

Guidelines for Studying  
with the  
Middlebury College  
Graduate School in Guadalajara

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Handbook Summer 2009

## **The Purpose of this Handbook**

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

If you read all of this material carefully you will find the answers to many commonly asked and basic questions. However, we welcome your e-mails, phone calls, and inquiries, and hope that you will continue to seek guidance and support as you prepare for your Spanish School experience.

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

## **Statement of non-discrimination**

Middlebury College complies with applicable provisions of state and federal laws 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, age, marital status, place of birth, Vietnam veteran status, or against qualified individuals with disabilities on the basis of disability. Because of varying circumstances and legal requirements, such provisions may not apply to programs offered by the College outside the United States. This is consistent with the College's intent to comply with the requirements of applicable law. Individuals with questions about the policies governing such programs should direct inquiries to the Language Schools, Sunderland Language Center, Middlebury College, Middlebury, VT 05753.

Students are responsible for knowing and observing all regulations that may affect their status at Middlebury College. For this reason, they are expected to acquaint themselves with the contents of this handbook, individual School web pages, and all official School memos and notices.

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

Middlebury College Spanish School

**Spanish Summer Graduate Program in Guadalajara**

Universidad Sámman de Jalisco  
Av. Hidalgo 1717  
Col. Ladrón de Guevara. CP 44600  
Guadalajara, Jalisco. MEXICO  
Tel. (33) 3343-3514  
(33) 3343-3515

<http://www.middlebury.edu/academics/ls/spanish/guadalajara/>

**On-Site Director:** Salvador Velazco (svelazco@middlebury.edu)

**Assistants to the On-Site Director:** Victor Valdivia, Irma Méndez

**Housing Assistant:** Francisco Javier Orozco Avila (CEPE)

**Program Coordinator:** Claudia Vinatier (CEPE)

**2009 Program Faculty:**

[http://www.middlebury.edu/academics/grad\\_lang/spanish/guadalajara/faculty/](http://www.middlebury.edu/academics/grad_lang/spanish/guadalajara/faculty/)

**2009 Program Courses:**

[http://www.middlebury.edu/academics/grad\\_lang/spanish/guadalajara/courses.htm](http://www.middlebury.edu/academics/grad_lang/spanish/guadalajara/courses.htm)

**Spanish School**

Sunderland Language Center  
Middlebury College  
Middlebury, VT 05753  
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## **Prior to Departure**

### **Program Dates**

Students may arrive on Sunday, June 28<sup>th</sup>, Monday, June 29<sup>th</sup> or Tuesday, June 30<sup>th</sup>. Orientation will be held at the CEPE building (Tomás V. Gómez 125, Colonia Ladrón de Guevara, 44600, Guadalajara) on Wednesday, July 1<sup>st</sup>, at 9:30 A.M. The final day of classes and the closing banquet will be on Wednesday, August 12<sup>th</sup>. Students must depart their housing on Saturday, August 15<sup>th</sup>.

### **Costs**

Tuition	\$4,392
Room & Board	2,267
Total	\$6,659

Estimated cost for books/supplies \$500  
Estimated cost for personal \$500  
Estimated cost for round-trip travel from New York \$1350

### **Billing**

Bills will be mailed during the middle of April. Payment in full is due June 1. Late payments are subject to a \$50 late fee. Your check should be made payable to Middlebury College in U.S. funds only. Payment by credit card may be made through a 3<sup>rd</sup> 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 Webpage and pay at the e-cashier site under payment plans at the Student Financial Services. If you have any questions regarding payment of the bill, please call the Student Financial Services at 802 443-5158. Please note that students who cancel after receiving their housing notification will forfeit \$500 for room and board.

For questions relating to billing, you may contact the Cashier's Office at 802-443-5375.

### **Housing**

Before departure, students will receive an email informing them of their family's address. A map of Guadalajara will be sent by regular mail.

### **Course Registration**

A registration form and a class schedule will be emailed.

### **Course Textbooks**

To facilitate the purchase of textbooks for the program, the Middlebury College Store will acquire copies of some of the textbooks which will be used in Guadalajara. However, the majority of the textbooks should be purchased at Guadalajara. Students, after receiving confirmation of their enrollment status in their chosen courses, should contact the bookstore and purchase the required textbooks that the Middlebury College Store will have available, which will be shipped to them. Students may also acquire the required texts through other means, such as local bookstores or via the internet.

Please note that some professors may also choose to offer certain materials via the internet, request that students purchase certain materials via the internet before traveling, offer items on CD-ROM, or as a course pack to be distributed in Mexico.

## **More Information on Mexico and Guadalajara**

Country-specific information on Mexico in general and on Guadalajara in particular can be readily had via the internet. Some websites of interest are:

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

[www.lonelyplanet.com/destinations/north\\_america/mexico](http://www.lonelyplanet.com/destinations/north_america/mexico)

[www.go2mexico.com](http://www.go2mexico.com)

[travel.state.gov/mexico.html](http://travel.state.gov/mexico.html)

Likewise, bookstores such as Borders, Waldenbooks, and Barnes & Noble have an ample variety of travel guides, from publishers such as Fodor's and Lonely Planet, on Mexico. Local AAA branches also commonly have travel guides for Mexico.

## **Travel to Guadalajara**

### **Air Travel to Mexico**

Since Mexico is a common international tourist destination, many airlines service its major cities. The country is also well serviced internally by regional/commuter airlines. The major airlines that offer flights to Mexico from the United States are Delta, Aeroméxico, Mexicana, American, United, Alaskan Airlines, ATA, Continental, and America West. Non-stop flights to Guadalajara can originate from Los Angeles, Houston, Dallas, Chicago, Portland, or Atlanta.

