# Middlebury at Mills Student Handbook

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## Introduction Letter

Dear Language Schools Student:

The Directors, faculty and staff welcome you to the 2009 session of Middlebury Language Schools. You are about to embark on a challenging summer experience, one that is recognized the world over for excellence in language teaching and learning. Our approach will provide you with an efficient, productive, and rewarding way to gain a strong foundation in one of our ten foreign languages or to move rapidly through the upper levels of language study. A summer at Middlebury Language Schools is very demanding and requires a serious commitment on the part of the student. Teachers move through the material quickly: summer intensive courses are equivalent to an academic year of language instruction, and one day in a summer course is roughly equivalent to a week during a regular semester. For that reason students are required to attend all classes; to miss even a day of classes puts students at a serious disadvantage. "Immersion" means that Middlebury Language students spend all waking hours **"in language"**: that is, they take their meals in our dining halls where they speak and hear the language they are studying; they speak the language with their roommates and classmates, friends, teachers, and administrators, at all times. Students sign the Middlebury Language Pledge® at the beginning of the session, and they are required to abide by it for the duration of the summer. This means that all students are expected to be in residence during the entire session: they are encouraged to remain on campus during the weekends in order to observe the Pledge, keep up with their assignments, and spend their recreational time—**in language**. The Pledge is a very serious commitment and violations can result in dismissal. The immersion experience makes language study in Middlebury programs more than just a way of picking up additional credits; a summer at the Middlebury College Language Schools means participating in a community of learners committed to living a language. All of this is done in order to create the most intense immersion environment; that is the fundamental principle of the Middlebury Language Schools and the secret of our success. It will be the secret of yours, too. Good luck!

Sincerely,

Michael E. Geisler

Vice President for Language Schools, Schools Abroad, and Graduate Programs

## Mission Statements

**At Middlebury College Language Schools** we challenge students to participate fully in a vibrant and diverse academic community. The Language Schools' Vermont and California locations offer inspirational settings for learning and reflection, reinforcing our commitment to integrating environmental stewardship into both our curriculum and our practices on campus. Yet the College also reaches far beyond our campuses, offering a rich array of undergraduate and graduate programs that connect our community to other places, countries, and cultures. We strive to engage students' capacity for rigorous analysis and independent thought within a wide range of disciplines and endeavors, and to cultivate the intellectual, creative, physical, ethical, and social qualities essential for leadership in a

rapidly changing global community. Through the pursuit of knowledge unconstrained by national or disciplinary boundaries, students who come to Middlebury Language Schools learn to engage the world.

**The mission of the Language Schools** is to provide excellent instruction in language, literature, linguistics, and culture each summer in a controlled intensive immersion environment that offers students unlimited opportunities to use the target language with native and near-native language professionals, and with each other. The curriculum is supported by an extensive co-curricular program to enhance classroom learning. Our pedagogical approach is competency-based; we employ first-rate instructors from around the world, select from the best materials and methods available, and make use of innovative technology where appropriate. We are dedicated to the premise that without real competency in language there can be little true cultural understanding, and, that to be truly effective, language teaching must provide meaningful insight and access into other cultures. *Students, faculty, and staff are responsible for knowing and observing all regulations that may affect their status at Middlebury College Language Schools. For this reason, they are expected to acquaint themselves with the contents of this handbook, individual school bulletins, and all official school memos and notices. The main means of communication between the students and the school faculty and administration will be the Middlebury College Language School official e-mail network.*

*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. This handbook is a summary of Middlebury College policies relevant to the Language Schools and to the Mills College Campus. For other Middlebury College policies, please refer to the academic year handbook on the College Web site: [www.middlebury.edu/about/handbook/](http://www.middlebury.edu/about/handbook/) For Mills College residential, safety and other policies please refer to [www.mills.edu/handbook.pdf](http://www.mills.edu/handbook.pdf) . The Middlebury at Mills Language Schools will follow Mills campus policies and California laws.*

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*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. Questions relating to compliance during the summer session may be addressed to the Language Schools Operations Manager, Middlebury at Mills, P.O. Box 9972, Oakland, CA 94613.*

*Middlebury College endeavors to present an accurate overview of the programs, facilities, and fees of the Language Schools in this publication. However, Middlebury College reserves the right to alter any program, facilities, or fees described in this publication without notice or obligation. The Middlebury College Language Schools welcome students, faculty, and staff with many abilities and disabilities. Students with disabilities are supported by the Americans with Disabilities Act Office which encourages inquiries from prospective applicants. Faculty and staff may contact the Human Resources Office. The ADA policy is available on the World Wide Web at [www.middlebury.edu/~ada](http://www.middlebury.edu/~ada)*

## Summer 2009 Calendar

### June

- 3** 9-week faculty arrive
- 5** 9-week students arrive
- 6** 9-week placement tests
- 7** 9-week advising; registration; opening ceremonies
- 8** 9-week classes begin
- 15** 9-week add/drop deadline (noon)
- 17** 7-week faculty arrive
- 19** 7-week students arrive
- 20** 7-week placement tests
- 21** 7-week advising; registration; opening ceremonies
- 22** 7-week classes begin
- 24** 6-week faculty arrive
- 26** 6-week students arrive
- 29** 6-week classes begin
- 30** 7-week add/drop deadline (noon)

### July

- 8** Last day to drop a course without receiving a WD/F

### August

- 7** Classes end; grades due
- 8** All students check out by 10:00 a.m.
- 9** All faculty check out by noon

## Administrative Information

Middlebury at Mills Language Schools Administrative Offices are normally open from 8:30 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. PDT, Monday through Friday.

Michael Geisler, vice president for language schools, schools abroad, and graduate programs, will visit the Middlebury at Mills campus during the summer session and hold open office hours for Language Schools faculty, staff, and students. Times and location will be included in your arrival packet. Skype or phone conferences can be arranged while Vice President Geisler is off-campus.

### School Offices:

School offices are normally open until 5:00 p.m. and are closed during the lunch period of the School. School locations will be included in your arrival packet.

**Michael Geisler**, Vice President for Language Schools, Schools Abroad, and Graduate Programs

(802) 443-5275 geisler@middlebury.edu

**Elizabeth Karnes Keefe**, Assistant Dean

(802) 443-5685 karnes@middlebury.edu

**Sandra Bonomo**, Faculty Personnel Coordinator (salary, medical insurance)

(802) 443-5543 bonomo@middlebury.edu

**Marilyn Ewell**, Associate Registrar for Language Schools

(802) 443-5770 mewell@middlebury.edu

### **School Coordinators:**

**Arabic** Oliver Carling (802) 443-2006 ocarling@middlebury.edu

**French** Sheila Schwaneflugel (802) 443-5526 sschwaneflugel@middlebury.edu

**Spanish** Jaime Thiesen (802) 443-5538 jthiesen@middlebury.edu

### **Middlebury at Mills Administration:**

**Abbie Bennett** Operations Manager (510) 430-2284 amb@middlebury.edu

**Laura Wineland** Administrative Associate (510) 430-2285 lwineland@middlebury.edu

## **The Language Pledge**

The Language Pledge®, a formal commitment to speak the language of study as the only means of communication for the entire session, is required of all summer language students. The Language Pledge plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language learning process. Violation of the Language Pledge deprives both you and your fellow students of an important opportunity. The Language Pledge requires that you not speak, read, or hear English or other foreign languages at any time, even off campus. This means that you should have no contact with students or faculty of another School, even if you speak the language of that School. You will be given a verbal warning for the first violation and a written warning for the second violation. Subsequent violations will be considered grounds for expulsion. This Pledge has been a major key to the success of the Middlebury Language Schools for over 90 years. We are confident that you understand its importance and will adhere to it.

### **What is the Language Pledge?**

All Language School students agree to abide by the Language Pledge, a formal commitment to speak, listen, read, and write the language of study as the only means of communication for the entire summer session. It is the foundation of all of our intensive immersion programs. The Language Pledge originated at the Language Schools and the term is a registered trademark of Middlebury College.

### **What does the Language Pledge say?**

The Language Pledge says:

"In signing this Language Pledge, I agree to use \_\_\_\_\_ as my only language of communication while attending the Middlebury Language Schools. I understand that failure to comply with this Pledge may result in my expulsion from the School without credit or refund."

## **Why are students required to take the Pledge?**

The Pledge helps students focus their energies on the acquisition of language skills and to internalize the patterns of communication and cultural perspective associated with the target language. The Language Pledge plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language learning process. It ensures that the vocabulary and structures gained in class are "put in motion" right away so they are acquired, used, and not forgotten.

## **Are beginning students, i.e., students who have never studied the language, required to take the Language Pledge?**

Students who are beginning their study of a language take a modified and progressively more rigorous Pledge. Each School has built-in structures to enable beginners to succeed during those first several days. Each School also has a Bilingual Assistant who may speak to students in English. Also, all Language School Directors, the Vice President, and most faculty members are available for consultations in English.

## **When is the Language Pledge waived?**

Students are not expected to speak in their language of study when they are faced with an emergency, when conversing with a member of the Middlebury College administration, when speaking with a health care professional, and on those occasions when it is absolutely necessary to use English or another language. Rules and practices regarding implementation of the Language Pledge vary slightly among the Schools. When in doubt, consult the Director, Coordinator or Bilingual of your School. Most important is adherence to the spirit of the Pledge and each student's sincere effort to use the target language as exclusively as possible during the session. Speaking English in the presence of other Language Schools students is a direct violation of the Pledge and must be avoided at all times.

## **May I call my parents, spouse, children, significant other, friends? Also, my parents want to visit me while I am here; may I go to dinner with them and speak English?**

We know that it is important for students to maintain contact with their families and friends. We can't say how much is necessary for each person, so we ask that you keep contacts which are not in your School's language to the absolute minimum that you feel you need.

## **May I attend religious services?**

Yes. Information on local places of worship may be found on the Mills Chapel Web site, [www.mills.edu/campus\\_life/spiritual\\_religious/faith\\_communities.php](http://www.mills.edu/campus_life/spiritual_religious/faith_communities.php).

**When does the Pledge begin? Is it different for 6-, 7-, or 9-week students? Is it different for beginners?**

The Pledge begins when you sign the Language Pledge here on campus. Some Schools will have you do this as you check in, others when you take the placement exam; the important thing is that once you have signed it, the Pledge is in effect. Special rules may apply to beginners. Ask your School Coordinator when you check in what the policy is for your School.

**May I leave campus on weekends, for example, to attend a friend's/ family member's wedding, commencement, or a conference?**

Yes, with the approval of your School's administration. We know that brief absences from campus are sometimes necessary. However, they should be kept to a minimum, since weekend activities are an important part of the program.

**Has anyone ever been expelled for a violation of the Language Pledge?**

Yes.

**I have a friend in another School, and once in a while we have a conversation in the language of their School, which I also speak. Is that a violation of the Pledge? After all, I am not speaking English.**

Yes, it is a violation of the Language Pledge. The use of any language other than your target language is a violation of the Pledge.

**May I read the newspaper or weekly magazines in other than the target languages? May I listen to music in other languages?**

Any use of a language other than the one being studied is a violation of the Pledge. Use of a language includes listening, reading, writing, as well as speaking. Please remember that the Pledge is NOT simply a rule against using English; it applies to ALL languages other than the one that you came here to study.

**May I watch television?**

Most Schools have televisions in common spaces with satellite programming in the respective language of study and you are welcome to watch these programs. Watching TV in any other language during the summer violates the Pledge.