Students are responsible for their own travel arrangements to Mexico. Please consult the program dates to plan your travel. If at all possible, students should plan for non-stop flights to Guadalajara. It is especially important that you **arrive on June 28<sup>th</sup>, June 29<sup>th</sup>, or June 30<sup>th</sup>** and that you **not plan** your return to the United States or travel to another destination **before August 12<sup>th</sup>**. Students will be provided with a list of the other students in the program for the purpose of traveling together if desired.

### **Luggage Restrictions**

All airlines have restrictions on the size, weight, and number of luggage items that you can take without incurring additional, and significant, expense. Please remember rule #1 for International Travelers: Never take more than you can carry, all by yourself, at one time. Try to limit yourself to one suitcase and 1 carry-on piece. Don't forget to put your name, address, and destination both inside and outside of all luggage. Check with your airline for specific information on luggage restrictions, especially if you are traveling on a regional jet with less baggage space.

### **FAA Regulations**

According to the FAA, passengers are not permitted to bring the following items on their person or in carry-on luggage:

- Knives of any length, composition, or description
- All cutting and puncturing instruments. This includes pocketknives, carpet knives and box cutters, ice picks, straight razors, metal scissors, and metal nail files
- Corkscrews

- Athletic equipment that could be used as a weapon, such as baseball/softball bats, golf clubs, pool cues, ski poles, and hockey sticks
- Cigarette lighters
- Also check with your airline for restrictions on toiletries

### **Weather and Clothing**

Guadalajara's climate is mild year-round. Summer temperatures range from the mid-60s overnight to the mid-80s during the heat of the day. The rainy season is from mid-June through October. Since an occasional late-afternoon storm can dump loads of water during the period of our program, it is recommended that students carry with them, or acquire upon arrival, an umbrella and duck boots.

Casual but modest clothing that you would normally wear at school is appropriate for everyday dress; it will also help you to blend into your surroundings. Easy-care fabrics are advisable. Cotton, linen, and silk are the best fabrics to help you to stay cool. You can also pack shorts. Waterproof sandals and running shoes are suggested. Sunscreen of SPF15 or higher is recommended. You may want to bring at least one outfit for dress-up occasions, such as the opening and closing dinners. You may need a sweater or light jacket in the late evening as Guadalajara is at approximately 5,000 ft. elevation and temperatures drop after dark.

### **Electrical Appliances and Computers**

Electrical appliances in Mexico run on the same system as in the U. S. and Canada (110V, 60Hz). In other words, electrical appliances used in the U. S. --such as hairdryers, electric razors, and portable computers-- will work in Mexico. Some electrical outlets are still, however, of the 2-prong type. To get around this and enable you to use an electrical appliance, students should pack an adapter to convert 3-prong plugs to 2-prong plugs. A computer memory stick is helpful to make your laptop files portable.

Students should always consult with their host families, however, before plugging in their electrical appliances. This courtesy is important since electricity is much more expensive in Mexico than in the U. S., and all students are guests in Mexico.

### **Prescriptions and Toiletries**

Students who require special medication, should take a full supply of what will be needed **with them on the plane, with all the appropriate prescription forms from their doctor(s)**. Mailing medicines is not recommended. Prescription medicines should be left in the original containers. It is also suggested that you carry the original prescription or a note from your doctor to avoid questioning in Mexican Customs. If you are under a doctor's care for a specific condition, you may want to bring a copy of your medical history with you or sign a release form with your doctor in case your medical history needs to be sent to a doctor in Mexico. Students should also seek advice from their primary care provider as to medicines or treatments which could be taken on a precautionary measure in case they become ill during their stay in Mexico.

Toiletries are readily available throughout Mexico. However, if you are particular about specific brands, you may want to pack an appropriate supply of the articles you regularly use for use during your stay in Guadalajara. Check with your airlines for size regulations. Sunscreen and camera batteries are available in Mexico but are much more expensive.

## **Passport and Visa Stipulations**

All U. S. citizens are now required to carry a passport for travel to Mexico. Passports can be acquired by presenting specific required documentation at your local post office. Processing of a new passport usually takes about six weeks or more. Please obtain your passport as soon as possible.

United States citizens are allowed in Mexico on a tourist visa for stays of up to 90 days. On the plane, you will complete a form which becomes your visa. When you arrive, a Mexican Immigration official will stamp your visa. **DO NOT LOSE OR DISCARD YOUR VISA.** Keep all important documents in a safe place as replacing them will be problematic. If you are traveling under another country's passport, please contact the On-Site Director or a local Mexican consulate in your country of residence to inquire about any specific requirements or prohibitions for your particular nationality. Students of all nationalities should make a photocopy of their passport upon arrival for safe-keeping. Students may also choose to register with their respective consulate in Guadalajara since if a passport gets lost, being registered speeds up and facilitates the issuance of a new one. Addresses for the consular agents who represent different nationalities in Guadalajara will be provided by the on-site assistants if requested.

All students on the Guadalajara Program should state upon arrival that they are in Mexico as tourists and that they plan a 90 day stay. If you are only granted a shorter stay by Mexican Immigration authorities for whatever reason, our host institution, CEPE, will assist you in extending your visa for the length of the program; there is no need for you to try to resolve this at the airport.

## **Health Insurance**

All students should inquire of their individual health insurance provider as to any coverage that their policy may have in Mexico. Student insurance policies for study abroad may also provide coverage for health emergencies abroad. Students who need health insurance coverage while abroad should contact [www.kosterweb.com](http://www.kosterweb.com). A list of other providers may be found at [www.studyabroad.com/insurance.html](http://www.studyabroad.com/insurance.html).