**I am a graduate student on a committee working on a project during the summer and we are linked by e-mail. Am I breaking the Pledge if I write e-mails in English in order to complete this work?**

We ask that you keep the spirit of the Pledge in mind. If such work is necessary and will not conflict with your course work and your participation as a member of your School's

community, then it is acceptable to uphold your professional commitments. If the work would take up a significant amount of your discretionary time and attention, it would be better for you to consider attending the Language Schools in a future summer, when you will not be bound by such prior commitments. You should take the Language Pledge only when you are ready and able to make a good-faith effort to abide by it.

## **When does the Pledge end?**

Usually, the Pledge ends when you leave campus. Ask your School's Director or Coordinator about the practice in your School.

## **Before Leaving for Middlebury at Mills**

Please send a digital, passport-style photo of yourself (head and shoulders only, no hats or sunglasses) to [millsdigitalphotos@middlebury.edu](mailto:millsdigitalphotos@middlebury.edu) before arrival. Photos will be used to create ID cards for access to dining and residence halls, among other campus privileges. Please send your photos in **.jpg format** by **May 18th** for the start of the 9-week program, **June 1st** for 6 and 7-week programs.

Please plan to arrive on the date specified in the section on arrival. Because our dormitories are occupied by others until shortly before the opening of your session, early arrivals cannot be accommodated.

- Arrange for packages to arrive after you do. The College cannot accept them before the sessions begin. Please note that Middlebury at Mills uses a USPS Post Office box on campus. FedEx and UPS will NOT deliver to a Post Office box. You may send packages to the PO box using the US postal service, which can also offer trackable delivery methods.

Student Mailing address:

Your Name

Your Language School

Middlebury at Mills

PO Box 9986

Oakland, CA 94613

- Leave valuable items at home. While theft is not common, it does occur.
- When planning what to bring, please consult the list below:

### Items supplied in each room

Twin bed, standard mattress, desk, dresser, closet/wardrobe, light, wireless internet connection, and telephone.

### We recommend that students supply

Pillow, blanket, sheets, towels, hangers, reading lamp and light bulbs, safe heavy extension cords with surge protection strips, fan, shower caddy, alarm clock, flashlight, extra blanket or sleeping bag, rain gear, sports attire, warm coat and sweater, one nice outfit (optional), and other equipment, such as computers and stereos.

### Prohibited in rooms and subject to confiscation

Appliances with exposed heating elements (i.e. portable heaters, toasters, hot plates), candles, incense, halogen lamps, air conditioners, microwaves, firearms, pets. Smoking is prohibited in all buildings and within 30 feet of doorways, windows or airways.

### Permitted

Electric blankets, small 24-inch ENERGY STAR refrigerators, irons with automatic shut-off mechanisms.

## **International Students**

[www.middlebury.edu/campuslife/doc/issv/students/summer\\_students/](http://www.middlebury.edu/campuslife/doc/issv/students/summer_students/)

Non-U.S. Citizens enrolling in the Language Schools must be in a visa status that allows full-time study. TOURIST STATUS DOES NOT ALLOW FULL-TIME STUDY. Most international students at Middlebury College have an F-1 (student) visa status either through Middlebury College or through their academic-year home institution.

International Student & Scholar Services (ISSS) offers visa-related services and provides advice and support to Middlebury College's international population. Students studying at the summer Language Schools on I-20s issued by Middlebury College must check-in with Middlebury at Mills administrative offices to confirm that they are in F-1 student status within the first week of being on campus. Students who are enrolled as F-1 students and are working toward a degree at another U.S. institution are not required to check in as long as they were enrolled at the academic year institution both during the spring term just prior to and the fall term just after the language school summer session. Each international student should let ISSS know if he/she is an international student who will attend Middlebury at Mills during his/her vacation period while maintaining F-1 status at another institution. For other scenarios, please contact ISSS immediately, if you have not already done so, to ensure that you have an appropriate visa status to be enrolled as a student. If you need further information, please consult the Frequently Asked Questions (FAQ) section of our Web site, or as previously listed in this Handbook. If you have specific questions, please contact International Student and Scholar Services. You may reach ISSS by e-mail at [issv@middlebury.edu](mailto:issv@middlebury.edu) or by telephone at (802) 443-5382.

## **Transportation to Middlebury at Mills**

### **Air**

The closest airports are in Oakland, about 6 miles from Mills, and the San Francisco International Airport, about 26 miles from Mills. Viable ground transportation options to Mills from area airports are by airport shuttle bus, public transit, or taxi. If you need to rent a car in Oakland, the Oakland Airport Car Rental website lists phone numbers for major car rental companies in the area: [www.oaklandairport.com/car\\_rentals.shtml](http://www.oaklandairport.com/car_rentals.shtml) . Also, rental car companies at the San Francisco International airport can be found at: [www.flysfo.com/web/page/tofrom/rental-cars/](http://www.flysfo.com/web/page/tofrom/rental-cars/)

### **Automobile**

Mills is located immediately off of Highway 580 in Oakland at the junction of 580 (MacArthur Freeway) and Highway 13 (Warren Freeway), approximately seven miles from the Bay

Bridge. For detailed driving directions please visit [www.mills.edu/directions](http://www.mills.edu/directions), or call (510) 430-3250 for recorded directions.

## Taxi

Taxi service to Mills Campus is available at the Oakland and San Francisco airports. Rates are subject to change, but one can anticipate charges of \$60 or more.

From the San Francisco airport, it is also possible to take a direct BART (subway) train to Rockridge station in Oakland, and take a taxi from the taxi stand (~\$22).

### **Friendly Cab, East Bay**

(800) 244-0400 or (510) 536-3000

### **Yellow Cab Express, East Bay**

(510) 644-1234

### **Yellow Cab, San Francisco**

(415) 333-3333

Lower-cost shuttle bus services are available and can be used for transportation services between airports, hotels, and campus:

### **Bayporter Express**

(877) 467-1800 or (415) 467-1800

### **Super Shuttle**

(800) 258-3826 or (415) 558-8500

For more information about Taxi and Shuttle bus services from Oakland Airport:

[www.oaklandairport.com/shuttles.shtml](http://www.oaklandairport.com/shuttles.shtml)

For more information about Taxi and Shuttle bus services from San Francisco Airport:

[www.flysfo.com/web/page/tofrom/transp-serv/dtd/](http://www.flysfo.com/web/page/tofrom/transp-serv/dtd/)

## Public Transportation

You can take public transportation to a public bus stop (MacArthur and Richards Rd.) just outside Mills College from both the Oakland and San Francisco Airports. Use caution taking public transportation at night, as you would in any unfamiliar metropolitan area.

Transit.511.Org is a helpful tool to navigate Bay Area Public Transit, including AC buses, BART trains (subways) and ferries. Transit.511.Org includes a "Trip Planner":

[tripplanner.transit.511.org](http://tripplanner.transit.511.org)

By typing in start and end destinations or landmarks, Transit.511.Org shows public transportation routes, fares and schedules.

For Mills College, use 5000 MacArthur Blvd, Oakland, 94613, as a start or end point. Please note that this is not your mailing address. Mail to 5000 MacArthur will not be delivered to the Language Schools. Language Schools will use their own US Post Office box on campus.

## Arrival On Campus

### Hotels/Motels in Oakland

The Bay Area is a popular vacation destination year-round; we recommend that you make reservations well in advance of your intended arrival dates. You may find the resources listed below helpful as you arrange for local accommodations.

- The Oakland Chamber of Commerce: (510) 874-4800  
[www.oaklandchamber.com](http://www.oaklandchamber.com)

- Oakland Convention and Visitors Bureau  
[www.oaklandcvb.com](http://www.oaklandcvb.com)
- City of Oakland Official Website: [www.oaklandnet.com](http://www.oaklandnet.com)
- Visit California.com: [www.visitcalifornia.com](http://www.visitcalifornia.com)

## Recommended Hotels in the Area

Fairfield Inn by Marriott  
8452 Edes Avenue  
Oakland, CA 94621  
(510) 568-1500

<http://www.marriott.com/hotels/travel/oakoa-fairfield-inn-oakland-airport/>

Middlebury at Mills has negotiated a special reduced rate with this hotel for Middlebury at Mills students, faculty and staff. Please make sure to mention your association with Middlebury at Mills when making reservations. The Middlebury at Mills summer of 2009 guest room rate is \$89.00 plus tax single or double occupancy Monday through Thursday and \$74.00 plus tax Friday, Saturday, and Sunday. Room rates include airport transportation, parking, deluxe continental breakfast, hi-speed Internet access, USA Today, and local phone calls. For stays of 7 days and longer the rate is \$79.00 plus tax. One mile from Oakland International Airport and minutes from BART, this smoke-free hotel features free local phone calls and high speed Internet, free continental breakfast, spacious guest rooms with a well-lit work desk, two phones and data ports, free cable TV with HBO, in-room hair dryer, iron and ironing board.

The Executive Inn & Suites  
1755 Embarcadero  
Oakland, CA 94606  
(510) 536-6633 or (800) 346-6331  
[www.executiveinnoakland.com](http://www.executiveinnoakland.com)

Located near Jack London Square on the Oakland Estuary, the Inn provides continental breakfast, swimming and spa facilities, free parking, and shuttle service to and from the Oakland International Airport. Restaurants are located close by.

Courtyard Oakland Downtown  
988 Broadway  
Oakland, CA 94607  
(510) 625-8282 or (800) 346-6331  
[www.marriott.com/hotels/travel/oakcd](http://www.marriott.com/hotels/travel/oakcd)

Located between the Old Oakland Historic District and Chinatown, offers a residential environment, valet, heated swimming pool, whirlpool, exercise room, and easy access to shops, restaurants, and BART.

Homewood Suites by Hilton Oakland-Waterfront  
1103 Embarcadero  
Oakland, CA 94606  
(510) 663-2700  
[www.homewoodsuites.com](http://www.homewoodsuites.com)

Located on the Oakland Estuary and Marina off of Interstate 880. Every suite features a full equipped kitchen and complimentary hot breakfast.

The Washington Inn  
495 Tenth Street  
Oakland, CA 94607  
(510) 452-1776

[www.thewashingtoninn.com](http://www.thewashingtoninn.com)

A luxury boutique hotel located in the heart of Old Oakland across from the Oakland Convention Center near shopping, cinemas, restaurants, night spots, and BART. Continental breakfast is provided. Self parking is \$22 per night at the Oakland Convention Center garage.

The Claremont Resort and Spa  
41 Tunnel Road  
Berkeley, CA 94705  
(510) 843-3000 or (800) 551-7266

[www.claremontresort.com](http://www.claremontresort.com)

Historic, luxury hotel accommodations.

Waterfront Plaza Hotel  
10 Washington Street  
Oakland, CA 94607  
(510) 836-3800

[www.waterfrontplaza.com](http://www.waterfrontplaza.com)

## Arrival Dates

The following dates have been designated as arrival days for the various summer sessions.

**Nine-week session**—Arabic

Friday, June 5

**Seven-week session**—French, Italian, Spanish

Friday, June 19

**Six-week session** —Arabic

Friday, June 26

It is vital that you arrive on time. If you have an unavoidable and significant time conflict, please write to the Coordinator of your School for permission to arrive late. There are charges for late placement tests, late registration, and late course changes (see Special Fees). **If you need to arrive in Oakland early, you MUST make arrangements to stay off-campus until your session begins.**

## Arrival Procedures

The Language Schools will have an Arrival Center to accommodate students who arrive during peak daytime and early evening hours on the designated arrival days. The Arrival Center is located in the historic Mills Hall Oval. Security guards at the front entrance to Mills campus can direct you to the Mills Hall Oval upon your arrival.

The Arrival Center hours and dates are as follows: Friday, June 5 10:00 a.m.–8:00 p.m.; Friday, June 19 10:00 a.m.–8:00 p.m.; Friday, June 26 1:00 p.m.–7:00 p.m.

The following services are provided at the Arrival Center:

- key distribution
- Middlebury at Mills Card information. Please send a digital, passport-style photo of yourself (head and shoulders only, no hats or sunglasses) to [millsdigitalphotos@middlebury.edu](mailto:millsdigitalphotos@middlebury.edu) in .jpg format before arrival.
- vehicle registration (you will need your license plate number and your license and registration)
- distribution of School arrival packets
- computing information
- Counseling Service information
- College Book Store information

## **Early Morning or Late Evening Arrivals**

If you arrive after the Arrival Center closes for the day, you should check in with the Department of Public Safety. The Department of Public Safety has staff on duty 24 hours a day, and will greet you at the kiosk as you enter the campus. The general business phone number for Public Safety is (510) 430-5555. If you pick up your keys from Public Safety, you will need to go to the HMDS office and your School office when it next opens in order to complete check-in procedures with your School. If you have not provided a photo for your Middlebury at Mills ID, you will be provided with a generic access card to gain entry to your dormitory. The fine for the loss of one of these cards is \$25.

## **Lost Luggage**

If your luggage has been lost during your flight, arrange with the airline to have bags delivered to Mills College, 5000 MacArthur Blvd., when they arrive. When the airline informs you that your baggage is on its way, please call Public Safety at (510) 430-5555 (ext. 5555 from on-campus phones) to let them know your bags are coming. Be sure to mention which dorm you are in, so that Public Safety can direct the airline shuttle to the proper location on campus. Please make arrangements to meet the airport shuttle at your dorm to retrieve your bags.

## **Keys and ID Cards with Electronic Access**

Dormitory room keys and ID cards for electronic access to buildings are issued at the Arrival Center or by Housing Management and Dining Services (HMDS) in Sage Hall, Rm 138. Failure to return a key at the end of the session to HMDS incurs a non-refundable charge of \$50 for the key and \$50 for a late charge. ID cards do not need to be returned, but a \$10 replacement fee will be charged to re-issue cards during the session due to loss or damage.

## **Parking and Vehicle Registration**

Students, faculty, and staff may bring cars to campus, but all cars must be registered with Public Safety, and summer parking regulations issued by Public Safety must be observed. Vehicle registration and driver's license are required when registering a vehicle.

*Please note: Parking for students on campus is limited, and is located at the entrance of the campus in Richard's Parking Lot.*

## Financial Information

### SPECIAL FEES

Late Payment: \$50  
Late Course Change: \$10  
Late Placement Test: \$25  
Replacement of ID: \$10  
Late Registration: \$25

### Payment of Fees:

Bills were mailed on April 15th. Payment in full is due June 1. Your check should be made payable to Middlebury College, in U.S. funds only. Payment by credit card may be made through a 3rd party payment provider. A 2.75% convenience fee will be charged by the provider. To pay by credit card you may go to the Middlebury College Web page and pay at the e-cashier site under payment plans at the Student Financial Services. If you have any questions regarding payment of your bill, please call the Student Financial Services at (802) 443-5158.

### Late Acceptances

If you were accepted between May 1 and June 1, payment in full is due by return mail upon receipt of your bill. If you were accepted after June 1, you must pay the full amount due upon arrival on campus. You will be delayed at the Arrival Center if your account has not been paid in full.

### Financial Aid

The Language Schools financial aid budget is limited and does run out. Funds are offered on a first-come, first-served basis. Students may apply for aid each year they attend the Language Schools. Students enrolled in the master's degree program are normally eligible for financial aid. Federal Stafford Loans are available if you are in a Middlebury College degree program. If you have not already applied and wish to do so, please call Mary Brady, Loan Coordinator, at (802) 443-5665 to find out what you need to do. If you have taken a loan and it creates a credit balance on your account, you will not receive any funds until after you arrive on campus in the summer. If you are attending a program abroad, any refund will be sent to you within 10 days of the start of classes. The College is committed to delivering a refund to you on a timely basis, therefore please remember to contact Charlene Broughton in Student Financial Services at (802) 443-5374 or [cbroughton@middlebury.edu](mailto:cbroughton@middlebury.edu), and provide the correct address to be used for sending your refund. If your loan has not been processed and approved prior to the beginning of your program, you will be required to pay your bill in full. A refund will then be made when the loan funds are received. Additional instructions on settling your bill with loan proceeds will be included with your bill. Please note that a failing grade represents less than satisfactory academic progress, and may jeopardize your eligibility for federal loans, as well as being grounds for dismissal from the program.

The Office of Student Financial Services is open from 8:15 a.m. to 5:00 p.m. EST (5:15am to 2pm PDT) Monday through Friday, to answer your questions regarding financial aid. Telephone: (802) 443-5158; e-mail: [studentfinancialservices@middlebury.edu](mailto:studentfinancialservices@middlebury.edu)

## **Employment**

Because of the intensive nature of the summer session, and because of the Language Pledge, Language Schools students may not operate concessions or accept employment.

## **Funds from Other Sources**

If you are receiving funds from U.S. government agencies, foundations, or other educational institutions, these funds must be paid before registration, either through you or directly to Middlebury College. Outside support that is contingent upon your academic performance will not be accepted. If the supporting institution has not made payment in advance, you are required to pay your bill in full. A refund will then be made when the outside funds are received. Additional instructions on settling your bill with funds from other sources are included with your bill.

## **Veteran's Benefits**

If you are attending the Language Schools under the Veterans Readjustment Benefits Act, you should fax or scan your certificate of eligibility to the Associate Registrar, Marilyn Ewell, Phone: (802) 443-5531; Fax: (802) 443-2036 email: [mewell@middlebury.edu](mailto:mewell@middlebury.edu), before the end of the first week of classes. If you have attended Middlebury College previously under this bill, you need only to activate your former certificate of eligibility. Veterans who receive other financial aid must inform the Student Financial Services of Veterans benefits.

## **Fulbright Scholarships**

Jeffrey Cason, Dean of International Programs, [cason@middlebury.edu](mailto:cason@middlebury.edu), (802) 443-5745 is available to discuss general questions associated with the Fulbright Program. Undergraduates enrolled at Middlebury apply through the Middlebury Office of Student Fellowships and Scholarships; students enrolled in degree programs elsewhere should contact the Fulbright Program adviser at their home institution. Graduate students normally apply as "at large" candidates, though in some cases, DML students may apply through Middlebury. Full information and applications are available on-line at [www.iie.org/fulbright](http://www.iie.org/fulbright). The on-campus deadline for submission of a Fulbright application for enrolled students entering their senior year at Middlebury College is in late September. Only U.S. citizens may apply, and applicants must have earned the BA degree by the beginning of a grant. Applications submitted during the current year are for study and/or research abroad during the subsequent academic year. As a result, Fulbright cannot fund foreign study during the academic year immediately following summer study at Middlebury. Fulbright Scholarships are not available for post-graduate study on U.S. sponsored programs and, therefore cannot be applied to an MA degree at a Middlebury School Abroad.

## **Withdrawals and Refunds**

In order to withdraw from the Language Schools, you must complete and sign an official withdrawal form at your School office. Upon arriving at the Middlebury Language Schools, students who complete arrival procedures (i.e., check in with the Language Schools or the Department of Public Safety, or have received their room key), but who then decide to leave before the end of the fifth day of classes for any reason will, in addition to forfeiting the \$400 non-refundable deposit, be assessed a withdrawal fee of \$1,500. (The fifth day of class is the Friday following arrivals in the 6-, 7- and 9-week sessions.)

Students who are forced to withdraw after the fifth day of classes for documented reasons of health or for family emergencies forfeit the enrollment deposit and room fees, but may receive refunds for any additional amounts paid according to the refund schedule. Students who withdraw for personal reasons (rather than a documented medical or family emergency) may be eligible to receive a board refund only.

Financial aid will be pro-rated based on the amount of time you were enrolled, according to both Middlebury and federal formulas. Any refund granted is remitted to the person who paid the charges. If a refund represents, in whole or in part, the proceeds of a student loan, remittance is made by the College first to the lender or holder of the loan. Students are given written notice of such disbursements made on their behalf.

## **Refund Schedule for Emergency Withdrawals after the Fifth Day of Classes**

Cancellations before the start date of any program forfeit the \$400 non-refundable deposit only.

<b>Nine-week Session:</b>	<b>Refund received</b>
Before end of 2nd week of classes	40% of tuition and board
Before end of 3rd week of classes	20% of tuition and board
After end of 3rd week of classes	No refunds
<b>Six- and Seven-week Sessions:</b>	
Before end of 2nd week of classes	20% of tuition and board
After end of 2nd week of classes	No refunds

## **Reapplication after Withdrawal:**

Both graduate and undergraduate students who wish to reapply after having withdrawn or been asked to withdraw for medical or psychological reasons should submit a letter from their physician or psychotherapist indicating that they are prepared to undertake an intensive program of study and noting what ongoing care may be necessary.

As part of the educational experience at the Language Schools, you are required to live on campus in one of the dormitories assigned to your School. Only in very exceptional circumstances, and only with written permission in advance from the Director of the School or the Vice President, will a student be allowed to live off campus. Even if you obtain permission to live off campus, you are still required to take meals in the dining hall assigned to your School.

The "Middlebury Method" of 24/7 total immersion is based on residence seven days a week. Classes are held Monday through Friday, but you should come prepared to remain on campus and work several hours each day, including weekends, and to interact with other students outside of class as a vital part of the curriculum. If you absolutely must be away from the campus overnight, you are asked to consult the office of your School and to leave word with them so that you may be contacted in case of an emergency. **The College cannot provide housing for members of your family, nor may guests be housed on campus.** Since our carefully planned and integrated co-curricular program is an integral

part of our total immersion approach, we encourage students to participate as fully as possible in the cultural activities that are planned by each School, and to make use of the athletic and cultural facilities on campus. Because of the brevity of the summer session and the importance of the Language Pledge, students should not expect to find the range of extracurricular organizations and support groups that might be available during the academic year.

## **Residence Life and Personal Safety**

### **Residence Hall Regulations**

- The College does not accept responsibility for loss of money or other personal property or damage thereto which may occur in residence halls and elsewhere on campus.
- The room entry and exit must be clear. Nothing may be hung from a sprinkler apparatus.
- In common spaces and suite lounges, nothing can be hung from the ceiling; furniture and decorations cannot block an exit.
- Nothing can be posted in an exit route (hallways, stairways, etc.).
- Any unauthorized air conditioners or material in violation of fire safety guidelines (candles, halogen lamps, microwave ovens, items blocking the means of egress, etc.) will be confiscated. Confiscated items will not be returned. Occupants must maintain clean and sanitary conditions in dormitory rooms, and must clear common space after personal use. Damages to common areas or hallways may be billed to the residents of the entire dormitory unless the individual(s) responsible can be identified.
- Tampering with fire safety equipment is forbidden, and carries a minimum \$50 fine and additional charges to repair or replace equipment. These charges will be borne collectively by the residence hall if the responsible individual(s) cannot be identified. When an individual is identified, the fine is \$200 plus the cost to repair or replace equipment, and the individual is subject to disciplinary action.
- Occupants must exit a building when a fire alarm sounds.
- Occupants have a right to privacy in their dormitory rooms. The Department of Public Safety and other College officials should enter a student's room only under certain circumstances: emergency entry, such as fire, fire alarm, fire drill, an immediate threat to life, a call for help, or what reasonably seems to be a dangerous situation; community service, such as to turn off an unattended alarm clock or radio; routine inspections, maintenance, and repair of College equipment, such as computer network or telephone equipment repair; or to remove an item in violation of College regulations.
- Please refrain from putting up posters in your housing accommodations. There is a very limited turnaround period between Middlebury at Mills' departure and the return of Mills students, and there will be no time to patch or paint damaged walls. Sticky poster gum or adhesive is also problematic as it is oily and discolors the paint.