## **Airport Arrival and Taxis**

Upon arrival, students should proceed to the lobby of the Guadalajara airport where they will see ticket booths, located just outside the Customs area, to purchase a ticket for the taxi. Flat-rate tickets, which is based on pre-determined zones in the city, cost approximately \$18 (190 pesos)-if you do not have pesos, payment will be accepted in dollars but be prepared to pay with small denomination bills for a ride to the neighborhood where the host families are generally located. Multiple riders can share the ride into the city together on the same ticket, along as there is space in the taxi for both riders and luggage. Buying the ticket ahead of time gives you the assurance that the taxi driver will treat you fairly. Students should provide a tip to the driver for baggage assistance or for extraordinary service. Important – please make sure that you plan your arrival at your host family's home before midnight. If that is not possible, you should arrange to stay in a hotel that evening as arrival at your host family's home after that time would be discourteous.

## **Living in Guadalajara**

### **Host Families**

Students on the Guadalajara Program will have home stays with local host families. These families are rigorously selected by our host institution, CEPE, and are experienced with hosting international students. Besides providing three meals a day, they will also provide clean bed and

bath linens, and will provide information as to how students can arrange for laundry services at local cleaners and other pertinent local information. They also understand Middlebury's Language Pledge and will not speak in English to the Program's students.

If you have special dietary needs, please indicate them to Audrey LaRock when registering or no special requests can be guaranteed. Vegetarian preferences can be accommodated but not vegans. If you would like to request a specific roommate, we also ask that you please make this known upon registering for the program. Every attempt to meet your request will be made, but likewise, no guarantee can be given.

Keep in mind that both morning and evening meals are light. The heavy meal is in the afternoon around 2:00 PM. The evening meal is between 8:00 and 10:00 PM and it is not equivalent of our "dinner" in the U.S. In Mexico it is a lighter meal.

**Please do not expect your host family to radically alter their regular eating habits to suit the North American palate or time schedules; we consider eating with your family an important part of the immersion into the Mexican way of life.**

Students may wish to present their host family with a token gift. A guide for choosing a gift is to select something that has significance to you but is also packable and light. Consider the following gifts:

- Books - with lots of photos
- Small souvenirs of the US - postcards, buttons, pins, stickers, U.S. stamps, small handicrafts
- Items representative of where you are from

Please note that the host families are to host, as per our agreement with CEPE, **only** Middlebury College students for the period of the program. If students become aware of the presence of non-Middlebury students in their host family's home, they are requested to inform the On-Site Director immediately so as to arrange for other accommodations for the non-Middlebury student(s).

### **Program Orientation**

There will be a **MANDATORY Program Orientation** for all students at 9:30 A.M. on **July 1** at the **CEPE Building** (Tomás V. Gómez 125, Guadalajara). Beyond an introduction to the academic aspects of the program, important information on Mexico and Guadalajara will also be presented. This will also be an opportunity for the students to meet Mr. Jeffrey Fernández, director of CEPE, Francisco Javier Orozco Avila and Claudia Vinatier, CEPE's Coordinators, and the Assistants to the On-Site Director, Victor Valdivia and Irma Méndez. You will also meet your professors.

### **Academic Needs**

Many academic items, such as notebooks, pens, and pencils, can be purchased in stores or kiosks in Guadalajara, thus making it unnecessary to bring them with you from home.

### **CEPE I.D. Cards**

All students **MUST BRING, OR ACQUIRE IMMEDIATELY ON SITE**, two passport or similarly sized photos for their CEPE Student identification card. This card will be your formal

academic identification card in Guadalajara and will grant you access to local libraries; it may also provide its bearer with special student discounts to museums, etc.

### **Money Issues and Banking**

Although students may choose to purchase travelers checks for use in Mexico, ATM machines are found throughout Mexico and enable you to draw funds from your U. S. or Foreign bank account if it is affiliated to the *Star*, *Cirrus*, *Global Access*, *Explore*, or *Maestro* systems. The exchange rate conversion is also generally much more favorable than currency exchanges. ATM's are prevalent in Mexico at airports, convention centers, major supermarkets, malls, and convenience stores such as Sanborns, Sams, Gigante, Chedraui, Soriana, Coppel, Superama, and others. As in any large city, students should exercise care when using ATM's, especially in remote locations or after dark. They should also note that Mexican pesos are the only funds dispensed. Students should carry the phone number of their local bank in case they lose their ATM card. Please note that Debit Cards can be used in Mexico, but their bearers will usually be charged a service fee, similar to what you pay for an ATM transaction, for *every* transaction.

Students may also inquire of their credit card company whether or not cash advances can be arranged in Mexico; they should also notify their bank that they will be in Mexico for the period of the program so as to avoid denial of services due to security controls. Western Union, Orlando Valuti, and other companies also provide money-wiring services in Mexico if students find themselves in need of emergency funds.

### **Public Transportation in Guadalajara**

In spite of the rudimentary comfort of some of its vehicles, the bus system in Guadalajara is excellent. The Subway system in Guadalajara has two lines and is comfortable and fast. Taxis are generally available either on the street, at designated taxi stands, via telephone, or at bars and restaurants. Students should avoid taxis that do not have a meter and should always request an estimate of the trip fare BEFORE getting into any cab. To assure that the taxi is a legitimately registered vehicle, they should also look for the taxi driver's license information before closing the taxi door.

### **Telephone Use and Service**

Although Mexico has an advanced telephone system including private lines, pay phones, and cellular service, under no circumstances should students count on using their host family's phone unless specific authorization has been granted by the family since even local telephone service is costly in Mexico.