### **Smoking Policy**

California smoking laws prohibit smoking in public places, except for designated smoking areas. This includes all public areas of the College (classroom and office buildings, dining halls, lounges, lobbies, hallways, and restrooms). Smoking is also prohibited within 30 feet

of any doorway, window or air intake of public buildings. **Smoking is prohibited in all residence halls.** Failure to observe this policy will be treated as a fire safety violation and subject to the same penalties.

## **Furnishings**

Many Middlebury at Mills dorms are decorated with irreplaceable items of furniture, given as gifts to Mills College, or used in buildings for generations. You should not exchange furniture, remove dorm furnishings from your room, or move lounge or other furniture into your room. If you remove furniture from your room, or move lounge furniture into your room, you will be charged a fee for any missing item. Once a bill has been issued, the charges will not be removed, even if the missing item is subsequently returned to its proper place.

## **Housekeeping and Maintenance**

Cleaning equipment is available in dorms, and students are responsible for keeping their rooms in order. The Housekeeping staff cleans and maintains common areas, such as kitchens, bathrooms, and lounges daily, Monday through Friday. Items of personal use, such as coffee mugs, plates and utensils should be cleaned by the user and should never be left in common areas.

Charges are imposed for damage to rooms or furniture, for removal of furniture, and for rooms not left in neat condition at the end of the occupancy period. Fines will also be assessed for waste that is not properly sorted into garbage / recycling / compost.

You should report all problems related to housekeeping and maintenance in your dormitory to your School office, for referral to the appropriate College department.

## **Bathrooms**

Residents should expect to share communal bathrooms in the residence halls.

## **Bicycles**

Bicycles should be kept in the bike locker rooms or racks provided for their storage, not in residence halls or other buildings, or chained to trash barrels rather than the bike racks. Bikes should not be chained to railings or block walkways. Bicycles removed from unauthorized places will likely incur fines. Any unclaimed bikes left on campus will be donated to Goodwill.

Middlebury at Mills students who wish to rent bicycles for the summer will receive a special discounted rate from Bay Area Bikes, 2424 Webster St, Oakland, CA 94612, (510) 763-BIKE (2453), [sales@bayareabikes.com](mailto:sales@bayareabikes.com) .

For \$75/week, you can rent a brand new "Giant" bike with fenders/racks, helmet and U-lock. Bay Area Bikes also has bicycles available for purchase starting at \$280.

## **Pets**

Pets are strictly prohibited on campus. Daily fines and loss of residence privileges will result from pets being kept on campus.

## **Laundry Facilities**

There are laundry rooms in each dorm on campus containing both washers and dryers. All machines are coin-operated. The cost per load is \$0.75 to wash and \$1.00 to dry. Bills can be exchanged for quarters at the cashier's office in Sage Hall. When the Mills cashier's office is closed, the Middlebury at Mills cashier in the Fine Arts annex may be able to make change. Laundry soap can be purchased in the bookstore; there are no laundry soap dispensers in laundry facilities.

If a machine is out of order in your dorm, please have someone in your school contact Coinmach, the company that services the machines, directly at 1-800-652-1322 or via their website, [www.COINMACH.com](http://www.COINMACH.com). You will need to know the machine ID number and the name of the building in which the machine is located.

## **Security and Access to Student Residences**

The majority of Middlebury at Mills residence halls and computing facilities are secured by the card access system. Students, faculty and staff will need to carry their access identification card with them at all times. Residence halls are not open to the public but may be accessed by members of the College community on official College business. Students, faculty and staff are issued keys to their rooms and should keep their doors and windows locked when going to sleep or when leaving the room. All students are issued an access identification card that allows them to gain access to buildings that have been designated as part of the Language Schools program, dining area or laundry facility. The enhanced access system is monitored 24 hours a day and 7 days a week by the Department of Public Safety (DPS). The system will display alarms when a door is propped open, the components are tampered with, forced entry occurs, and if unauthorized person(s) attempt to access with an invalid access card. When an alarm is displayed at Public Safety, the telecommunicator will acknowledge the alarm and dispatch an officer to investigate. Public Safety Officers patrol campus regularly. Students, faculty and staff are encouraged to report all unauthorized persons and suspicious activities to the DPS.

## **Escorts**

Public Safety can provide escort service for personal safety on campus after dark. Call (510) 430-5555 (x5555 from campus phones) to request assistance from an officer.

## **Personal Property**

Middlebury at Mills does not maintain insurance for the personal property of faculty, staff and students. It is your responsibility to insure valuable property that you bring with you.

## Emergencies

In situations perceived as serious medical emergencies, call 911 for police and paramedics. To make an emergency call from a cell phone you can also dial (510) 777-3211.

Public Safety, at (510) 430-5555 (x5555 from campus phones) can also call emergency medical responders to campus. After you have called an emergency number, call Public Safety so that they can direct emergency vehicles to the correct location on campus and provide immediate assistance. You can also go directly to the emergency room. Alta Bates Summit Emergency Room is located approx. 6 miles from Mills Campus; Highland Trauma Center is approx. 3 miles from Mills. Persons with possible neck or spine injuries should never be moved. Always call an ambulance.

Use any campus phone to reach the Public Safety office at x5555. Public Safety will contact the fire department, police, etc., if required.

Public Safety offices are located in the Chemistry, Math and Physics building (CPM) Rm 113. The office is open Monday-Friday from 9:30am -1:00pm, and 2:30pm-5:30pm. Public Safety officers patrol the campus and monitor the front gate 24/7.

## Emergency Phones

Blue-light emergency phones are located in Richard's parking lot and upper CPM. Black phone boxes are located near the entrance of dorms and many classroom buildings, and tan phones are located inside buildings for dialing 911 for police, or x5555 for Public Safety. Black and tan building phones may also be used for non-emergency intra-campus calls by simply dialing the extension.

Mills College Department of Public Safety encourages you to report suspected crimes and emergencies as promptly and as accurately as possible. If you need to report a crime in progress or other emergency you should dial (510) 430-5555 (x5555 from campus phones). Please be prepared to provide the dispatcher with your name, a description of the type of emergency and the location of the emergency. Please dial 911 or Oakland Police Department (510) 777-3211 only in an emergency, which means you are in need of immediate police, fire, or medical response.

If you mistakenly dial 911, please do not hang up, since all calls are captured by the 911 system. Stay on the line and talk to the 911 dispatcher before you disconnect. In the event of a hang-up, emergency service personnel will attempt to call you back, or if there is no answer, will send someone to the location you called from.

**To contact Mills College DPS directly, dial x5555 from any campus phone or (510) 430-5555 from an off campus phone.**

## Local Law Enforcement Agencies:

- Oakland Police Department non-emergency (510) 777-3333
- California State Police (800) TELL-CHP (1-800-835-5247)

Public Safety officers are often the first responder for assistance in reports of fire, medical emergencies and criminal activity. Fire alarm and intrusion alarm signals are received at the telecommunications center through a computerized alarm processing system. Public Safety officers will be in direct contact with Oakland police in the event of any emergency.

## Emergency planning and preparedness on campus

### Earthquake Preparedness

The key to living in a region prone to earthquakes is to first accept that they can and may occur. To realistically prepare for an earthquake it is important to adhere to the procedures listed below.

Study and living environments should be organized in a quake-safe manner. Most injuries during earthquakes are caused by falling objects. Heavy objects should be removed from shelves above beds or desks and be placed on lower shelves. Free-standing cabinets, bookcases, and other tall furniture should be secured to the wall. If these items cannot be secured, they should be placed where they are not likely to fall and cause injury. Desks, chairs, or beds should not be placed directly next to or under a window. If this is not possible, sit and sleep with heads away from windows. Plants and other free-swinging objects should be kept away from windows so they will not break the windowpane.

Students should learn and practice quake-safe action for protection. At first indication of an earthquake, it is important to move to a safe area (either under sturdy furniture, an interior door frame, or braced in an interior corner), away from shelves and windows, and keep faces and heads covered for protection from broken glass and falling debris. Remember to Duck, Cover, Hold. **If inside**, students should not rush outside, as there may be hazard from falling debris. **If outdoors**, students should stay there. If possible, move to an open area away from buildings, trees, overhead power lines, brick walls, and falling objects. It is important to stay low to the ground and look for hazards that may require moving to a safer area.

**If in a car**, students should pull over and stop in a safe area away from trees, power lines, bridges, overpasses, and buildings. Stay inside the car. If live wires should fall across the car, remain still until help arrives. A car is usually well insulated and will usually provide protection against electricity.

All students and other community members should develop a personal emergency plan. Having a well-rehearsed emergency plan will increase personal safety in the event of an earthquake, provide necessary resources and training for handling the aftermath of an earthquake, and help to put family and friends at ease. A flashlight with extra batteries is recommended in the case of power outages.

### Emergency Broadcast Notification Systems

Middlebury and Mills Colleges have implemented emergency broadcast notification systems that will allow them to send out information to cell phones, e-mail accounts, and dorm extensions in a rapid and organized manner. You can only be reached through the emergency broadcast notification systems if you have provided your contact information. If you provide a cell phone number, it will be stored in our database as well as in the emergency notification system for use in the event of a pressing need to contact you quickly. It will not appear either in the printed directory or in the on-line directory. **If you own a cell phone, it is in your best interest to provide your number for this purpose. The *Alertfind* and *ConnectEd* emergency broadcast systems at Middlebury and Mills colleges will reach any user, anywhere, and at anytime via text-enabled devices or voice-enabled devices—phones, mobile phones, pagers, wireless devices, SMS, and e-mail accounts. The systems allow the College system managers to specify device-to-device escalation rules so message will be delivered and received quickly.**

## **How do I provide my cell phone?**

Log on to BannerWeb (click at the bottom of Middlebury's home page and enter your User ID and PIN number), and select Personal Information. You'll find the option, Update Cell Phone. Provide your number there and you are finished. If you need to update this number at a later date, you can simply enter the new cell phone number. In order to recognize these messages when they arrive, please note important sender information.

## **Keeping in Touch**

### **Campus Telephone Services**

Lucie Stern Room 32, 510.430.3265  
[telecom@mills.edu](mailto:telecom@mills.edu)

We provide an active telephone and a voice mailbox, free of charge, in each dorm room.

We maintain the telephone network so you may:

- Place on-campus calls.
- Receive incoming calls.
- Place unlimited toll-free calls and calls to the local calling area.

Local calling area includes Oakland, Alameda and parts of Berkeley. Please note that not all (510) area code numbers are local. A second dial-tone after dialing a number indicates a long-distance number or toll charge, for which a calling card is needed. Calling cards are available for purchase at the Cashier's Office in Sage Hall, or the Bookstore in Rothwell Center.

Instructional cards for setting up voicemail and using the Mills phone system will be provided in each dorm room.

If you have any questions or problems with your telephone line or voicemail please call x3265 or email [telecom@mills.edu](mailto:telecom@mills.edu).

### **Fax Services**

A fax machine is located in the Mail and Copy center, Sage Hall. This fax machine is accessible only to Mail Center staff. Outgoing faxes cost 50 cents at the Mail Center. Your school may also have fax machines or scanners available for your use.

## **Mailing Services and Check Cashing**

### **Incoming Mail**

Your address during the session will be:

Your Name  
Your Language  
Middlebury at Mills  
PO Box 9986

Oakland, CA 94613-0972

Please note that UPS and FedEx will not deliver to a US post office box, but that the US postal service does offer secure and trackable delivery options. For international packages or any other package that can not be shipped US post, call the Middlebury at Mills administrative offices for a mailing address: (510) 430-2285 or 430-2284.

Mail will be picked up from the on-campus US Post Office and sorted by the Administrative offices. Students will pick up their mail at an assigned location on campus, included in your arrival packet. If you would like to apply for a private US post-office box, you may do so at: [www.poboxes.usps.com](http://www.poboxes.usps.com). Enter zipcode 94613 under "Search for a PO Box" and select "Mills College". A standard-sized box may be rented for 6 months at \$43. Availability is determined by the US postal service.

Please note: The College cannot accept packages that arrive before the beginning of the session. Only first class mail and packages can be forwarded after your departure. Other mail will be discarded.

### **Outgoing Mail**

A US Post Office is located at Rothwell center, hours 9:00 am to 3:00 pm (closed from 11:00 am to 11:15 am for lunch). The Copy and Mailing Center in Sage Hall is the central shipping point for United Parcel Service.

### **Check Cashing**

You may cash traveler's checks for up to \$50 at the Cashier's Office (in Sage Hall). During the summer, the Cashier's Office is generally open from 10:00 am to 12:00 pm. They will not cash personal checks or accounts payable or payroll checks.

### **Banking in Oakland**

Banks closest to Mills Campus are:

Bank of the West  
3062 East 9th Street  
Oakland, CA 94601  
(510) 434 5250

A Bank of the West ATM machine is located in Rothwell Center.

Bank of America  
4054 Macarthur Blvd  
Oakland, CA 94619  
(510) 649-6600

Washington Mutual  
3438 Fruitvale Ave  
Oakland, CA 94602  
(510) 482-7303

There is a Wells Fargo ATM nearby at  
3711 MacArthur

Oakland, CA 94619  
(800) 869-3557

Because it may be impractical to open a checking account for a short stay at Middlebury at Mills, we recommend that you rely on traveler's checks or an ATM card issued by your home bank in order to obtain necessary cash.

## **Automated Teller Machine**

The Bank of the West ATM is located in the Rothwell Center buildings, on the right-hand entrance while facing the Bookstore. Facing the vending machines inside the glass door, the ATM is towards the left.

## **Dining**

Everyone, including those who have been given special permission to live off campus, is required to eat in the dining rooms. All meals will be taken at Founder's Dining Hall, up the hill behind Rothwell Center, across from the Middlebury at Mills administrative offices. Each School is assigned specific dining times in Founders for lunch and dinner Monday through Friday. Please leave the dining room promptly at the end of your scheduled time in order to avoid infringing on the time of other Schools and College staff.

To provide greater flexibility on Saturday and Sunday, Founders will remain open from 8:00 a.m. to 1:00 p.m. Continental breakfast will be served from 8:00 a.m. to 10:00 a.m., and more substantial brunch items will be offered beginning at 10:00 a.m to 1 p.m.

**All students, faculty, faculty dependents, and summer staff must present Middlebury at Mills Cards at the dining rooms at each meal.** Please return your dishes to the dish return area after you have completed your meal. You are welcome to eat and drink as much as you would like within the dining rooms. When leaving, you are welcome to take a piece of fruit, the ice cream you are eating, or beverage you are drinking in your own travel mug or bottle. All other food and beverage items are to be consumed only in the dining rooms. You should be aware that a \$35.00 fine will be imposed on those abusing this privilege. Shirts and shoes are required in all dining areas. Smoking is not permitted inside the dining room or on the adjacent terrace. If you have special dietary needs, please make sure to fill out the special dietary needs form on the pre-arrival section of the website, and speak with the Dining Hall Chef after your arrival.

## **First Meals**

The first meal for students is dinner on the day of arrival. If you arrive earlier in the day, you may purchase lunch at the "Tea Shop" grill, located in Rothwell Center.

## **Final Meals**

The last regularly scheduled school meal is lunch on Friday, August 7th, the last day of classes. A dinner for all remaining students and faculty will be served from 5:00 to 7:00pm in Founders Dining Hall.

The final meal for all students is brunch on Saturday, August 8th from 10:00am to 1:00pm.

## **Guest Meals**

Guests who speak the language of the School may join the School for meals in the dining hall with the permission of the Director or Associate Director. Meal Charges for Guests: Breakfast \$5.50 ; Lunch \$ 7.25; Dinner \$ 9.50.

## **Breakfast and Weekend Brunch Schedule (June 6–August 8)**

All Schools eat Breakfast from 7:00–9:00 a.m. in Founders, Monday through Friday. English-speaking Summer Employees and Programs will eat in the Tea Shop dining area. Weekend Brunch will be served in Founders from 8am until 1pm. Continental Breakfast will be served from 8am to 10am, with a full brunch menu beginning at 10am until 1pm.

## **Lunch and Dinner**

### **First Shift:**

Arabic School  
Lunch 11:45 to 1:00 pm  
Dinner 5:45 to 7:00 pm

### **Second Shift:**

French, Italian and Spanish Schools  
Lunch 1:15 to 2:30pm  
Dinner 7:15 to 8:30 pm

## **Other Dining Options:**

Café Suzie is located in Rothwell Center. Because Rothwell Center is frequented by people from all Schools, other summer programs, and faculty and staff of the College, it is imperative that the Language Pledge be strictly observed, except for necessary contact with Dining Service personnel.

# Academic Matters

## Attendance

The pace of the summer session is intensive: attendance/participation in all classes is required. A student's grade in a course may be reduced for nonattendance. The College does not close for holidays during the summer.

## Placement Tests

Test results, rather than length of previous study, determine placement in courses. Please keep in mind that by applying to one of the Language Schools, you have indicated your willingness to accept placement determined by your School on the basis of placement tests. Tests are given on the days indicated below, unless otherwise specified by your School. Check your School's arrival information for times and locations.

## Placement Test Dates

9-week session Saturday, June 6

7-week session Saturday, June 20

6-week session Saturday, June 27

Your School will provide you with information about the time and place for advising and course selection.

## Registration

**Language School students do not register for courses online.** Once you have selected courses with your advisor, the information will be sent directly to the Registrar's Office. Your courses will be available for viewing on BannerWeb on the first day of class. Please see the Coordinator of your School if you see an error on your schedule.

## Add/Drop Procedures

Add/drop cards are available in your School's office. You must obtain the signatures of each instructor and the Director or Associate Director of the School. This also includes section changes. Deadlines are indicated in the following chart. **Please note that cards must be returned to the school office by NOON on the dates specified below. There is a \$10 late fee for course changes after the deadline.** No new courses may be added after the add/drop deadline. Courses dropped before the add/drop deadline do not appear on your transcript. If you drop a course after the add/drop deadline, but on or before July 8, you will receive a grade of WD. If you drop a course after July 8, you will receive a grade of WD/F. In rare cases, a WD/P may be awarded subject to the approval of the school director. Notifying your instructor or non-attendance does not constitute official withdrawal from a course.

## Add/Drop Deadlines

9-week session: Monday, June 15

7-week session: Monday, June 29

- Last date to drop without grade penalty for any School is Wednesday, July 8

## Transferring from One School to Another

Admission is to an individual School. It is rarely possible, and never after the first week of classes, for a student to transfer from one Language School to another. The permission of the Directors of both Schools and the Vice President for Language Schools, Schools Abroad, and Graduate Programs is required.

## Curriculum

In the intensive language curriculum (3100–3499), you may enroll in courses in one language only, and should normally enroll in courses at one level only. **NOTE: The first digit of the course number does NOT indicate level.** At the graduate level, Middlebury offers the Master of Arts and the Doctor of Modern Languages degrees. **At this time, Graduate Degree Courses are not offered at the Middlebury at Mills campus.** The graduate curriculum in Chinese, French, German, Italian, Russian, and Spanish (courses numbered 6501–6999) is made up of courses in language analysis, literature, the social sciences, history, art and music history, and foreign language pedagogy. A normal load is three courses to be selected in consultation with the Director or Associate Director. First-year graduate students are placed in courses most appropriate to their linguistic proficiency, as determined by the results of placement tests taken prior to registration. Some students may be required to take one or more lower-level courses for undergraduate credit before beginning a full load of graduate work.

## MA Candidacy through Middlebury, Vermont Campus

Please see Middlebury website [http://www.middlebury.edu/academics/grad\\_lang/](http://www.middlebury.edu/academics/grad_lang/)

The Master of Arts degree in Chinese, French, German, Italian, Russian, or Spanish requires twelve units in the areas of language, literature, and civilization. Receipt of the BA degree or the equivalent from an accredited institution is a prerequisite for admission to the MA program. Students are notified by letter of their formal acceptance into the MA program after successfully completing three graduate-level courses during their first summer of study on the Vermont campus. They may then complete the MA at a Middlebury School Abroad or by attending subsequent summer sessions in Vermont. Students in the Chinese MA program may complete the program in four summers on the Vermont campus or one summer and one academic year at the Monterey Institute for International Studies and a final summer on the Vermont campus.

A highly-qualified undergraduate student may accumulate, before receipt of the BA degree or equivalent, a maximum of six graduate units at the Language Schools to be applied toward the Middlebury MA degree. Such units will not count toward both degrees. A failing grade represents unsatisfactory progress. It may jeopardize a student's eligibility for federal loans, and may be grounds for dismissal from the program.

Transfer courses may not be used to make up failures. All failed courses must be made up at a summer session in Vermont. An MA candidate who withdraws from a School Abroad may complete the degree only through further study on the Vermont campus. Special permission must be granted to complete the degree at a School Abroad.

## Credits and Course Load:

All credit awarded by the Language Schools is defined in terms of units. One unit equals three semester hours of credit. Students enrolled in the nine-week session of the Arabic School normally earn four units of credit. Students enrolled in the seven-week session of the French, Italian, and Spanish Schools normally earn three units of credit.

**For transfer purposes, the student's home institution determines how many credits, graduate or undergraduate, are granted for a summer's work. Students should consult their home campus advisers.**

All students must pay the full tuition even if they are carrying less than the full load of courses.

A degree must be earned within a ten-year period. All units of credit expire after ten years, whether earned at Middlebury College or transferred from another institution. Thus, credit earned at the 2009 session will expire after the end of the 2019 session. The validity of a degree, which certifies a level of achievement, does not expire.

## Transfer Credits

After formal admission to the program, candidates for the MA and DML degrees may request permission from the Coordinator of their School to transfer from another institution a maximum of the equivalent of one full-time summer of study at Middlebury (three units).

**Please note that MA and DML degrees are not offered through the Middlebury at Mills campus at this time.** Final approval will come from the Registrar's Office. For courses taken at institutions on the quarter system, as well as institutions whose courses do not carry credit equaling three semester hours, the Middlebury College Language Schools grant (a) one unit of credit for two quarter courses or (b) two units of credit for three quarter courses. Please submit in writing which option you intend to follow.

**Only courses taken after successful completion of the initial summer and formal admission to degree candidacy can be transferred. Courses taken at other institutions before the first summer** of study may not be transferred toward a Middlebury degree, and transferred courses may not be used toward any other degree. **Written approval of a course's transferability should be obtained from Middlebury** before registering for the course. Middlebury College courses transferred from one degree program are not eligible for another Middlebury College degree.