Students will most likely rely on pay phones for most local and international calls. Calling cards, which allow both domestic and international calls, can be purchased in different amounts at most kiosks and small convenience stores in Mexico.

Pay phones are operated by "Telcel" and most of them work with Tarjeta LADATEL. These phone cards can be purchased in different amounts (30, 50, 100, and 200 pesos). If you use a LADATEL to make international calls, you will have approximately 25 minutes for each 100 pesos (around \$10).

When calling the U.S., dial: **001+1+area code (3 digits) + local numbers (7 numbers)**

Before departure, all students should find out about what options they might have from their current long-distance carrier to see if special plans are available for Mexico.

Cellular phones can be purchased in Guadalajara, although this service is somewhat expensive. Students may also want to see what services their local cellular service provider in the United States offers in Mexico, if any, before leaving for Mexico.

### **Computers, E-Mail Access, and Photocopying Services**

All students should bear in mind at all times that **computer resources in Mexico are more limited than in the U.S., especially in comparison with the Vermont Middlebury Campus. Students are, thus, strongly encouraged to take a laptop computer with them to Mexico if at all possible.**

Students will have access to a computer lab with internet services, from 10:00 AM -2:00 PM, and 4:00 PM – 7:00 PM, Monday through Friday, and Saturdays from 8:00 AM – 2:00 PM at Universidad Sámann de Jalisco where our program is housed. There is Wi-Fi access at Sámann and students can stay until 7:00 PM on the premises (Monday through Friday). Additionally, students may use local cyber cafés for reading e-mail after that time. Virtually all cyber cafés offer printing services for a minimal per page fee. Certain cyber cafés offer Wi-Fi service for students whose laptops are compatible, but a fee may be charged for this service, so students should ask in advance about any possible fee for using this service.

Some students would want to have round the clock access to the internet but we can not assume this is always possible. Fortunately, most of our houses will provide internet access to you if you bring your laptop. Keep in mind that you will not be able to use the computers of the members of your family at Guadalajara.

Guadalajara is one of many cities in Mexico offering EVDO or Wireless Broadband Internet Access (Banda Ancha Móvil). This internet service may be contracted by students (individually or in groups) under their own responsibility to have round the clock internet access in their homes or anywhere in the city. If you are interested you can visit the Iusacell BAM (Banda Ancha Móvil) site:  
<http://www.iusacell.com.mx/iusacellEmpresarial/content/html/datos/introduccionBAM.html>  
Prices for equipment and service are similar to those offered in the U.S. by Verizon, Sprint, etc. The special equipment (pc-card or usb adaptor) purchased in Mexico or in the U.S. for this purpose can work in either country, provided you contract the service.

Photocopying services can also be found at local kiosks, convenience stores, and ‘papelerías.’ This service is generally more economical than in the United States, but direct access to photocopiers is not always available. Students must also remember that photocopiers are not as ubiquitous in libraries in Mexico as in the U.S. and, thus, should prepare accordingly.

## **Additional Information**

### **Emergency Numbers**

If faced with an emergency while in Guadalajara, all students should have the following numbers on hand:

**Police (Emergency): 080**

**Police (non-emergency): 3668-0800**

**Fire: 3619-5155**

**Ambulance: 3616-9616**

**Consulate General of the United States:** 3825-2700

Specific information on dialing to the U. S. and other countries, as well as dialing to cellular phones and local numbers in Guadalajara, will be provided at the orientation.

### **Hospitals and Medical Services**

Students should be comforted to know that Guadalajara is renowned for having excellent hospitals and medical service. It is also important to note that, as participants in the Spanish Summer Graduate Program through CEPE, free, non-emergency medical coverage is provided at the CEPE center.

In addition, a list of doctors authorized by the U.S. Consulate can be provided by our local assistants for students who prefer to seek medical care on their own.

### **Moctezuma's Revenge**

All international travelers that come to Mexico are subject to what is called, with a humoristic tone, Moctezuma's revenge, that is to say: diarrhea. We recommend the following precautions: There are three prophylactic steps you can take, in the event that the change in water and diet should expose you to diarrhea-causing intestinal bacterial infections. These infections (which can cause fever and flu-like symptoms as well as intestinal ones) are not treatable with over-the-counter remedies such as Immodium, and it is far better to prevent this condition than to have to cure it.

1) Purchase the chewable Pepto-Bismol tablets, and start taking one per day **TWO WEEKS** before you depart for Mexico, as well as throughout the early weeks of your time there. (If you read the box you will see that one-per-day is an extremely low dose.) Should you find yourself constipated even from this low dose, cut back to one-half tablet per day or one tablet every other day. This has been demonstrated to protect your digestive tract against the bacteria that can cause the infection.

2) Visit your doctor and request a prescription medication in case you should get such an infection. There are many antibiotics that work very well against it. Carry this medication with you as a talisman, but also take it at the very first sign of any symptoms to nip the infection in the bud.

3) There is a sliding scale of "safe" and "unsafe" foods. You should try to start out on the "safe" end until you know how your system will adjust to the different bacteria in Mexican food and water. Hot foods, foods that are too hot to touch, are very safe. Any fruit or vegetable that you can peel yourself is very safe. Breads are reasonably safe. Cold leafy vegetables and fruits you cannot peel (such as strawberries) are **NOT** safe unless you know that they were washed in filtered water. Many people find that by the end of the session they can eat anything they want--but you should advance with caution in order to gauge the response of your own system. And here's a good hint: ice cubes with a hole in the middle are made with purified water and are therefore safe. Solid, irregular ice cubes are not necessarily made with purified water and are therefore not safe. If you order bottled water or soda at a restaurant and you want ice, ask for a separate glass of ice. Consume only bottled or purified water as well as pasteurized milk and cheeses. Wash your hands thoroughly before eating. Avoid eating in roadside stands; select restaurants that look clean and hygienic.

## **Intercity Travel**

Students will find that Mexico has a vast internal transport system that supports intercity travel in a variety of modes. The Guadalajara International Airport is serviced by many local airlines with connections to a number of cities, although air travel can be quite expensive. Long distance bus lines provide rapid access to many Mexican cities at a reasonable cost to travelers and at generally very high levels of comfort. Car rentals can also be arranged in Guadalajara, although drivers must qualify for rental service in terms of age, license(s) and credit card possession; they should also exercise common sense at all times and avoid night driving on unknown roads if possible.

## **Libraries**

By using the CEPE-granted student I.D. card, students will be given access to public libraries in Guadalajara. A complete listing of these libraries will be provided at the orientation.

## **Interlibrary Loan Guidelines and Instructions**

Students currently enrolled in Middlebury College have access to a large resource through the Interlibrary Loan (ILL) Department in Vermont.

When not physically on campus, because of licensing agreements with the owners of certain databases, you must use the E-Z Proxy in order to search for articles. When you are off-campus, ILL will fill requests for journal articles (not books), which will be sent electronically as pdf files, from journals that Middlebury owns or that are owned by another institution.

To use the Interlibrary Loan Database, called **ILLiad** (which maintains personal information, and information about requests placed in your name), you must be a registered and enrolled student of Middlebury College. Your college ID number is available on your registration form; this number is necessary for ILLiad registration. [n.b. The Library reserves the right to review current status, and to cancel requests at any time placed by ineligible patrons.]

### **LIS Liaison for Technology (for questions relating to the use of technology)**

Bryan Carson, Electronic Services Librarian

[bcarson@middlebury.edu](mailto:bcarson@middlebury.edu)

(802) 443-5341 Library 209

### **LIS Liaison for the Library (for ILL, Collection Development, and Reference)**

Joy Pile, Reference and Instruction Librarian for Foreign Languages and Music

[pile@middlebury.edu](mailto:pile@middlebury.edu)

(802) 443-5140 Library 210

## **Interlibrary Loan Database, ILLiad**

- To register in ILLiad, go to the Library home page at the bottom navigation bar of the Middlebury College home page. Under the **Quick Links** heading to the right of the page is the ILLiad Link: [ILLiad - Interlibrary Loan](http://ill.middlebury.edu/illiad/logon.html) (<http://ill.middlebury.edu/illiad/logon.html>). Follow this link to our ILLiad registration page.

- Click on:  [First Time Users](#) 

if you are new to ILL and have not requested ILL items from Middlebury College in the past. Read the directions and information about ILL and fill in the form, choosing a username and password.

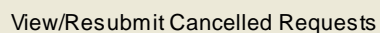
- Once you have an ILLiad account you may place requests immediately, using the ILLiad on-line forms or any of the FirstSearch Databases. Using the FirstSearch Databases, such as MLA, or Worldcat to search and place requests is highly encouraged, and can be done from within any FirstSearch item record via the following link:

**External Resources:**  [Borrow from other Library-ILL](#)

This link leads directly to an ILLiad logon and generates a completed ILL request form for you to review and submit. *Please fill-in OCLC numbers from Worldcat whenever possible, and always include a note on each request reminding us of your location.*

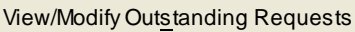
When submitting requests from abroad, it is very important to include a message of your current status/location, such as: "I am an M.A. student studying in Mexico and would like my requests to be delivered electronically." This makes it possible for us to identify requests that might otherwise be cancelled (because they are locally available), and to process these requests for you here at Middlebury.

- At any time, if a request is accidentally cancelled, you can re-activate it and send it right back to the Library with a note of explanation through your on-line ILLiad account. Here's what to do: From ILLiad's Main Menu, select the button:

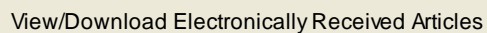


(View/Resubmit Cancelled Requests). On the page of your cancelled request, click on the button of the TN: ##### you want to resubmit, which will bring up the detailed information of the request. Just click on the "Resubmit Request" button, make any changes or add any new notes, then "Submit Request" to send it back to us. This process will insure that your request is immediately back in our system and ready to be ordered.

Resubmitting a request, rather than creating a new request, is advised because the request's history is kept in our system and helps in future processing of the request.

- To see your current requests in ILLiad, log on to your ILLiad account, via the link: <http://ill.middlebury.edu/illiad/logon.htm>. Scroll down the ILLiad Main Menu, past the section for placing new ILL requests, to the "Review Requests" section. Click on the button  and a list of the current items we are working on will appear. Clicking on any request TN: will pull up the detailed information on that request including a history of the progress we have made on your request.

- To see requests that have already arrived, click on the button



and a list of the current items delivered to the web will appear. By clicking on the blue ILL request transaction number (TN:) your ILL request should open in Adobe Acrobat Reader. (Your computer must have a version of this free software in order to view your request.) From Adobe Acrobat you can read, print, or save the article to your computer.