Courses for transfer must be graduate level and taken at an accredited institution that offers an MA in the language of study. We do not accept certificate courses, asynchronous online courses, independent study, correspondence courses, courses taught fully or partially in English\* or courses from extension or continuing education programs. For specific Schools' policies on transfer credits from MAT or M.Ed. programs, please consult with the School Director.

\* With the exception of the Middlebury-Monterey option of the Chinese MA degree.

The courses must be taught in the foreign language in the areas of language analysis and linguistics, culture and civilization, literature, or professional preparation, and must not duplicate courses already taken for degree credit. All units counted toward a degree must be taken on a graded, not a pass/fail, basis. No grade below a B- may be applied toward a Middlebury MA degree. No grade below B+ may be applied toward a DML degree. Courses may not be transferred to make up for courses failed at a Middlebury summer session or at a School Abroad. Students with failing grades forfeit as many possibilities of transfer credit as they have failing grades.

## Grades

The following grades are used: A, A-, B+, B, B-, C+, C, C-, D, F. No grade below a B- may be applied to a Middlebury MA degree, nor below B+ to the DML degree. **An A+ grade is available only at the graduate level and represents exceptional level of achievement.** Courses dropped after the end of the add/drop deadlines but on or before July 8 are entered on student transcripts as WD with no grade. A grade of WD/F is recorded for courses dropped after July 8. A grade of WD/P may be awarded in rare cases, subject to the approval of the School Director. Pass/Fail grades and notations of "no credit" or "auditor" are not available. Requests for a grade of WD/P (Withdrawal/Pass) will be granted only in cases of documented and unforeseeable medical or family emergencies.

**A change in grade will only be allowed in a case of clerical error or for the reason of fairness to the student.**

Students who wish to appeal a course grade should consult with the instructor of the course and the Director of the School. The student must write a letter stating the reasons for the appeal and should include copies of all relevant supporting materials. A change of grade form must be completed by the instructor of the course and the Director. Subsequent appeal may be made to the Vice President whose decision is final. **Appeal must be made during the six months following receipt of the grade.**

**NOTE: GPA is calculated for all students attending Middlebury College.**

The course numbering system will be as follows: undergraduate courses 3100–3499; graduate courses 6100–6999.

## For Middlebury College Undergraduates

As with other Middlebury College coursework, the following circumstances will result in coursework, grades, and GPA being posted to the undergraduate transcript:

- A student taking summer Language School undergraduate-level courses.
- A student taking summer Language School or Bread Loaf School of English courses at the graduate-level who wishes to apply them to their undergraduate BA degree.

Graduate work that a student does not want/need applied to the undergraduate BA degree will remain with the GR attribute and will show only on the graduate-level page of the transcript. In such a case, GPA would be calculated at the graduate level and this becomes part of your overall Middlebury record.

**NOTE: If you are planning to use your summer graduate-level coursework toward your undergraduate degree, you must let the Registrar's Office know by the end of the summer session.** The Registrar's Office does not solicit students regarding their intentions. Middlebury undergraduates may count graduate work at the summer Language Schools and the Bread Loaf School of English toward their Middlebury BA degree, but are not able to reuse the coursework toward a subsequent Middlebury College graduate degree. No changes will be made once the course(s) has been recorded as undergraduate credit.

## Incompletes

Incompletes are seldom given in the summer session, and must have the approval of the Director or Associate Director of the School. There must be a clear written understanding between the faculty member and the student as to the conditions under which the incomplete grade is to be completed.

To petition for an incomplete grade, you must fill out an Incomplete Request Form available from the Director of your School. Both the instructor and the Director or Associate Director must sign the form. A grade of "incomplete" that has not been completed within three months of the end of the session automatically becomes a failure (F). It is the responsibility of the student to make sure that this deadline is respected. **Reminders will not be sent by the Registrar.**

## Grade Reports

Final grades will be available online (BannerWeb) approximately two weeks after the end of the session. Grades are never released over the phone. Students will need their student ID number to access grades via Banner Web. Complete instructions for accessing grades will be included in the "student arrival packet" at the Arrival Center, and are also available on the Registrar's Office Web site: [www.middlebury.edu/administration/records/student\\_info](http://www.middlebury.edu/administration/records/student_info).

## Student Records

In accordance with FERPA (Family Educational Rights and Privacy Act of 1974—also known as the "Buckley Amendment") students or former students of Middlebury College have the right to inspect all educational records placed in their files after January, 1975. NOTE: For additional information please see the Middlebury College Web site: [web.middlebury.edu/administration/records/FERPA](http://web.middlebury.edu/administration/records/FERPA) or contact the Registrar's Office.

The Language Schools maintain several types of student records:

- Summer directory information—student's name, campus address, and home address. Distribution is limited to the individual School. If you do not want to have your name appear in this directory you should so indicate on the student address form provided at the Arrival Center.
- Academic records—A transcript for each student is kept in the Middlebury College Registrar's Office. The transcript contains grades and related academic information, as well as notations of graduation, withdrawal, and degrees received.
- The administrators of the Schools keep, in the School offices, applications, correspondence, brief memoranda of conferences with students, and evaluations of students' work by instructors, when they judge that such information may be useful or necessary in giving continuing counsel.
- Students should consider very carefully the consequences of any decision to withhold directory information. Should you decide to inform the College not to release directory information, any future requests for such information from persons or organizations outside Middlebury College will be refused. Regardless of the effect upon the student, the College assumes no liability for honoring instructions that such information be withheld.
- Requests for non-disclosure must be submitted in writing to the Middlebury Registrar's Office. Forms for making such requests may be obtained from the Middlebury at Mills administrative offices in Reinhardt B. A new request form for

non-disclosure must be filed at the beginning of each summer term or academic year abroad.

- For purposes of legitimate interviews and letters of recommendation, students may authorize the use of educational academic records (information on the transcript) and the Schools' non-academic records. If students authorize the use of academic records for legitimate inquiry, e.g., security clearance or job references, the Registrar may also indicate to inquirers the names of administrators and instructors who might act as further references. Other inquiries will not be filled without the specific written permission in each case from the student.

Students may inspect and review their education records upon request to the appropriate record custodian (Registrar's Office) within 45 days from the receipt of the request. Middlebury College reserves the right to refuse to permit a student to inspect those records excluded from the FERPA definition of "education record."

Students may challenge the contents of their educational records. If School officials receiving the challenge issue a response that is unsatisfactory to the student, a formal hearing may be held. Requests for changes in a student's educational record should be made **in writing** to the Language Schools Associate Registrar, Marilyn Ewell.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by Middlebury College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**

U.S. Department of Education  
400 Independence Avenue, SW  
Washington DC 20202-5920

Transcripts from other institutions and letters of recommendation used in support of application to Middlebury College cannot be released to another institution or to an employer. Letters of recommendation written in support of a student's application may be used for no other purpose, nor can they be returned. Additional information about student records is available from the Registrar's Office.

## **Transcripts**

Transcripts must be requested **in writing** by the individual student from the Registrar's Office, Forest Hall, Middlebury College, Middlebury, VT 05753. Request forms are available on the Web at [www.middlebury.edu/administration/records](http://www.middlebury.edu/administration/records). A fee of \$5.00 is charged for each official transcript. No transcripts are issued to or for students who are financially indebted to the College until satisfactory arrangements have been made with the Bursar's Office, Middlebury College, (802) 443-5682.

## **Evaluation**

You will be asked to complete forms evaluating your summer experience. These evaluations are confidential: student names are not required and no faculty member will see the evaluation forms until grades have been submitted. You will also be asked to complete a general survey designed to help us improve our overall programs and facilities. We appreciate your cooperation in completing these questionnaires.

## **Survey Policy**

All surveys or questionnaires, of any kind, involving faculty, students, or staff, will have to be registered in advance with the office of the Vice President for the Language Schools. The VP's office will contact the Director of the School (or Schools) involved for their permission. No surveys may be conducted without permission from both the VP and the Director(s) of the School(s). Each proposed survey needs to state in clear and unequivocal terms that participation by faculty or students is entirely voluntary and in no way related to course requirements or grades. If students are involved, the survey must also be approved by the Institutional Review Board.

## **Honor System**

The Language Schools believe that students must assume responsibility for their own integrity in all assigned academic work. Accordingly, any aid received on work must be acknowledged. Work submitted in language courses must be your own. For other written work you may consult friends or native speakers about a limited number of specific problems, but your work may not be corrected or rewritten by others. Exceptions to this rule must be made explicitly by the teacher and/or Director, and must apply to all students. You are strongly encouraged to ascertain the format in which faculty expect and will accept quotation from secondary sources.

## **Plagiarism**

As an academic community devoted to the life of the mind, Middlebury College requires of every student complete intellectual honesty in the preparation of all assigned academic work. Plagiarism is a violation of intellectual honesty. Plagiarism is passing off another person's work as one's own. It is taking and presenting as one's own the ideas, research, writings, creations, or inventions of another. It makes no difference whether the source is a student or a professional in some field. For example, in written work, whenever as much as a sentence or a key phrase is taken from the work of another without specific citation, the issue of plagiarism arises. Paraphrasing is the close restatement of another's ideas using approximately the language of the original. Paraphrasing without acknowledgment of authorship is also plagiarism and is as serious a violation as unacknowledged quotation.

The individual student is responsible for ensuring that his or her work does not involve plagiarism. Ignorance of the nature of plagiarism or of College rules may not be offered as a mitigating circumstance. Graded assignments should be the work of the individual student, unless otherwise directed by the instructor. At the beginning of the session, instructors should discuss with their students the faculty's policies concerning plagiarism as they relate to a particular course. It is the student's responsibility to seek clarification about such matters as paraphrasing lecture notes, giving proper citations and footnotes, and proper recognition of joint work. A paper submitted to meet the requirements of a particular course is assumed to be work completed for that course; the same paper, or substantially similar papers, may not be used to meet the requirements of two different courses, in the same or different terms, without the prior consent of each faculty member involved. Students incorporating similar material in more than one paper are required to confirm each professor's expectations in advance. Students who have uncertainties and questions on these matters should consult with the course instructor for whom they are preparing work.

## College Services and Facilities

### Library

Middlebury language materials will be housed in the F.W. Olin Library, hours 1:00 p.m. to 7:00 p.m. M-F; 12 noon to 5:00 p.m. Saturday; and 1:00 p.m. to 5:00 p.m. Sunday. Mills library also has French and Spanish collections, which students in the French and Spanish schools may use. Mills and Middlebury language materials will be housed in different sections, under different call numbers. You can locate the Language School Materials through through the Minerva, Mills online library catalog. The Segue portal (<https://segue.middlebury.edu/sites/lis-mills-lisinfo>) includes links to both Middlebury and Mills academic resources.

The Middlebury College on-line catalog, called MIDCAT, provides information on materials in the Middlebury Library's electronic and physical collections. The catalog can be consulted from anywhere there is Internet access. You can access MIDCAT through the Segue portal (<https://segue.middlebury.edu/sites/lis-mills-lisinfo>), from the Middlebury home page: choose "Academics," then choose "Library & Information Services," then select MIDCAT (Library Catalog) from the list of options, or using the go link: ([go.middlebury.edu/midcat](http://go.middlebury.edu/midcat)).

Electronic subject guides are accessible at: [www.middlebury.edu/lis/lib/guides\\_and\\_tutorials/subject\\_guides/](http://www.middlebury.edu/lis/lib/guides_and_tutorials/subject_guides/). The MLA International Bibliography indexes critical works on language, literature, and folklore. It is available through the online system (1926–present) [go.middlebury.edu/mla](http://go.middlebury.edu/mla). (You will be prompted to input your Middlebury user name and password for this and other proprietary databases.)

Journal articles or book chapters not at available Mills, or in full text through the Middlebury College Library website, may be ordered through the Illiad (<http://ill.middlebury.edu/illiad/mdy/logon.html>) interlibrary loan system. These will be delivered electronically to your e-mail usually in 24 to 48 hours.

Books not at Mills may also be ordered through ILLiad, but usually take ten days to two weeks to arrive. No orders for ILL will be filled after July 23rd.

All language materials in Middlebury College collections are included in MIDCAT, and may be searched by subject or by romanized title or author.

If you have questions about the romanization scheme for any other non-roman alphabet, please contact the Middlebury Catalog Department at 802-443-5499. (9:00 a.m. to 5:00 p.m. EST / 5:00 a.m. to 3 p.m. PDT)

### Newspapers and Periodicals

The Library subscribes to a number of foreign language newspapers and periodicals, many of which are available online. Consult the online catalog, online subject guides, or print and e-journals through the Middlebury at Mills portal at <https://segue.middlebury.edu/sites/lis-mills-lisinfo> or through the Middlebury catalogues at: [go.middlebury.edu/journal](http://go.middlebury.edu/journal)

## **Audio-Visual Technical Services**

Audio and Visual equipment and support is provided to students, faculty, and staff by the Office of Academic Technical Services. The Audio-Visual Technical Services Center (AVTSC) is located in the Fine Arts Annex, Room 113. Summer office hours will be included in your arrival packet.

## **Technology Help Desk**

The Technology Helpdesk offers assistance with computing needs. Please call ext. 2005, send an e-mail to [helpdesk@mills.edu](mailto:helpdesk@mills.edu), or stop by Lucie Stern, Rm 21. Helpdesk staff summer hours will be included in your arrival packet. A copy of the Middlebury at Mills LIS Student Guide is given to Language School students at the Arrival Center. It contains extensive information on services and support, use of facilities, access to your computing accounts, how and where to print, how to use e-mail and insert foreign characters into documents.

## **Academic Computing Facilities**

Computing laboratories in designated buildings are available for your use. Designated computers provide word processing in Arabic, with word processing and spell checking support in French, Italian, and Spanish. We recommend that you bring your own computer with you if at all feasible.

## **Campus Network Access from Residence Hall Rooms**

If you bring your own computer to campus you may connect to our campus network from your residence hall room. Please visit the Technology Helpdesk in Stern 21 for help accessing the wireless network.

## **Computer Account and Password Service**

You can learn your username and set passwords for your e-mail and network accounts on the Web at [go.middlebury.edu/password](http://go.middlebury.edu/password). You will be asked for your college ID number and 6-digit BannerWeb PIN to identify yourself for this service. Information on your computer accounts is outlined below.

### **BannerWeb PIN**

Your BannerWeb PIN defaults to your six-digit birth date (mmddyy). You will be prompted to create a new pin the first time you log into BannerWeb. Your BannerWeb PIN must be a 6-digit number.

### **Electronic Mail**

An e-mail account is available to you as a Middlebury at Mills student. You can access your e-mail through the Web at [go.middlebury.edu/webmail](http://go.middlebury.edu/webmail). You can learn your username and set the password for your e-mail account on the Web at [go.middlebury.edu/password](http://go.middlebury.edu/password). If you wish to forward your Middlebury e-mail to an existing e-mail account, you can do so at

[go.middlebury.edu/forward](http://go.middlebury.edu/forward). Student E-mail Policy: E-mail is considered an official method for communicating with students at Middlebury College. Official e-mail communications are intended to meet the academic and administrative needs of the campus community. The College expects that such communications, many of which are time-critical, will be received and read in a timely fashion. To enable this process, the College ensures that all students are issued a standardized college e-mail account. Students who choose to forward e-mail from their College e-mail accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

## **File Storage**

Please bring a USB file storage device, or thumb drive, with you to campus. A USB device provides the most convenient way to back up files and allows you to work on your laptop in your dorm room and in designated computer labs on campus.

## **College Book Store**

The College Book Store, located in Rothwell Center, sells required textbooks, foreign language references and auxiliary readings in foreign languages. General supplies, Language School clothing, dorm supplies and personal care products are also available.

## **College Book Store Hours**

9:00am to 5:00pm Monday through Thursday  
9:00am to 3:00 Friday  
Saturday and Sunday Closed

## **Career Services**

Middlebury Career Service counselors will be available for advising during the summer language sessions. More information about these services will be provided in your arrival packet.

A full range of career resources is also accessible on the Career Services Office homepage: [www.middlebury.edu/cso](http://www.middlebury.edu/cso).

## **Credentials Files**

Career Services uses Interfolio, [www.interfolio.com](http://www.interfolio.com), an online system that streamlines the process of maintaining and sending references.

- Employers and graduate schools receive sensitive credentials information such as transcripts (official or unofficial), writing samples, letters of reference (confidential or open), examples of work, awards/certificates/proof of graduation, or other documents from applicants in a secure and convenient way.
- The process begins when an applicant visits the site and creates an account.
- Payment can be made by major credit card or other convenient methods

## **Medical Emergencies and off-campus health care**

For medical emergencies you should call 911.

For all other health care, you may be evaluated at Alta Bates Summit Hospital Emergency room at 350 Hawthorne Ave, Oakland 510-655-4000, approx. 5.5 miles from Mills campus, a 9 minute taxi ride or drive. Kaiser Permanente ER (if you are covered by Kaiser Insurance) at 280 W. MacArthur Blvd, Oakland, approx. 5.5 miles, 9 minutes, (510) 596-1000. The cost of hospital emergency care is considerably more expensive than seeing a private physician in the community for routine care.

Some private physicians in the area are: Dr. Jonathan Noble, MD, 2500 Milvia Street in Berkeley, Suite 218. Office hours from 9 to 5 Monday through Friday at 510-848-7070. Dr. Noble's offices are located about 8.5 miles, 15 minute taxi or drive from Mills Campus. Alameda Center Physicians have office hours Monday through Friday 9am to 6:30pm and weekends 9am to 12:30pm. Alameda Center Physicians are located at 501 South Shore Center West, Suite 103 C, about 5 miles and an estimated 17 minute drive from Mills Campus, phone: 510-769-1118.

### **Release from Medical Centers**

Students needing care after being released from the hospital for illness, injury, or alcohol-related incidents may be asked to make their own arrangements for lodging. The college residence halls are not equipped to provide this type of recuperative care. In some cases, and with permission of the Vice President of Language Schools, Schools Abroad, and Graduate Programs, students will be permitted to attend classes or participate in co-curricular activities while being lodged off campus or while being cared for by a friend or relative.

### **Students with Disabilities**

The Middlebury College Language Schools are committed to providing meaningful access to their programs and will arrange reasonable accommodations for students with disabilities. To initiate the accommodation process, a student must file the Special Needs Identification Form that is supplied to each student upon acceptance. Submit the form along with required documentation directly to the Americans with Disabilities Act (ADA) Office at the address found on the front of the form. You may reach us with questions or concerns at (802) 443-5936 (voice), (802) 443-7437 (TTY), or via fax at (802) 443-2440. In assessing your needs, you should be aware that the summer session is an extremely intensive one, and that the Mills College campus is spread out and includes some steep hills. Please note that the program can be considered highly strenuous, rigorous, and demanding for any student, including those with accommodations. The full ADA policy is available from the ADA Office or on the Web at [www.middlebury.edu/campuslife/services/ada/](http://www.middlebury.edu/campuslife/services/ada/).

### **Personal Health Insurance**

In order to be certain that students will be assisted in meeting the unexpected and sometimes heavy expense of an illness or accident, Middlebury College requires all students

to have personal health insurance. **If you do not already have health insurance that will provide coverage while at Middlebury at Mills, you are required to obtain coverage prior to arrival on campus.** International students, in particular, should ascertain that their health insurance is valid in the U.S. If you would like to inquire about purchasing insurance for the summer, please visit [www.studentcare.com](http://www.studentcare.com) or contact Koster Insurance Agency, the plan administrator, at 1-800-457-5599 or at [Studentcare@Kosterins.com](mailto:Studentcare@Kosterins.com).

### **Accident Insurance**

Middlebury College provides supplementary accident insurance for students while they are enrolled in the summer session. The coverage is minimal and will pay for the expense of treating injuries up to a maximum of \$2,000 for any one accident. Covered treatment includes X-rays, laboratory tests, surgery, physician's visits, nursing care, hospital care and treatment, and prescription drugs. The coverage of expense for dental treatment of injuries to sound natural teeth is limited to \$1,000. Claims should be reported within 30 days from the date of the accident and applicable medical bills submitted within 90 days to:

Klais & Company, Inc.

1867 West Market Street

Akron, OH 44313-6977

1-800-331-1096

E-mail: [klaisclaims@klais.com](mailto:klaisclaims@klais.com)

You should be aware of the limitations and exclusions of this plan before making a claim for benefits. A claim form is not required; however, an itemized bill, HCFA 1500 or UB92 form should be used to submit expenses.

### **Counseling Services and Support Groups**

An on-campus counselor is available for crisis intervention, short-term counseling, and referrals to local therapists for those wishing more long-term assistance. She can support you in discussing issues that arise for you in this intensive program, as well as other concerns you may have. Twelve-step and other support groups are available in the Oakland area. Contact information and office hours for the Middlebury at Mills counselor will be provided in your arrival packet.

**Please note: The Language Pledge is suspended in counseling sessions.**

### **Religious Services**

The Oakland and greater Bay Area community offers many opportunities for worship. Information on local area worship may be found on the Mills Chapel Web site at [www.mills.edu/campus\\_life/spiritual\\_religious/faith\\_communities.php39](http://www.mills.edu/campus_life/spiritual_religious/faith_communities.php39)

### **Recreational and Cultural Facilities**

Because the recreational facilities are frequented by people from all Schools working in close proximity, it is imperative that the Language Pledge be strictly observed, except for necessary contact with athletic facility personnel. Listening to television programs in English in the Fitness Center is considered a violation of the Pledge.

Information on the Haas Gymnasium, fitness center, outdoor heated pool and outdoor tennis courts will be included in your arrival packet.

## **Soccer/Volleyball**

The Language Schools conduct a co-curricular, co-ed, inter-School soccer and volleyball program to provide opportunities for recreation and language practice. Everyone playing, watching, and coaching soccer or volleyball has a shared responsibility to uphold high standards of teamwork, sportsmanship, and fair play so the soccer and volleyball program will be beneficial to all.

## **Cultural Events**

Each of the Language Schools sponsors its own selection of films, plays, readings, concerts, and special events, and each School maintains its own calendar of activities. From time to time, various departments of the College and organizations within the community sponsor concerts and other cultural events on the Mills campus. Language Schools faculty and students are welcome to attend arts events that do not pose a violation of the Language Pledge.

## **Museum of Art**

The Mills College Art Museum, founded in 1925, is a dynamic center for art that focuses on the creative work of women as artists and curators. The museum strives to engage and inspire the diverse and distinctive cultures of the Bay Area by presenting innovative exhibitions by emerging and established national and international artists. The Museum is free and open to the public.

### **Museum of Art Hours:**

Tuesday–Sunday 11:00 am–4:00 pm  
Wednesday 11:00 am – 7:30 pm

## **Special Policies**

### **Student Conduct**

The College reserves the right to dismiss from Middlebury programs any student whose behavior:

- presents a clear danger to him/herself, or to other members of the community;
- is physically aggressive or destructive of property, or violates the dignity or rights of others;
- violates laws and regulations, including those that relate to use, possession or distribution of drugs or alcohol;
- demonstrates inability to participate constructively in the program;
- disrupts the educational function of the program, or is otherwise detrimental to its operation.