### **Be aware when ordering from ILL:**

- It is against College policy to request items for a patron more than once.
- The average cost to the College of an ILL, including shipping, software, and staff, is roughly \$30. It is for this reason we encourage responsible ILL-usage, and immediate use of all ILL materials.
- Items delivered to our web server only remain accessible for about a month before they expire and are automatically deleted from our system. You can, however, save the PDF file onto your own computer when viewing it through Adobe Acrobat from the web. Usually there is a small icon that looks like a floppy disk on the left side, right above the image of your article. Saving articles to your own hard-drive may prevent the loss important research when articles expire from our system.
- When you “Delete” a request on ILLiad, the file remains on our server for one week. This gives us the opportunity, for a short period of time, to restore an article deleted in error. If you do click on the “Delete TN: ###” button, by mistake before you have finished with an article, please contact the ILL Dept. as soon as possible to request restoration of your request.
- As an alum, you will be eligible to continue to use the Library and Middlebury Collections here on-campus, but we are not able to continue to provide Interlibrary loan services to you once you have graduated.
- If you need a specific chapter of a book, it can be delivered electronically.
- When logging on to ILLIAD, if you cannot remember your password, please contact Joy Pile. Your user name is kept on file.

Students not currently on campus may use ILL for **article** requests only. We also provide articles, from the *Middlebury Library Collections*, to students studying abroad. Requested articles are all scanned and delivered to the ILLiad website, where a patron from anywhere in the world can access it by downloading or printing it (from Adobe Acrobat).

For ease of access to article databases off-campus, the Library has recently implemented **EZ Proxy**. Using this feature will allow you to access resources without changing your browser settings.

The link below explains off-campus access via EZ Proxy or the old proxy server.  
[http://www.middlebury.edu/academics/lis/lib/library\\_info/general/proxy\\_server/](http://www.middlebury.edu/academics/lis/lib/library_info/general/proxy_server/)

### **Gyms/Fitness Clubs**

As in any large city, gyms and fitness clubs where patrons can exercise abound in Guadalajara. By virtue of our relationship with CEPE, certain gyms may grant students in our program a discount, so students should inquire as to any discounts upon requesting access to any particular gym. A complete listing of local gyms/fitness clubs can be provided on-site.

### **Credit Card Issues**

All major U.S. credit cards are widely accepted in Mexico. For security reasons, however, students should keep the phone numbers of their credit card companies in a secure place to

facilitate their replacement in case of loss or damage to a card. Likewise, they should contact all credit card companies *before leaving* for Mexico and provide them with the dates for their travel to avoid potential problems with security controls put into place to protect customers from theft or fraud.

### **Safety**

As in any city, you will need to exercise good judgment, and always remember that local laws and regulations apply to you just as much as they do to the citizens of that country. By adhering strictly to a few simple pieces of advice, you can minimize your exposure to unsafe situations.

1. You should have valid identification (e.g., an international student ID card, a photocopy of your passport, or a drivers' license) with you at all times.
2. Do not carry anything of value in a backpack. Backpacks are a robber's prime target. Zippers can be opened or material cut with a knife and wallets lifted without anyone seeing or realizing it. Backpacks are also easy to set down, making it easy for anyone to pick them up and walk away. Thieves have a great many tricks that require you to let go of your bag: a person may ask you for directions, obliging you to set down your bag to look at a map, and an accomplice picks up the bag and walks off with it; someone "accidentally" spills something on your coat and bag then courteously insists on helping to clean it off and takes off with the bag or an accomplice comes along and carries it off.
3. Instead of a backpack, buy a small flexible bag that you can hang around your neck and/or a money belt to hide inside clothing to store your passport and money. This is absolutely necessary when you change money at the bank or American Express. Thieves watch these places and trail their victims after seeing that they have received a lot of money. Should you carry a handbag, wear it across your body rather than under your arm, and with the clasp against your body. Do not carry money or valuable papers in your hip pocket.
4. If you must exchange money, do it at a time when you can go directly home afterwards instead of between classes or before going out at night. In general, try never to have a large amount of cash on you.
5. Do not carry house keys and your address, or credit/debit cards and personal identification number (PIN), in the same place.
6. When a stranger requests the time, a light, or directions, either ignore the request or oblige from a safe distance, paying close attention to your belongings. Do not give anyone you do not know well your phone number.
7. Be wary of motorcycles. While walking along the street, carry your purse on the inside next to a building. Motorcyclists can grab your purse or cut it away in a matter of seconds.
8. Don't wear ostentatious jewelry. It is best not even to take it abroad.
9. Before leaving the U.S., make photocopies of all your personal documents (*passport, credit cards, etc.*) and leave copies at home.
10. Try to avoid large crowds, and take care if you find yourself in an inexplicable crush of people (*if, for instance, your end of the metro or bus suddenly seems to be the only*

*section that's really crowded*). We strongly recommend that students stay clear of any political demonstrations.

11. Avoid metro or train stations late at night or any other time when they might be deserted.
12. Go places with friends rather than alone, and do not go to someone else's home alone or invite anyone to yours. Cultural differences and language difficulties can lead to "misunderstandings." Women, particularly, should avoid behavior that might be perceived as overly friendly and should discourage any such advances by others.
13. Traveling with host country friends, as opposed to American friends, will provide you with an extra degree of safety.
14. Keep emergency phone numbers with you or memorize them.
15. Students should avoid jogging alone, especially in areas or at times when there are few people around (*very early in the morning, for instance*).
16. Students should not have a false sense of confidence that can come from being an outsider in a stranger environment.
17. If you are robbed, report it immediately to the director or another staff member; you will be advised how to report it to the police. Report any stolen credit cards immediately. If you are registered with the consulate, they can help by issuing a new passport at once and in some cases can offer emergency funds and cancellation of credit cards.
18. If, during your stay abroad, there should occur some serious event involving casualties, whether or not it has put you personally at risk, that is likely to get international media exposure, we urge you to get in touch with your family to reassure them that you are okay. Remember that what may seem like a relatively minor local event to you could cause undue alarm back home.
19. Be alert to the people with whom you have contact. Be wary of people who might be overly friendly or overly interested in you. Be cautious when you meet new people and do not give out your address or phone number. Be careful sharing information about other students or group events. Be alert to anyone who might be following you or to any unusual activity around your place of residence or classroom. Report any unusual people or activities to on-site staff or authorities immediately.
20. Be careful observing traffic lights. Stay on the sidewalks away from the curb and walk facing oncoming traffic whenever possible. Drivers in large cities can be aggressive, and often erratic. Never assume a car will stop or steer out of your way.
21. It is especially important not to call attention to yourself by being part of groups of Americans speaking in English.
22. When traveling, avoid arriving in unfamiliar places at night and have a plan for where to go and how to get there.
23. Remember that the host country laws and regulations apply to you just as much as they do to the locals.

24. Be aware that cell phones are a particularly easy target for thieves, who are very good at picking them up off tables in public places, lifting them out of pockets or backpacks, or even right out of your hand as you use it on the street.
25. Be careful with whom you ride in a car. Some countries are less adamant about drinking and driving and therefore driving under the influence of alcohol is more common.

## **Academic and Administrative Matters**

### **Program Site**

Although CEPE is our official host institution, the Spanish Summer Graduate Program in Guadalajara will be housed at Universidad Sámman de Jalisco, about 8 blocks away from CEPE. Besides our computer lab, classrooms, and a large study area, Sámman has an accommodating patio area and is near many restaurants, cafes, and the Centro Magno, a U.S. style shopping center with many stores, a food court, and movie theaters.

### **Academic Program**

The Spanish Summer Graduate Program is a part of the Middlebury College Spanish School. Thus, all students are subject to the Spanish School's academic requirements. If you have any specific concerns as to course or graduation requirements, you should seek counseling from either the Spanish School Director, the On-Site Director in Guadalajara, or the Spanish School Graduate Coordinator in Vermont.

### **Language Pledge**

To take fullest advantage of their time in Mexico, students are expected to maintain the spirit of the Middlebury language pledge to speak only the language they are studying. We expect no English to be used on the Program's premises, except in emergency consultations with the On-Site Director and his staff. Students should recognize that this pledge plays a major role in the success of their study abroad experience, both as a symbol of commitment and as an essential part of the language learning process, as proven by the successes of our summer Language Schools. Speaking Spanish to each other as well as to your Mexican hosts will help you to focus your energies on the further development of your language skills, and to internalize the patterns of communication and the cultural perspective associated with the target language. Among the many things we hope students will learn from their foreign experience is to develop a greater degree of independence, to take responsibility for themselves, and to respect the wishes of fellow students who are intent on improving their language skills.

### **Registration, Class Attendance, Add/Drop**

Students will register for courses through the Spanish School Graduate Coordinator, Audrey LaRock, beginning in May of 2009. All registration will be on a first come, first served basis. If modifications in a student's course registration must be made while in Guadalajara, this will be done in consultation with the On-Site Director after the program has begun.

While in Guadalajara, students are fully expected to attend class daily, as on the Vermont campus. Classes will be held in Guadalajara from Monday through Thursday, although students will also have access to a computer room at the Sámman building from Monday to Friday from 10:00 AM – 2:00 PM, 4:00 PM – 7:00 PM, and Saturdays from 8:00 AM – 2:00 PM.

## **Add/Drop Deadlines July 9**

If you drop a course after the add/drop deadline, but on or before July 15, you will receive a grade of WD. If you drop a course after July 15, you will receive a grade of WD/F.

## **Credits**

All credits awarded by the Language Schools is defined in terms of units. One unit equals three semester hours of credit. Students enrolled in the six-week graduate program normally earn three units of credit.

For transfer purposes, the student's home institution determines how many credits are granted for a summer's work. All students must pay the full tuition even if they are carrying less than the full load of courses. Permission to take a fourth course must be approved by the Graduate Coordinator of the Spanish School before the beginning of the session. Only students who need a fourth course in order to graduate at the end of the session will be granted permission. The extra course fee is \$1,464. 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.

## **Grades**

The following grades are used in this program: A, A-, B+, B, B-, C+, C, C-, D, F. No grade below a B- may be applied to a Middlebury M.A. degree, nor below B+ to the D.M.L. degree. Pass/Fail grades and notations of "no credit" or "auditor" are not available.

Final grades will be available online (Banner Web) approximately two weeks after the end of the session. Grades are never released over the phone. Instructions for accessing grades can be found on the Registrar's Office website [http://www.middlebury.edu/administration/records/student\\_info](http://www.middlebury.edu/administration/records/student_info)

**Students must use their ID number to access grades via Banner Web.**

Students who wish to appeal a course grade should write to the director of the School. The letter should state the reasons for the appeal and should include copies of all relevant supporting materials. Subsequent appeal may be made to the Vice President of Language Schools, Schools Abroad and Graduate Programs, whose decision is final. Appeal must be made during the six months following receipt of the grade.

A grade of "incomplete" that has not been removed 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. No warnings are sent by the School to the student.

## **Withdrawal and Refunds**

In order to withdraw from the Program, you must complete and sign an official withdrawal form with the On-Site Director **before departing**. Students who arrive and 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 as well as a \$500 room and board fee. (The fifth day of class is the second Thursday of class in the 6-week session.) This withdrawal fee is assessed because a place had been reserved for the student.

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 and board fees, but may receive refunds for any additional amounts paid according to the refund schedule.

Before end of 2 <sup>nd</sup> week of classes	20% refund of tuition
After end of 2 <sup>nd</sup> week of classes	No refunds

Any non-recoverable expenses may also be deducted from the refund.

Students who withdraw for personal reasons (rather than a documented medical or family emergency) are not eligible to receive a refund. 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.