## **Community Standards**

Middlebury College requires its faculty, staff, and students to adhere to certain policies and regulations. These regulations, which differ for different segments of the College community, are all designed to further the educational goals of the College. The College's central purpose is to develop the life of the mind in the fullest sense: to foster clear and critical thinking; to disseminate valuable information; to facilitate research; and to enrich the imagination, broaden sympathy, and deepen insight. The College seeks to help each student develop the capacity to contribute to society and find personal fulfillment. Whatever promotes learning and human growth is encouraged by the College; whatever hinders it is opposed. The College's policies and regulations, which are always open to review, are formulated with this general principle in mind.

In addition to fostering the growth of its individual students, Middlebury College recognizes its obligation to promote the welfare of the Middlebury at Mills college community as a whole and to take appropriate action when that welfare is jeopardized. To that end, the College reserves the right, on an emergency basis, to suspend, dismiss, or require to withdraw any student whose presence is determined by College authorities (the Vice President of Language Schools, Schools Abroad, and Graduate Programs and the Director of your School) to pose a danger to self, the Middlebury at Mills college community, or its members, or to be unduly disruptive of College life. Middlebury College vests many employees with specific duties and authority to affect the purposes of the institution. Faculty; Directors; the Vice President; administrative, custodial, dining, and library staff; and public safety officers are all Middlebury at Mills college officials with authority commensurate with their duties. Failure to respect the lawful authority of Mills or Middlebury college officials may result in disciplinary action. Students are expected to identify themselves upon the request of college officials and show their college ID card.

Middlebury College expects all members of the Middlebury at Mills college community to respect the dignity and rights of others. Flagrant disrespect for persons, flouting of common standards of decency, behavior unbecoming of a Middlebury Language School student, or continued behavior that demonstrates contempt for the generally accepted values of an intellectual community may result in disciplinary action.

## **Disciplinary Procedures**

Alleged student violations of policies should be reported to the Director of the School. The Director will review each case in a manner which guarantees to the student the following rights of due process: notification in writing of the charges before a hearing takes place; the right to have present at the hearing advisers selected from among the students and faculty of the School; the right to hear the evidence against him/her and to present evidence in his/her own behalf. The Director will make a decision in each case and impose penalties as appropriate. Depending on the offense, penalties may range from warning to dismissal. The student may appeal the Director's decision to the Vice President, whose decision shall be final. NOTE: Separate procedures exist for charges of harassment and/or assault. (See Anti-Harassment and Assault Policy Statement)

## **Drugs and Alcohol Policy**

Middlebury at Mills is subject to local, state, and federal laws concerning the possession, use, distribution, and manufacture of drugs, including alcohol. You must be aware of and abide by these laws or face the possibility of legal prosecution. Both Middlebury and Mills colleges oppose the use of illegal drugs and do not provide you with a haven from the law.

Middlebury at Mills will not inhibit the legal prosecution of any member of the college community who violates the local, state, or federal law. Law enforcement officers, when in possession of the proper documents, have a legal right to search any and all buildings on the campus without prior notice. Middlebury at Mills also reserves the right to furnish the police with information regarding illegal activities.

Middlebury at Mills Students are subject to Mills College residential and campus policies. [www.mills.edu/handbook.pdf](http://www.mills.edu/handbook.pdf)

Mills' policy on illegal drugs states:

*Any use, possession, or distribution of illicit drugs is a violation of the Residence Agreement. The College reserves the right to enter and search a resident's room, apartment, house, or co-op without notice on reasonable suspicion of a student's involvement in unlawful drug-related activities.*

The Residence Agreement may be terminated for a first time drug offense and a student may be required to move out of her/his room(s) immediately after determination of misconduct by a Language School official.

## **Alcoholic Beverage Regulations**

The college alcoholic beverage and party regulations take into account local and state law, and a concern for the health and welfare of the members of the college community, and respect for town residents. It is illegal in the State of California for people under the age of 21 to possess or drink alcoholic beverages and to supply or sell beverages to someone under the age of 21. Dangerous and/or illegal drinking activities will result in disciplinary proceedings. Violations of alcoholic beverage and party regulations will result in citations, alcohol education, fines, confiscation of alcohol, and disciplinary action, and may lead to suspension or expulsion. See complete alcohol policy and regulations on the Middlebury college Web site at: [www.middlebury.edu/campuslife/services/health/drugs\\_alcohol\\_and\\_you.htm](http://www.middlebury.edu/campuslife/services/health/drugs_alcohol_and_you.htm)

Middlebury at Mills Students are subject to Mills College residential and campus policies. [www.mills.edu/handbook.pdf](http://www.mills.edu/handbook.pdf)

The Mills housing policy on alcohol states:

*Alcohol consumption is allowed in the privacy of individual student rooms by residents aged 21 or older. A student resident who is at least 21 years of age and elects to consume alcohol in her/his room must do so without anyone under 21 years of age in the room, including her/his roommate.*

*Drinking is not allowed in common/public areas (e.g. hallways, living rooms, recreation rooms, etc.) unless approved by the Language School Director. Common/public areas are defined as all facility areas that are not part of the private confines of the room assignment. If a door to a student room is open, the room is considered to be a common area.*

**Kegs are not permitted on campus during the summer sessions.**

## **Anti-Harassment and Assault Policy Statement**

Middlebury College is committed to maintaining a campus environment where bigotry and intolerance are unacceptable. Harassment, as defined by applicable law and the corresponding terms of College policy, is unlawful, and is antithetical to the mission of the College. Middlebury College strictly prohibits conduct that constitutes unlawful harassment, including sexual harassment, sexual assault, and related retaliation.

The College's detailed anti-harassment, anti-retaliation and anti-assault policies, and its procedures for filing and resolving complaints of harassment, related retaliation and/or assault, are available from the Middlebury at Mills Administrative Offices (Reinhardt B, 249) and/or through the Language Schools and graduate programs web sites. The Language Schools, the Bread Loaf School of English, Middlebury College Schools Abroad and other programs associated with Middlebury College may, given unique program needs and in accordance with applicable law, employ program-specific complaint reporting and/or resolution procedures. Therefore, if you have a harassment, sexual assault, or related retaliation-related concern in connection with one of these programs, you should ask program administrators whether any more specific procedures apply in the program at issue. Please note that to the extent any of the policies referenced above designates certain functions to the Dean of the College or to Commons Deans, such functions will be performed by the Vice President for Language Schools, Schools Abroad and Graduate Programs or designee.

Faculty, staff or students found to have violated one or more of these policies may be subject to the full range of disciplinary actions, as applicable, up to and including termination of employment or expulsion from College academic programs.

### **Sexual Relationships Between Faculty and Students**

The integrity and trust of the faculty-student relationship is central to the mission of Middlebury College. A sexual relationship between a faculty member and a student for whom he or she has current direct academic or other professional responsibilities violates the standards articulated by the American Association of University Professors. It undermines – in fact or by perception – the integrity of the evaluative process as well as the trust, respect and fairness essential to the educational environment. Such relationships are inappropriate and members of the faculty are expected to avoid them and the potential conflicts of interest, favoritism, or bias they may bring about.

Faculty should be aware that a seemingly consensual sexual relationship with a student may nevertheless meet the legal definition of sexual harassment, as lack of mutual consent may be inferred from the power differential in faculty-student relationships. In addition, where a faculty member's relationship with a student has, on the basis of sex, the purpose or effect of substantially interfering with the work or academic performance of other persons, or creates, on the basis of sex, an intimidating, hostile, or offensive working, living, or educational environment, the faculty member's conduct may constitute a violation of the College's sexual harassment policy.

### **Energy Conservation**

Middlebury College Language Schools encourage everyone to conserve energy and water resources. Please turn off lights and appliances when you leave a room, and keep the use of appliances and water to a minimum. The use of personal air conditioning units is not permitted. If individual refrigerators are brought into dorms they should be an *Energy Star* qualified brand. Fees for any refrigerators rented through Mills College will be donated to the Mills Ecological Sustainability Center.

## Recycling

The College provides faculty, staff, and students with blue personal recycling bins for temporary storage of recyclable materials. You are responsible for sorting these materials into the appropriate bins at the Centralized Recycling locations in your building. Cardboard boxes should be broken down and left near recycling bins.

Batteries are hazardous waste and must not go into the trash. Batteries and florescent light bulbs should be separated and placed in the eWaste recycling box next to the soda machine outside of HMDS in Sage Hall, or in the Mail and Copy Center. Sharp objects can pose a serious risk to our staff when put in the trash. Do not put needles directly in the trash! Please securely tape needles in a milk carton and then dispose of carton.

## Before Leaving Campus

The last day of the 2009 summer session is Friday, August 7. You should arrange to leave campus as soon as your classes and examinations have ended. Check out at the Housing Management and Dining Services office, Sage Hall 138. All students must check out by 10:00 a.m. on Saturday, August 8. Remember that the Language Pledge is in effect until you depart. Please be particularly security conscious during the closing days of your session, and remember to take all your belongings with you. The Language Schools are not responsible for forwarding articles left on campus. Here is a checklist of things to do before you leave campus:

- **Return your key to HMDS** in Sage Hall or use the key drop box at the Sage Hall entrance nearest the Mills Hall Oval. The Sage Hall office will be closed on Saturday, so be certain to seal your keys in an envelope with your name and room number and drop keys in the box. If your key is not returned within 3 days of the term ending, a fine of \$100 will be charged to your personal account. Late returned keys will no longer be credited.
- **Pay any traffic or parking fines, library charges, phone bills, or other debts.** Transcripts may be withheld until all obligations to the College have been paid.
- **Return library books and other items** borrowed from the School or from other areas of the College.
- **Clean and sweep your room.** Residents who do not leave their room in a neat condition will be charged a \$200 fine plus labor.
- **Recycle.** The language school will be charged if waste is not properly divided into trash/recycling/compost. Please see information in your arrival packet on how and what to recycle.

Dormitories close at 10:00 a.m. on Saturday, August 8. Students may not remain in the dormitory after that time.

## Notaries

Notaries located near to Mills Campus:

Eric Hartshorn  
(415)254-2729  
[eric-hartshorn@att.net](mailto:eric-hartshorn@att.net)

Robert Crosby  
(510)410-5599  
[robert@crosbyassociatesrealty.com](mailto:robert@crosbyassociatesrealty.com)

Gayle Raven  
(510)414-4783  
[ravensmynotary@aol.com](mailto:ravensmynotary@aol.com)

Johnny Tucker  
(510)823-4400  
[dakebapacbell@yahoo.com](mailto:dakebapacbell@yahoo.com)

Adrienne Bracks  
(510)368-3441  
[NeatiaNotary@yahoo.com](mailto:NeatiaNotary@yahoo.com)

## **Middlebury at Mills Packing Checklist**

- Sheets (standard twin size)
- Mattress pad (mattresses have plastic covers for hygienic purposes)
- Pillow
- Blanket
- Extra blanket or sleeping bag
- Towels
- Alarm clock
- Rain gear
- Sports attire
- Coat and sweater (summers can be chilly in the Bay Area)
- One nice outfit (optional)
- Shower flip-flops
- Shower caddy for toiletries
- Reading lamp and light bulbs
- Quarters for laundry machines
- Extension cords with electrical surge protector strip
- USB storage drive
- Computer
- Fan
- Flashlight, batteries
- Medications and First Aid Supplies