### **Student Records**

In accordance with the 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.

The Language Schools maintain several different types of student records:

1. Summer directory information—student’s name and email address. Distribution is limited to the individual School.
2. Academic records—A transcript for each student is kept in the Registrar’s office, Forest Hall, Middlebury. The transcript contains grades and related academic information, as well as notations of graduation, withdrawal, and degrees received.
3. Other School records—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 Registrar’s office.

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 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, Forest Hall, Middlebury) 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 Registrar.

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  
600 Independence Avenue, SW  
Washington, DC 20202-4605

NOTE: 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 Language Schools Registrar, Forest Hall, Middlebury.

### **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 [http://www.middlebury.edu/academics/lr/resources/transcript\\_requests/](http://www.middlebury.edu/academics/lr/resources/transcript_requests/). A fee of \$5 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.

### **Co-Curricular Program**

An element that distinguishes Middlebury College's Language Schools, the Co-Curricular Program is an integral component of the Spanish Summer Graduate Program in Guadalajara.

Weekly *tertulias*, visits to local sites of interest—such as Tlaquepaque and Tonalá—films, and visits from artists and writers, are common components of the Guadalajara Co-Curricular Program in which students' participation is expected.

### **CEPE and Universidad Sámman Regulations**

As guests of both CEPE and Sámman, we are all subject to both of these institutions' regulations. This stipulation is particularly important given CEPE's stated policy against the abuse of controlled substances by students participating in their programs (in our case, via home stays). Students should show respect for CEPE and their host families, and exercise good judgment at all times since CEPE's policy on this particular aspect of its programs is strictly 'zero tolerance.'

### **Plagiarism**

The following statement on plagiarism has been adopted by the Middlebury College Faculty (1983):

As an academic community devoted to the life of the mind, Middlebury College requires of every student complete intellectual honesty in the preparation of papers, laboratory reports, and other academic exercises. The habit of intellectual honesty is essential to both intellectual and moral growth.

Effective evaluation of student work and helpful instruction can take place only in an environment where intellectual honesty is respected.

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 idea using approximately the language of the original. Paraphrasing without acknowledgement of authorship is also plagiarism and is as serious a violation as an 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 mitigating circumstances. Students with uncertainties and questions on matters relating to footnoting and citation of sources should consult with the course instructor for whom they are preparing work.

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 governing 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 on homework assignments and laboratory reports. 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.

### **Disciplinary Action**

The On-Site Director is responsible for disciplinary action. The On-Site Director will review information pertinent to the situation and may choose to consult with the other members of the administration or faculty in reaching a determination regarding disciplinary action. The On-Site Director may issue a written warning or place a student on probation if he/she judges that the circumstances do not warrant immediate dismissal.

### **Sexual Harassment Policy**

Many forms of harassment have been recognized as violations of civil rights laws by the Federal Courts, by the U.S. Equal Employment Commission, by the State of Vermont, and by the U.S. Department of Education. Students on Middlebury College programs are considered to be governed by the same code of conduct as if they were on the Vermont campus and should conduct themselves accordingly. Given that, we recognize that while you are in a different country, with different cultural and legal standards, it is possible that you may experience forms of harassment that would not be tolerated in the U.S. Those experiences should be reported immediately to the relevant authorities through local channels. Students should realize, however, that U.S. laws, including issues involving sexual harassment, do not apply overseas. Internal allegations of harassment shall be heard by the On-Site Director or his/her designate.

Sexual harassment is a violation of an individual's basic civil rights and will not be tolerated by Middlebury College. Sexual harassment is against the law and violates Middlebury College's Policy. Middlebury College's Harassment Policy Statement (1992) states:

As an educational institution, Middlebury College is committed to maintaining a campus environment where bigotry and intolerance, including discrimination on the basis of sex, sexual orientation, race, ethnicity, religious beliefs, physical ability or age, have no place, and where any form of coercion or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable. Harassment is antithetical to the mission of this College.

### **Evaluation**

You will be asked to complete forms evaluating your summer experience at the end of the program. Individual course evaluation forms will be distributed and collected during the final week of classes. These evaluations are confidential: student names are not required and neither the faculty member, nor the On-Site Director, will see the evaluation forms until after grades have been submitted.

### **Graduation**

The 2009 Commencement ceremony will take place on Friday, August 14 at 5:00 p.m. in Mead Chapel at Middlebury College. If you expect to receive the M.A. or D.M.L. degree at the 2009 Commencement, you must confirm in advance with the coordinator in Vermont that the School has received all necessary transcripts for transfer credits and that you have taken care of all other details. August degree candidates must complete all transfer work by May 31 of the year of graduation, and March degree candidates must complete all transfer work by January 10.

Please note: If you plan to graduate in August, 2009, you should make certain before June 1 that your name is on file in the Registrar's office exactly as you wish it to appear on your diploma. If you participate in the August Commencement, you must wear a cap and gown, which can be purchased at the College Store from August 12 -14. For further information, please see <http://www.middlebury.edu/academics/ls/resources/commencement/>.

### **Conclusion**

Study abroad is a very special time of learning and personal development. What you yourself bring to it will make the difference: your approach to studies, your willingness to explore, and willingness to understand other ways. Remember, though, that the fact that you are an American or even a foreigner does not make you perforce of interest to the locals (as most foreign students at U. S. universities find out). Getting to know the locals can be challenging, but once you get to know them you may also find their notion of friendship more lasting than that encountered in the U. S. In pursuing interests outside of academics, such as internships or volunteer work, choral or instrumental music, sports, crafts, dance, politics, archaeology, theater, and fine arts, you may meet and get to know local students and residents better.